

EnrollJeffco

Quick Reference Card

Overview

If your student does not plan to return to Jeffco for the 19-20 school year, we would like still like to hear from you! This helps schools plan for how many students they can support next school year.

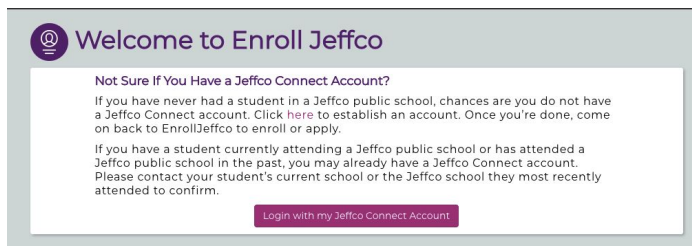
Note: If your student is a senior who is on track for graduation, you do not need to do complete any steps in EnrollJeffco.

How to login to EnrollJeffco

Families will use their Jeffco Connect User Name and Password to login to **EnrollJeffco** during the Round 1 and/or Round 2 Application timeframe.

- If you do not remember your Jeffco Connect User Name, please contact your current student’s school for assistance.

1. If you know your Jeffco Connect User Name and Password, go to the EnrollJeffco.org webpage and click on the **ENROLL NOW** button. This button will be enabled during the following application timeframes:
 Round 1: January 22nd through February 8th
 Round 2: Begins February 9th
2. Click on the **Login with my Jeffco Connect account** button and use your valid Jeffco Connect User Name and Password to login.



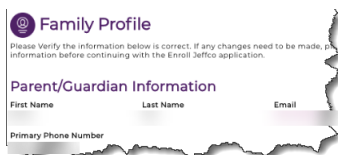
Welcome to EnrollJeffco

Families will be able to view important dates, students linked to their Jeffco Connect account, and begin an application from the **Welcome to EnrollJeffco** page. This is also where parents can view the application status for each of their students.

Begin by clicking on the **Let’s Get Started** link for one of your students.

Family Profile

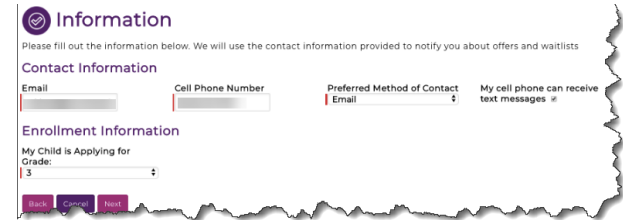
3. Verify the information displayed on the **Family Profile** page. This information is coming directly from your Jeffco Connect account. If any of this information needs to be updated, you will be directed back to Jeffco Connect to make the necessary updates. Please login to your Jeffco Connect account and make the necessary



updates now. When all necessary changes have been made in Jeffco Connect, you may return to **EnrollJeffco** and reload the page to refresh your data and continue the application.

4. When all information is accurate, select the **Yes! I confirm that all the information on this page is accurate** option button and click the **Next** button to proceed.

Information



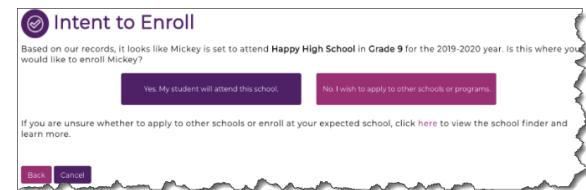
Contact Information

5. You must provide a valid **Email** address, **Cell Phone Number** and **Preferred Method of Contact**. This information does not come from your Jeffco Connect account and does not update your Jeffco Connect account if different. Its sole purpose is to send any necessary communications from **EnrollJeffco**

Enrollment Information

6. Verify that the grade level pre-populated in the **My Child is Applying for Grade** field is correct. Click the **Next** button to proceed.

Intent to Enroll



7. Families who are not returning to any Jeffco school for the following school year will select **No or I’m not sure** on this page.

8. Upon clicking “No or I’m Not sure”, you’ll be taken to the school application page. If you do not intend for your student to return to Jeffco next year, **click logout**. The record in the system will now reflect that the student **will not be returning** for the following school year

