

EnrollJeffco

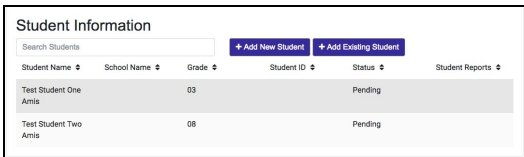
Quick Reference Card

Accessing your Jeffco Connect Account

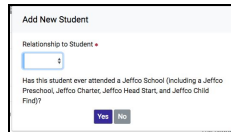
Families new to Jeffco Public Schools must begin the enrollment process by creating a Jeffco Connect account. Families will use their Jeffco Connect User Name and Password to login to **EnrollJeffco** during the Round 1 and/or Round 2 Application timeframe.

1) If you are a family that is new to Jeffco and do not have a Jeffco Connect Account, visit <https://jeffcoconnect.jeffco.k12.co.us> and click on the **New Parent/Guardian to Jeffco Schools** button to create a Jeffco Connect account.

2) Please click **“Add New Student”** on the student information section



3) carefully read and answer the **two** questions that appear on the pop up .



Logging in to EnrollJeffco

4) Once you have created your Jeffco Connect account and added your student(s), you may use the Jeffco Connect User Name and Password to log into EnrollJeffco. Go to the [EnrollJeffco](#) webpage and click on the **ENROLL NOW** button. This button will be enabled during the following application timeframes:

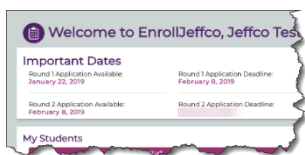
- Round 1: January 22nd through February 8th
- Round 2: Begins February 9th

5) 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

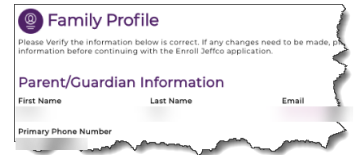
Families will be able to view important dates, students linked to their Jeffco Connect account, and begin an application from the **Welcome to EnrollJeffco** page. This is also where parents can view the application status for each of their students.



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

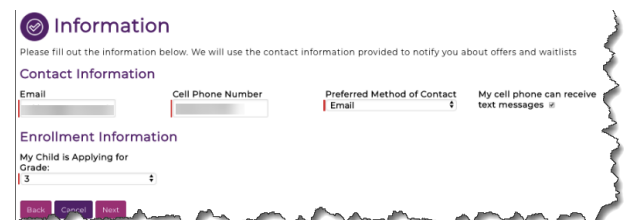
Family Profile

7) 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.



8) 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



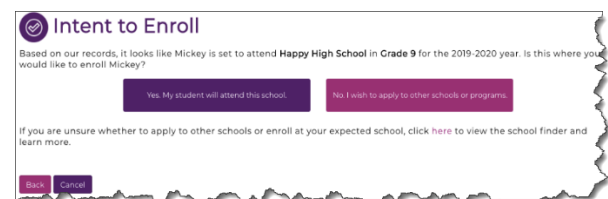
Contact Information

8) 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 contact you with offers and waitlist information from **EnrollJeffco**.

Enrollment Information

9) You must select the grade level your student will be entering for the intended school year. Select this grade level from the **My Child is Applying for Grade** field. Click the **Next** button to proceed.

Intent to Enroll



10) Families will either select to enroll their student in their expected school (please follow [Application Path 1 Instructions](#)) or respond **No or I’m not sure** (please follow [Application Path 2 Instructions](#)). If they are unsure at this time, they can use the [School Finder](#) tool to learn more about their options.

EnrollJeffco

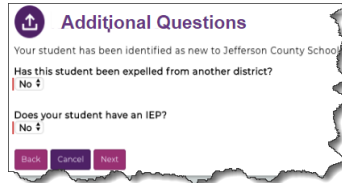
Quick Reference Card

Application Path 1 Instructions: Yes, My student will attend this school.

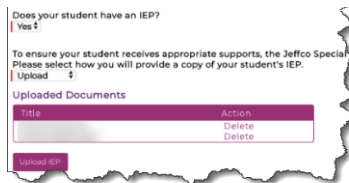
Additional Questions

Families will see these questions when they are completing the application for a student who is new to Jeffco.

1) If the student has been expelled from another district, the page will update to provide additional fields for adding details regarding this expulsion. This information is required to proceed to the next page.



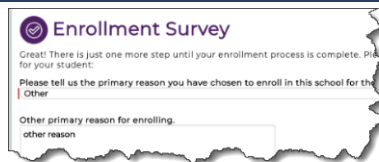
2) If the student has an IEP, the Jeffco Special Education Department will review his/her IEP to ensure your student receives appropriate supports. The page will update to provide you the opportunity to upload the student's IEP.



a. If required, the IEP can either be uploaded or delivered/mailed to the Special Education office. Families who choose to deliver/mail an IEP will receive a separate email reminder with instructions on where to deliver the documents.

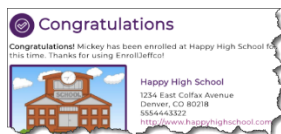
Enrollment Survey

3) The Enrollment Survey is an opportunity for us to learn more about a family's school choices. Families will answer these questions if they select their expected school, or when they accept an offer from another school or program.



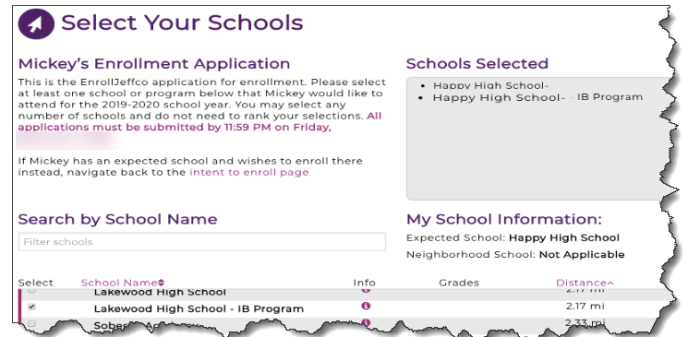
Congratulations

4) Families selecting to enroll their student at their *expected school* will receive a confirmation message at the end of the application process. The family can expect to receive an email (at the email address provided in their **EnrollJeffco** application) and may receive a text message upon completing the **Intent to Enroll** process.



Application Path 2 Instructions: No or I'm not sure.

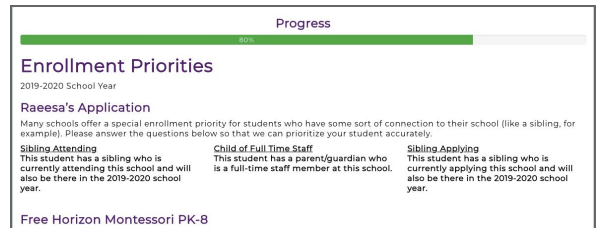
Select Your Schools



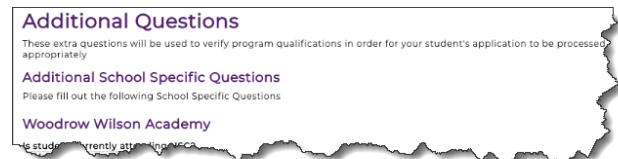
After the **Intent to Enroll** page, you will **Select Your Schools**. Families will be able to apply to any program(s) their student is eligible. Families can also see their student's expected school and/or neighborhood school, if applicable.

1) Please select at least one school or program that you would like your student to attend for the intended school year and then click the **Next** button. There is no limit on the number of schools or programs you may select.

2) The **Enrollment Priorities** window will allow families to indicate whether their student has any sibling(s) attending or applying, or is the child of staff, for each school or program they selected. If this does not apply to your student, simply click the **Next** button.



3) The **Additional School Specific Questions** window will *only* display if you have selected to apply at a school or to a program requiring this additional information.



If you have not selected one of these schools and your student is new to Jeffco, the application will open the **Additional Questions** window as described for [Application Path 1 Instructions](#).

Application Summary

4) Once you have successfully completed the required information, the **Application Summary** for your student will display. This information may be printed, or families may log back into **EnrollJeffco** before February 8th (this is the close of Round 1 Applications) to view or edit this information.

Application Summary for Mickey

Student Name: Mickey Mouse

My Child is Applying for Grade: 9

List of Schools Selected and Standard Priority

Happy High School - IB Program	Sibling Applying
Happy High School:	

Preference Information (Optional)

Sibling Applying Information (if applicable)

School Name	Sibling Applying Name	Sibling Grade	Sibling Applying DOB
Happy High School - IB Program			

Terms and Conditions

5) Finally, you must **Initial** and **Submit** the **Terms & Conditions** as follows:

Terms & Conditions

- By electronically initialing below, I confirm the following:
- I affirm my student's interest to enroll at the indicated school(s) for the 2019/20 school year;
 - All of the information provided is accurate, to the best of my knowledge;
 - I am legally authorized to make educational decisions on behalf of my student;
 - I understand submission of this application does not guarantee my student will be offered enrollment at any of the selected schools;
 - I understand that each selected school on this application will receive my student's application information;
 - I understand that any future choice offer(s) for enrollment may be contingent upon my ability to submit required documentation within a reasonable and specified timeframe. Examples include, but are not limited to, submitting a copy of my student's birth certificate and/or proof of address;
 - I may accept no more than one enrollment offer on behalf of my student, and will need to do so within five (5) calendar days after receiving the offer; and
 - I understand that my student's application data will not be shared with any organization for non-education-related purposes;
 - I understand that Jeffco will not include
 - I understand that any offer for enrollment received by my student may be revoked ...

Initial:

Notifications to Families

- Families will receive an email and may receive a text confirmation of their application submittal (this will be sent to the email/phone number provided in **EnrollJeffco**).
- Families may login to **EnrollJeffco** at any time before midnight February 8th, 2019, to edit their Round 1 application.
- On or around February 25, 2019, families will be notified of their student's status at each of the schools to which they applied. At each school, the student will either be offered enrollment or placed on a waitlist. Here are a few important things to know:
 - When/if your student receives an enrollment offer, you will have **five (5) calendar days** to either accept or decline the offer.
 - If the student receives more than one enrollment offer, you may only accept one offer.
 - Once an offer is accepted, that school will become your student's new school of record.** If you later decide to attend your neighborhood school instead, you will need to submit a Round 2 application.
 - Your student may remain on multiple waitlists, regardless of any other enrollment offer accepted.
 - If your student is placed on the waitlist(s) at all of the selected schools, they will automatically be enrolled at their neighborhood school.
 - Your student will not lose his/her seat at their current school **UNTIL** another offer has been accepted by you.