

# EAST SIDE UNION HIGH SCHOOL DISTRICT ONLINE REGISTRATION



#### Online Registration Instructions

#### Before you begin, please gather the following:

- Household information -- address and phone numbers
- ❖ Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact -- addresses and phone numbers

#### Take Note:

- ➤ If your student is an incoming 9th grader, residency verification must be completed at the student's assigned high school on the school's designated dates.
- For all other students, residency verification must be completed at the school of attendance.

|                            |                   | SCHOOL CONTACT LIST    |              |                              |
|----------------------------|-------------------|------------------------|--------------|------------------------------|
| Site/School Website        | Name              | Email                  | Phone #      | Registration Days/Hours      |
| Andrew P. Hill High        | Nicole Nguyen     | nguyennic@esuhsd.org   | 408-347-4114 | Monday-Friday; 8:00 - 2:30   |
| Evergreen Valley High      | TBD               | TBD                    | 408-347-7070 | Monday-Friday; 8:00 - 3:00   |
| Independence High          | Alicia Suba       | subaa@esuhsd.org       | 408-928-9514 | Monday-Friday; 8:00 - 2:30   |
| <u>Iames Lick High</u>     | Jamie Petrovich   | petrovichj@esuhsd.org  | 408-347-4421 | Monday-Friday; 8:00 - 2:30   |
| Mount Pleasant High        | Angelica Heredia  | herediaa@esuhsd.org    | 408-937-2834 | Monday-Friday; 8:00 - 2:30   |
| Oak Grove High             | Mike Lynch        | lynchm@esuhsd.org      | 408-347-6514 | Monday-Friday; 7:15 - 11:00  |
| <u>Piedmont Hills High</u> | Crystal Hsieh     | hsiehcr@esuhsd.org     | 408-347-3848 | Monday-Thursday; 8:00 - 3:00 |
| Santa Teresa High          | Amy Ulloa         | ulloaa@esuhsd.org      | 408-347-6212 | Monday-Friday; 8:00 - 2:30   |
| Silver Creek High          | Alison Montgomery | montgomerya@esuhsd.org | 408-347-5644 | Monday-Friday; 8:00 - 2:30   |
| William C. Overfelt High   | Norma Rodriguez   | rodriguezn@esuhsd.org  | 408-347-5939 | Monday-Friday; 8:00 - 2:30   |
| Yerba Buena High           | Anabel Velasquez  | velasqueza@esuhsd.org  | 408-347-4751 | Monday-Friday; 8:00 - 2:30   |



#### Online Registration Link

Right click to open to a new tab to begin your online registration -

https://esuhsd.infinitecampus.org/campus/OLRLogin/eastside



Please fill in the required fields to create your parent account and begin the registration process. Click **Begin Registration** when ready.



You will receive an email with a link for your unique registration session. Please click the link in the email to proceed with the registration process.

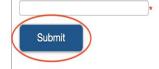


# You will need to type your name in the box as an electronic certification. Click **Submit** when ready.



Welcome Parent Parent! Please type in your first and last name in the box below.

By typing your name into the box below you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.



Take note of your

Application Number
highlighted on the top right
corner of the page in case
you need to save and return
to your application.



#### Click **Begin Registration** when ready to fill out the online registration.





#### Welcome to East Side Union High School District's Infinite Campus Online Registration

#### Before you begin, please gather the following:

- · Household information -- address and phone numbers
- · Parent information -- work and cell phone numbers, email addresses
- Student information -- demographic and health/medication information
- Emergency Contact -- addresses and phone numbers

#### PLEASE NOTE:

- · Required fields are marked with a red asterisk \*.
- . The district will receive the data exactly as it is entered.
- · Please be careful of spelling, capitalization, and punctuation.
- Dates should be entered as MM/DD/YYYY and phone numbers as xxx-xxx-xxxx.
- Completing your online registration is the first step in the process of entering ESUHSD School. After you have completed and submitted your registration
  application, you will need to complete the residency verification process.
- . If your student is an incoming 9th grader, residency verification must be completed at the student's assigned high school on the school's designated dates.
- For all other students, residency verification must be completed at the school of attendance.

#### Please contact your school site Registrar if you need assistance.

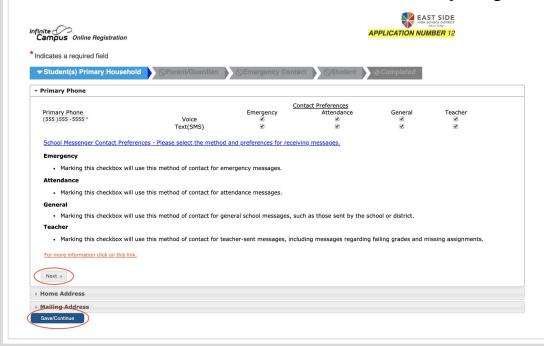
| School           | Registrar         | Contact #    | Email                  |
|------------------|-------------------|--------------|------------------------|
| Andrew Hill      | Nicole Nguyen     | 408-347-4114 | nguyennic@esuhsd.org   |
| Evergreen Valley | Daisy Castro      | 408-347-7070 | castrod@esuhsd.org     |
| Independence     | Alicia Suba       | 408-928-9514 | subaa@esuhsd.org       |
| James Lick       | Jamie Petrovich   | 408-347-4421 | petrovichj@esuhsd.org  |
| Mount Pleasant   | Angelica Heredia  | 408-937-2834 | herediaa@esuhsd.org    |
| Oak Grove        | Mike Lynch        | 408-347-6514 | lynchm@esuhsd.org      |
| Piedmont Hills   | Crystal Hsieh     | 408-347-3848 | hsiehcr@esuhsd.org     |
| Santa Teresa     | Neha Billing      | 408-347-6212 | billingn@esuhsd.org    |
| Silver Creek     | Alison Montgomery | 408-347-5644 | montgomerya@esuhsd.org |
| W.C. Overfelt    | Norma Rodriguez   | 408-347-5939 | rodriguezn@esuhsd.org  |
| Yerba Buena      | Anabel Velasquez  | 408-347-4751 | velasquezag@esuhsd.org |

BEGIN REGISTRATION

#### Student(s) Primary Household Section



Each section contains multiple tabs. Click **Next** to continue within the section or **Save/Continue** when ready to proceed to the next tab.



PLEASE NOTE: You will not be able to skip sections if required information is missing.



PLEASE NOTE: Verify that your address is in the East Side Union High School District attendance area. If your address is not within the boundaries, please contact your Registrar.

<u>Attendance Area Locator</u>



| Type in your street number in the street number field. If your address contains an apartment, space, or unit number, enter that number in the apt/spc/unit field. Type in your street name. As you begin typing the first few letters of your address, select your address when it appears in the address box. The city, state, and zip will automatically populate.  Street Number  N,S,E,W  Street Name Only  Street Abbreviation (St, Dr, Ave)  APT/SPC/UNIT  Clity  State  Zip  Ext.  County  Address Box  830 N CAPITOL AVE, San Jose, CA 95127 3740 Santa Clara  830 S CAPITOL AVE, SAN JOSE, CA 95127 3740 Santa Clara  Your must select an address from the Address Box above.  Your address as entered above  830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  Click here if your address is not found. | Residence Addre                     | ss  |
|--|-------------------------------------|---|
| Street Number 830 N,S,E,W Street Name Only Capi City State Zip Ext. County  Clear Address Fields  Address Box  830 N CAPITOL AVE, San Jose, CA 95133 1316 Santa Clara 830 S CAPITOL AVE, SAN JOSE, CA 95127 3740 Santa Clara  Your address Box above.  Your address as entered above 830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication   | space, or unit r<br>you begin typir | number, enter that number in the apt/spc/unit field. Type in your street name. As any the first few letters of your address, select your address when it appears in the |
| City  State Zip Ext.  County  Address Box  830 N CAPITOL AVE, San Jose, CA 95133 1316 Santa Clara 830 S CAPITOL AVE, SAN JOSE, CA 95127 3740 Santa Clara  Your address Box above.  Your address as entered above 830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication   | 1                                   | 2 (if applicable)   |
| Clear Address Fields  Address Box  830 N CAPITOL AVE, San Jose, CA 95133 1316 Santa Clara 830 S CAPITOL AVE, SAN JOSE, CA 95127 3740 Santa Clara  Your address as entered above 830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  Link Address  UnLink Address  UnLink Address  | 830 *                               | * V   |
| Address Box  830 N CAPITOL AVE, San Jose, CA 95133 1316 Santa Clara  830 S CAPITOL AVE, SAN JOSE, CA 95127 3740 Santa Clara  Your address as entered above  830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  |                                     | * * *   |
| 830 N CAPITOL AVE, San Jose, CA 95133 1316 Santa Clara 830 S CAPITOL AVE, SAN JOSE, CA 95127 3740 Santa Clara Your address from the Address Box above.  Your address as entered above 830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  Link Address P  UnLink Address P  | Clear Address Fie                   | elds  |
| 830 S CAPITOL AVE, SAN JOSE, CA 95127 3740 Santa Clara  You must select an address from the Address Box above.  Your address as entered above 830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  | Address Box                         |   |
| You must select an address from the Address Box above.  Your address as entered above 830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  Link Address P  UnLink Address P  | 830 N CAPITOL AVI                   | E, San Jose, CA 95133 1316 Santa Clara  |
| Your address as entered above 830 Capi  Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  Link Address & UnLink Address &   | 830 S CAPITOL AVE                   | E, SAN JOSE, CA 95127 3740 Santa Clara  |
| Please upload a current utility bill to verify residence in the district.  Upload Utility Bill/Mailed Communication  Link Address P  UnLink Address P  | You must select ar                  | n address from the Address Box above.   |
| Upload Utility Bill/Mailed Communication  Link Address & UnLink Address &  |                                     |   |
| Link Address & UnLink Address &  | Please upload                       | a current utility bill to verify residence in the district.   |
|  | Upload Uti                          | lity Bill/Mailed Communication  |
|  |                                     |   |
|  |                                     |   |
| Click here if your address is not found.   | Link Address &                      | JnLink Address &  |
| Click here if your address is not found.   |                                     |   |
|  | Click here if your add              | dress is not found  |

PLEASE NOTE: Please follow the specific instructions that are in blue.

#### Helpful hints:

- Type slowly
- Follow the numbered steps
- If your address is within the East Side boundaries, it will appear in the Address Box



Your address will show below the heading "Your address as entered above" and you can then click Next.

| Street Number      | N,S,E,W                                     | Street Na | me Only        | *            | Street Abbreviation (St, Dr, Ave) | APT/SPC/UNIT |
|--------------------|---|-----------|----------------|--------------|-----------------------------------|--------------|
| City<br>SAN JOSE   |   | State     | Zip<br>95133 * | Ext.<br>1316 | County<br>Santa Clara             |              |
| Clear Address Fiel | de  | CA *      | 95133          | 1316         | Santa Clara                       |              |
| - Address Box —    | us  |           |                |              |                                   |              |
|                    | 830 N CAPITO<br>SAN JOSE, CA<br>Santa Clara |           | i              |              |                                   |              |
|                    | current ut                                  | ,         |                |              | e in the district.                |              |

PLEASE NOTE: If your address does not appear, click the link 'Click here if your address is not found' and fill out the Google Form to request your address to be added in the system.



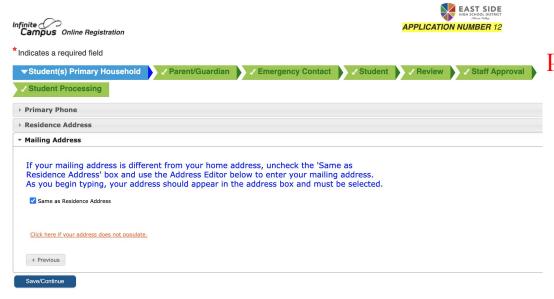
#### Please use the '**Upload**' button to attach proof of residency.

#### Your address as entered above 830 N CAPITOL AVE SAN JOSE, CA 95133 1316 Santa Clara Please upload a lease/rental agreement; mortgage agreement; property tax bill to verify residence in the district. Upload Lease/Rental Agreement, Mortgage Agreement, Property Tax Bill Please upload a current utility bill to verify residence in the district. Upload Utility Bill/Mailed Communication Please upload a second current utility bill/mailed communication to verify residence in the district. Upload 2nd Utility Bill/Mailed Communication Please upload a third current utility bill/mailed communication to verify residence in the district. Upload 3rd Utility Bill/Mailed Communication Link Address & UnLink Address & Click here if your address is not found.

#### Student(s) Primary Household Section: Mailing Address



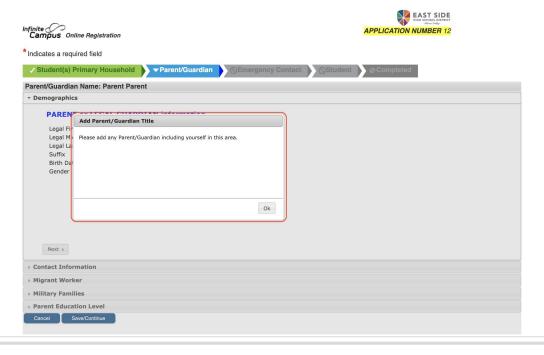
Check 'Same as Residence Address' if your mailing address is the same



PLEASE NOTE: You will not be able to skip sections if required information is missing.

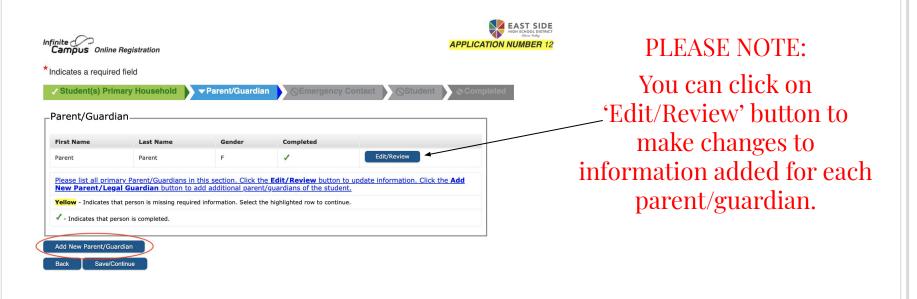


Please **include ALL Parents and Legal Guardians** including yourself, regardless of whether they live in the same household as the student.

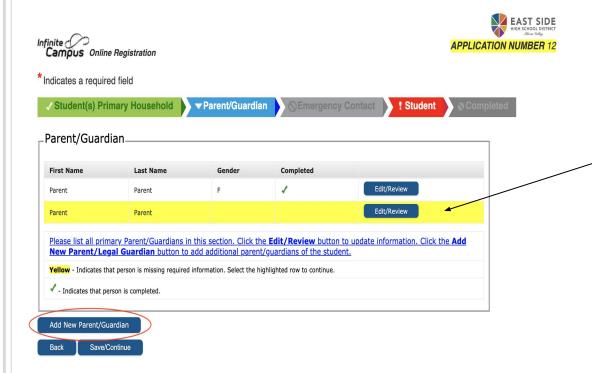




You will need to repeat this section for each parent/guardian by clicking on **Add New Parent/Guardian**.





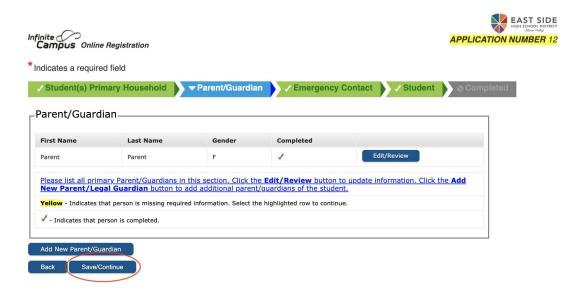


#### PLEASE NOTE:

Entries highlighted in yellow indicates missing information. Click on Edit/Review to complete the section.



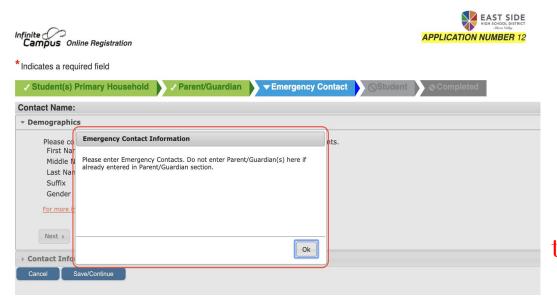
Click **Save/Continue** when ready to proceed to the next tab.



#### **Emergency Contacts Section**



You can have a maximum of 4 emergency contacts who must be 18 or older.



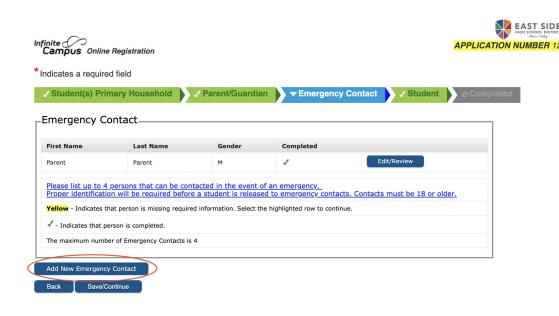
#### PLEASE NOTE:

DO NOT enter a parent/guardian as an emergency contact if they have already been entered. You will be able to indicate them as a contact later in the form.

#### **Emergency Contacts Section**



You will need to repeat this section for any additional emergency contact by clicking on **Add New Emergency Contact**.



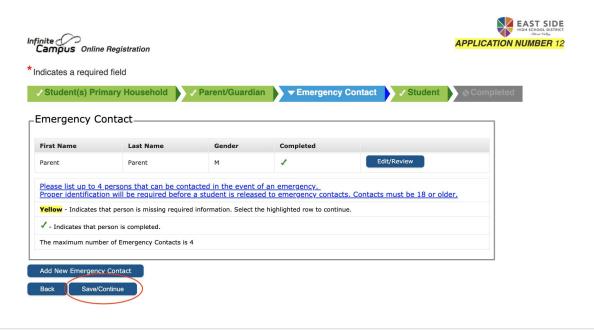
#### PLEASE NOTE:

Proper identification is required before a student is released to emergency contacts.

#### **Emergency Contacts Section**



Click **Save/Continue** when ready to proceed to the next tab.



#### **Student Section**



This is the final section in which you will be asked to enter student information:

- Demographics
- **❖** Race Ethnicity
- Housing
- Student Services
- **❖** Language Information
- Previous Schools
- Relationships Parent/Legal Guardians
- Relationships Emergency Contacts

- Health Services Emergency Information
- Health Services Medical or Mental Health Conditions
- **\*** Health Services Medications
- \* Release Agreements

#### Student Section: Demographics



Please enter the student's name exactly as it appears on the birth certificate.

| Legal First Name      | *         | Gender                            | <b>*</b> *           |            | Enrollment Grade           | <b>*</b> *         |
|-----------------------|-----------|-----------------------------------|----------------------|------------|----------------------------|--------------------|
| Legal Middle          |           | Birth Date                        |                      | <b>Q</b> * | Boundary School: Unable to | determine boundary |
| Name                  |           | Foreign Exchan                    | ge*                  |            | school                     |                    |
| Legal Last Name       | *         | Yes, this is a fo                 | oreign exchange stud | dent       |                            |                    |
| Suffix (Jr., Sr., II) | <b>\$</b> | <ul><li>No, this is not</li></ul> | a foreign exchange   |            |                            |                    |
| Nickname              |           | student                           |                      |            |                            |                    |

#### PLEASE NOTE:

If your student has two last names, enter both in the box marked as "last name" without a dash in between.
Enter Jr, Sr, or III in the Suffix field

## Student Section: Race Ethnicity



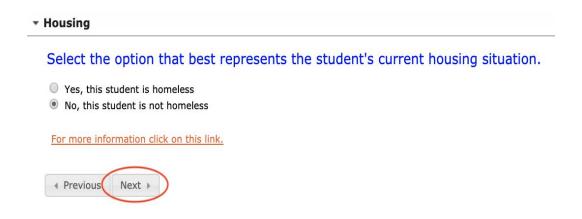
Please select the student's race (check as many boxes as applies).

| ▼ Race         | Ethnicity  |        |  |   |
|----------------|--|--------|--|---|
| (Hisp<br>Centr | nis student Hispanic or Latino Ethnicity  anic/Latino is an ethnic group describing people of Cuban, ral or South American, or other Spanish culture or origin, re  ase check all that apply. At least one race/ethnic | gardle | ss of race)  |   |
|                | American Indian or Alaska Native (persons having origins in North, Central, or South America) Chinese Japanese Korean Vietnamese   |        | Laotian (from Asia) Cambodian Hmong Other Asian Filipino Black or African American | Hawaiian Guamanian Samoan Tahitian Other Pacific Islander White (persons having origins in Europe Middle East or N. |
|                | Asian Indian  Decline to State   |        |  | Africa)   |
| 4 Pre          | evious Next Next   |        |  |   |

### **Student Section: Housing**



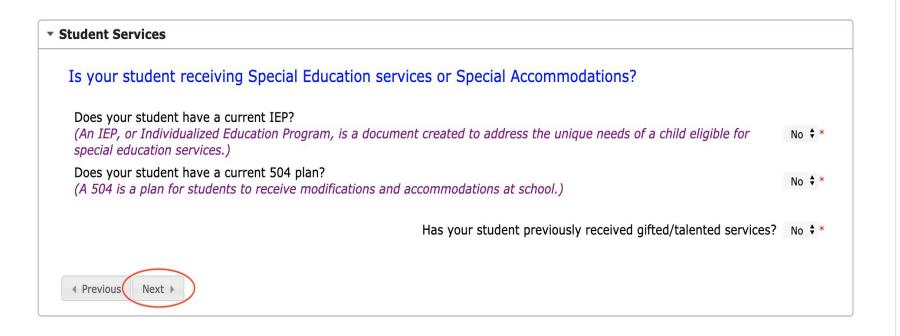
Please indicate student's current housing situation.



#### Student Services



#### Please indicate if student has current IEP or 504 plan.



### Student Section: Language Information



Please indicate student language as it pertains to the questions.

| Please enter language information for your student below.   |               |            |
|---|---------------|------------|
| Student Language  | English       | <b>*</b> * |
| Which language did your child learn when first beginning to talk?                                   | English       | <b>*</b>   |
| Which language does your child most frequently speak at home?                                       | English       | <b>*</b>   |
| Which language do you use most frequently to speak to your child?                                   | English       | <b>*</b> * |
| Which language is most often spoken by adults in the home?  | English       | <b>*</b>   |
| Has your child ever received English Language Development or English as a Second Language services? | No <b>♦ *</b> |            |
| Was your child reclassified from English Learner to Fluent English speaker?                         | No <b>♦</b> * |            |
|   |               |            |
| ◆ Previous Next ▶   |               |            |

#### **Student Section: Previous Schools**



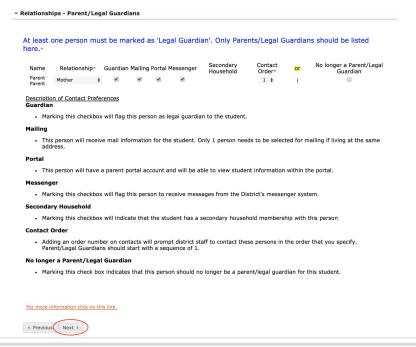
#### Please indicate student's previous schools attended.

| chool Attended L   | ast Year  | School Attended 2 Yea (Only enter if different fro |           |  |
|--|---|--|-----------|--|
| School   | *   |  |           |  |
| City   | *   | School   |           |  |
| itate  | <b>*</b>  | City   |           |  |
| Country  | <b>*</b> *  | State  | <b>*</b>  |  |
| Phone (  | ) -   | Country  | <b>\$</b> |  |
| n did your child fir<br>ou don't know the  | uspended or expelled from another<br>st attend school in the USA?<br>exact day, enter September 1st and   | d the correct year)                                | ₫*        |  |
| n did your child fin<br>ou don't know the<br>t grade did your ch<br>n did your child fin   | st attend school in the USA?  | d the correct year)         **                     | ā*        |  |
| n did your child fir<br>ou don't know the<br>t grade did your ch<br>n did your child fin<br>ou don't know the                        | st attend school in the USA?<br>exact day, enter September 1st and<br>ild first attend school in the USA?<br>st attend public school in California  | the correct year)                                  |           |  |
| n did your child fin<br>ou don't know the<br>t grade did your ch<br>n did your child fin<br>ou don't know the<br>t grade did your ch | st attend school in the USA?<br>exact day, enter September 1st and<br>sild first attend school in the USA?<br>st attend public school in California<br>exact day, enter September 1st and | the correct year)                                  | ₫*        |  |

## Student Section: Relationships - Parent/Legal Guardians



Please indicate what notifications parents/legal guardians want to receive and who should be contacted in order of preference.



PLEASE NOTE:

Contact Order 1 is first to be notified.

#### Student Section: Relationships - Emergency Contacts



Please indicate students' relationship to the emergency contact and who should be contacted in order of preference.

| minimum of (1)                       | Emergency Co                    | ntact is requ     | ired. Contact must be            | 18 years old     | or older.*                         |
|--------------------------------------|---------------------------------|-------------------|----------------------------------|------------------|------------------------------------|
| (-)                                  |                                 |                   |                                  |                  |                                    |
| Name                                 | Relations                       |                   | Contact Order*                   | or               | No longer a Contact                |
| Parent Parent                        | Aunt                            | <b>\$</b>         | 2 🕏                              | 1                |                                    |
| Description of Contac                | t Preferences                   |                   |                                  |                  |                                    |
| Contact Order                        |                                 |                   |                                  |                  |                                    |
|                                      | ct number on cont               | acts will promp   | ot district staff to contact the | se persons in th | e order that you specify after the |
| Parent/Legal Gu                      |                                 |                   |                                  |                  | o order that you openly alter the  |
|                                      |                                 |                   |                                  |                  | o order that you open, y alter the |
| No longer a Contact                  | i.                              | te that this pers | son is no longer an emergen      |                  |                                    |
| No longer a Contact                  | i.                              | te that this pers |                                  |                  |                                    |
| No longer a Contact                  | i.                              | te that this pers |                                  |                  |                                    |
| No longer a Contact                  | i.                              | te that this pers |                                  |                  |                                    |
| No longer a Contact                  | <b>t</b><br>eckbox will indicat | te that this pers |                                  |                  |                                    |
| No longer a Contact  Marking this ch | <b>t</b><br>eckbox will indicat | te that this pers |                                  |                  |                                    |
| No longer a Contact  Marking this ch | <b>t</b><br>eckbox will indicat | te that this pers |                                  |                  |                                    |

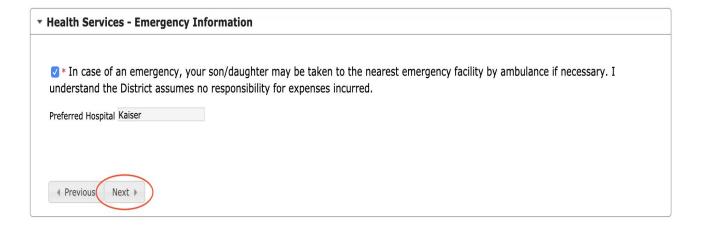
#### PLEASE NOTE:

Parents/Legal Guardians take precedence over Emergency Contacts.

#### Student Section: Health Services - Emergency Information



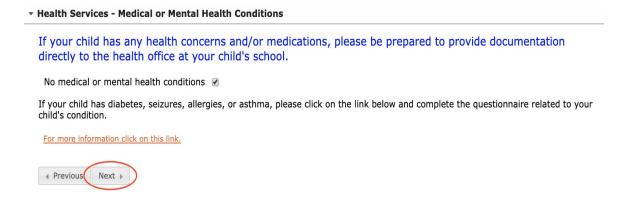
Please indicate preferred hospital in case of an emergency.



## Student Section: Health Services - Medical/Mental Conditions



Please indicate if student has any medical or mental health conditions.



#### Student Section: Health Services - Medications



#### Please indicate if student has any medications.



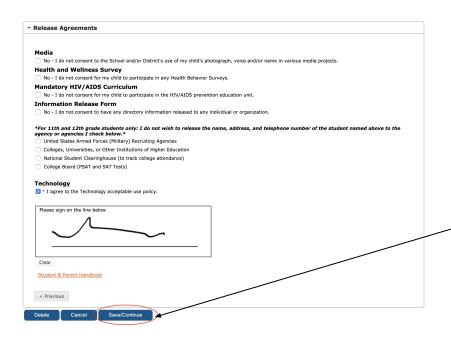
#### PLEASE NOTE:

Parents/Legal Guardians take precedence over Emergency Contacts.

#### Student Section: Release Agreements



Please indicate preference in release agreements based on each category.



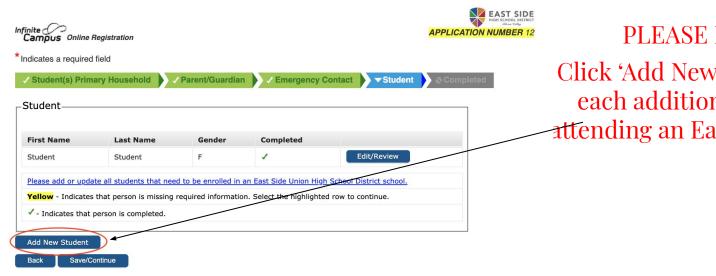
PLEASE NOTE:

Click Save/Continue to complete application

#### Student Section



You will need to repeat this section for any additional student.



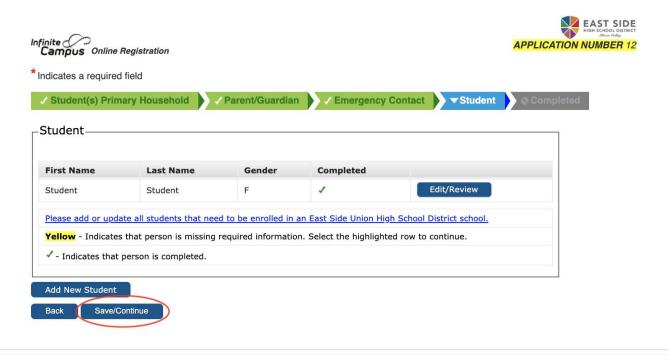
#### PLEASE NOTE:

Click 'Add New Student' for each additional student attending an East Side school

#### **Student Section**



#### Click **Save/Continue** when ready to proceed to the final tab.

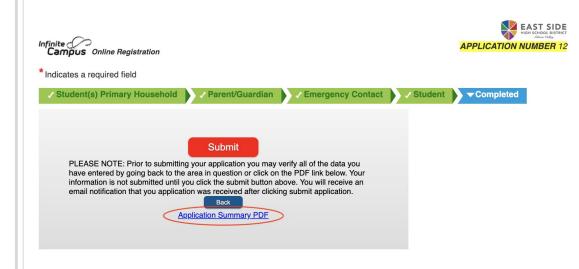


## Completed



If you would like a copy of the application in PDF format, please click on **Application Summary PDF** before submitting the application.

Click **Submit** when ready.



#### PLEASE NOTE:

You cannot make changes to your application once it has been submitted.



#### REGISTRATION COMPLETE

Thank you! You have completed the online registration. You should receive an email notification confirming the receipt of your registration shortly. Once our staff has reviewed your application, you will receive another email regarding the status of your application.

PLEASE NOTE: You will still need to show proof of residency, your child's birth certificate and immunizations prior to your approval.



## THANK YOU!

Any questions?

Please contact your school site Registrar