

# Re-Enrollment Is Live!

March 19, 2021

## Dear Families,

Re-enrollment via PowerSchool is officially live, and I want to take a moment to thank the families that have already completed this critical step. We have heard from about 24% of our families so far and look forward to partnering with you all in the 21-22 school year.



Please remember that current students are not automatically enrolled for the fall. We do need confirmation that you are accepting your spot in Peak Prep. Open enrollment has already begun, and if we do not hear from you by **June 1st, 2021**, your student will not be re-enrolled for the 21-22 school year. With Covid-19 and traditional schooling's uncertainty, we anticipate an increase in enrollment over the next few months. With that being said, we plan on capping our enrollment to ensure we provide a consistent and academically sound program that provides flexibility, student engagement, and support! We would love for your student to continue with us.

This year our re-enrollment process will be done within our PowerSchool Parent Portal. Please follow the instructions below to log into PowerSchool to indicate if your student(s) will be returning.

We hope to continue to partner with you during the 2021-2022 school year at Peak Prep Pleasant Valley!

Regards,

**Mrs. Sabrina Ciolino**

**Principal**

**Peak Prep Pleasant Valley**

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Email: [sabrina.ciolino@peak-prep.org](mailto:sabrina.ciolino@peak-prep.org)

Website: [peak-prep.org](http://peak-prep.org)

Facebook: <https://www.facebook.com/peakprep/>

Address: 2150 Pickwick Drive #304 Camarillo, CA 93010

*Would you like to request a virtual meeting with me? [Click this link!](#)*

# Re-Enrollment Is Now Live!

## Step 1: If you have not already done so, please create an account in PowerSchool

- Click here to log in: <http://peak.powerschool.com/public>
- You will **NOT** sign in. Please toggle to "Create Account" instead:
- Then select "Create Account" again.
- Please enter your information here and *be sure to write down your new password*. School staff does not have access to any parent-created passwords.

*Your Access ID and Access Password were sent to you by your homeroom teacher earlier in the year and were resent to you this week.*

*If you need this information again, please reach out to your homeroom teacher.*

## Step 2: Complete Forms and Upload Proof of Residency

1. Complete the Re-enrollment form for each student (and upload your proof of residency).
2. Complete the Elective selection form for each student.
3. **Optional:** Update emergency contact information

PowerSchool SIS

Welcome, [Name] | Help | Sign Out

Test Test2

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms**
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Score Reports
- Account Preferences

### Grades and Attendance: Student, Test2 N

Grades and Attendance

Exp	Last Week					This Week					Course	S1	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F						
Attendance Totals														0	0	

Current Main GPA GPA (S1):  
[Show dropped classes also](#)

Last Week					This Week					Absences		Tardies	
M	T	W	H	F	M	T	W	H	F	C4	YTD	C4	YTD
										0	0	0	0
Attendance Totals										0	0	0	0

**Legend**  
Attendance Codes: Blank=Present | AU=Absence Unexcused | AE=Absent Excused | IS=In School Suspension |

[Digital Equity and Learning Preference](#)

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

**When you log into PowerSchool and click the forms button, you will see three forms available. You must complete BOTH the Returning Student Form and Elective Selection Form. You may also complete the Student Contacts form if you wish.**

Preferences

Forms

Search forms...

**Peak Prep**

Status	Form Name	Form Description	Category	Last Entry
Pending	[Peak Prep] Returning Student Form	Returning Student Form	Peak Prep	02/04/2021 12:19:32 PM
Empty	[Peak Prep] U- Elective Selection	Please select one elective from the list below. Students in grades TK-2 are automatically assigned Art.	Peak Prep	

**Peak Prep Pleasant Valley**

Status	Form Name	Form Description	Category	Last Entry
Empty	[Peak Prep Pleasant Valley] I - Student Contacts	Student Contacts	Peak Prep Pleasant Valley	

District Code: GTWJ

Download on the App Store

GET IT ON Google play

**[Peak Prep] Returning Student Form**

Returning Student Form

Student Name: Test2 N Student

Grade: 7

Date of Birth: 12/07/2007

Gender: F

**Please complete this form regardless of if you intend to return or not.**

**If you are returning select yes.**

**If you are not, select no.**

Are you Returning?

☒ Yes ☐ No

Siblings

List any siblings you wish to enroll as a new student next year.

Add Row

Referrals

Referral 1

Parent First & Last Name:

Parent Phone Number:

Referral 2

Parent First & Last Name:

Parent Phone Number:

Physical Address

Street \*

City \*

State \* CA

Zip Code \*

County \* Los Angeles

Proof of Residency

Please upload Proof of Residency here.

**Do you know of any families that might be interested in enrolling for the 2021-2022 school year?**

**If siblings are already enrolled there is no need to enter information here.**

## Step 3: Sign Master Agreement

After everything in PowerSchool has been submitted and approved, we will begin creating your student's mast agreement for the 2021-2022 school year. Once the MA has been created it will be sent to you for signature via DocHub.

Once the Master Agreement has been signed by both student and guardian, we will welcome you back to our school.

## How to upload a compliance in PowerSchool

## 1. Click on the sign-in button under the document attachment.

**Proof of Residency**  
Please upload Proof of Residency here.  
**Acceptable documents include:**  
Utility bill- gas, electric, or water bill issued within the last 30 days, in the resident's name and service address. (Please send a scan of the entire page.)  
Cable or telephone bill (issued within the last 30 days)  
Residential rental/current lease agreement (including signature page)  
Welfare documents from the Department of Social Services Department or Social Security documents (issued within the last 30 days)

**\*If your previously indicated that your student lacks a fixed, adequate nighttime residence, please upload the [McKinney Vento Eligibility Form](#) in place of your proof of residency.**

Document Attachment

Sign In

Search documents...

Document Name	User	Upload Date
<a href="#">Privacy</a> • <a href="#">Terms</a>		

## 2. Enter your email address and a password and click on the register button

**\*If your previously indicated that your student lacks a fixed, adequate residence, please upload the [McKinney Vento Eligibility Form](#) in place of your proof of residency.**

Document Attachment

info@peak-prep.org

.....|

Forgot password?

Sign In

Register

[Privacy](#) • [Terms](#)

Document Attachment

Sign In

Search

Document Name

Upload Date

## 3. Agree to the terms and conditions by checking the box and click register.





**6. Select your document and click open.**

**7. Click the green upload button.**

Residential rental/current lease agreement (including signature page)  
Welfare documents from the Department of Social Services Department or Social Security documents (issued within the last 30 days)

\*If your previously indicated that your student lacks a fixed, adequate nighttime residence, please upload the [McKinney Vento Eligibility Form](#) in place of your proof of residency.

Document Attachment

Add Document

Sign Out

File: Peak Prep Student Enrollment Form\_.pdf

Browse

Upload

Search documents...

Document Name	User	Upload Date
Peak Prep Student Enrollment Form_.pdf	info@peak-prep.org	03/05/2021 3:33:05 PM

Privacy • Terms

Presently where is the student living? \*

**8. Success! The document has now been uploaded. You may add as many additional documents as needed. When you have completed the form, simply click submit.**

Welfare documents from the Department of Social Services Department or Social Security documents (issued within the last 30 days)

\*If your previously indicated that your student lacks a fixed, adequate nighttime residence, please upload the [McKinney Vento Eligibility Form](#) in place of your proof of residency.

Document Attachment

Add Document

Sign Out

Search documents...

Document Name	User	Upload Date
Peak Prep Student Enrollment Form_.pdf	info@peak-prep.org	03/05/2021 3:33:05 PM

Privacy • Terms

Presently where is the student living? \*

**\*If you need to remove a document, click on the trashcan icon to the document's right.**

Document Attachment

Add Document

Sign Out

Search documents...

Document Name	User	Upload Date
Peak Prep Student Enrollment Form_.pdf	info@peak-prep.org	03/05/2021 3:33:05 PM

Privacy • Terms

## Do you have multiple children at Peak?

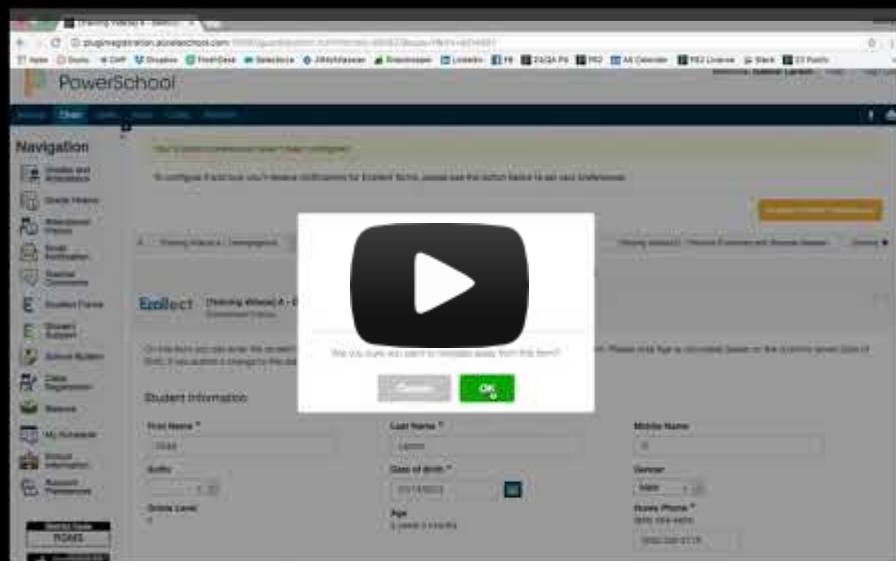
If you have multiple children in the District, you will receive a separate email for each child.

[Click here for instructions on how to link your child\(ren\) to your account.](#)

Once each child has been linked to your newly created account, you can access all of them with a single login.

## PowerSchool Parent Resource Center

- YouTube



[Ecollect Forms Guid...](#)

[drive.google.com](https://drive.google.com)

<https://www.powerschool.com>

[www.powerschool.com](https://www.powerschool.com)

**Need our district code for the PowerSchool App?**

# District Code

# GTWJ

**Questions? We can help! Meet your Homeroom Teachers**



**Mrs. Hanson**

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### **Mrs. Cromwell**

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### **Mrs. White**

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### **Mrs. Lee**

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### **Mr. Taylor**

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### **Mr. Tinkler**

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### **Mrs. Audish**

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**Please make sure that you sign your student's weekly learning log!**



## **Peak Prep Pleasant Valley**

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