

STEP 1

Create an Online Account

To expedite the registration process, create or update your Online Registration Account as programs fill quickly.

Online registration instructions are available on the second page of this document



Pro Tip:

You will be required to list 4 emergency contacts when you create your account. Have this information handy as you begin.

STEP 2



Title I enrollees must [complete an application](#).

Call Community Education at (602) 449-2226 if you have any questions.

Eleyo Contract Submission

Log-in to your online account to select a program. Complete and submit contract and student paperwork online.

STEP 3

Submit Registration Paperwork

The following paperwork must be on file at the PVSchools Community Education office before your contract will be approved:

- Current Immunizations
- Birth Certificate
- Proof of Residence
- Parent's Photo ID
- Title I Application *For Title I only*

After approval, you will receive further instructions via email to complete step 4.

How to submit required documents

(choose one):

- » Submit online by filling out the following Google Form *(must be logged into your Google account)*:
<https://bit.ly/childcaredocs>

OR

- » Email as pdf or image files to:
community-ed-registrars@pvschools.net for ECA
title-i-preschool-parent-liaison@pvschools.net for Title I

OR

- » Submit forms and documents in-person to:
PVSchools Community Education
15032 N. 32nd St., Phoenix, AZ 85032

STEP 3b

Title I Only

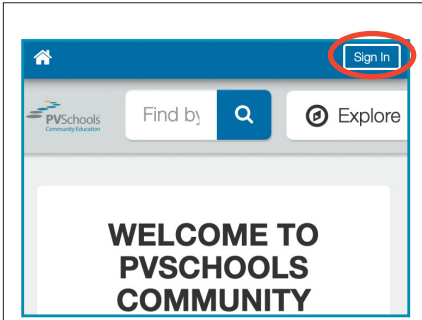
Students who qualify for Title I Preschool Programming will be contacted for assessment.

STEP 4

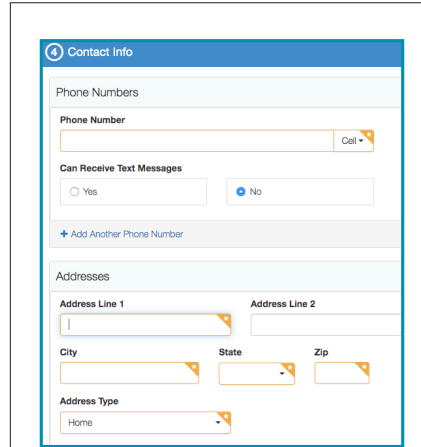
Infinite Campus Registration

All Early Childhood enrollments whose contracts have been accepted must submit enrollment information online at:

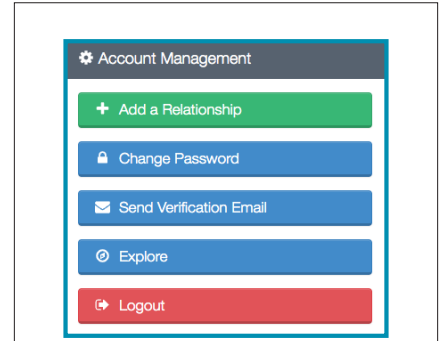
<http://bit.ly/pvenrollment>



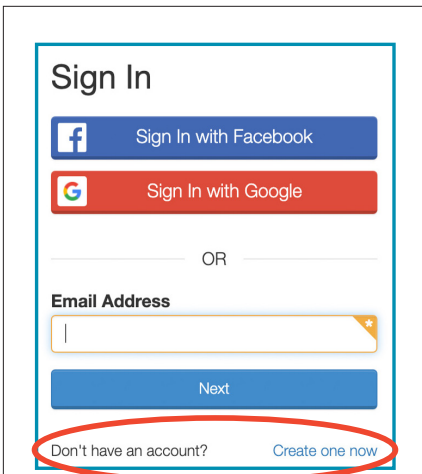
1. Please visit pvschools.ce.eleyo.com
2. To Create a New Account – Click Sign in



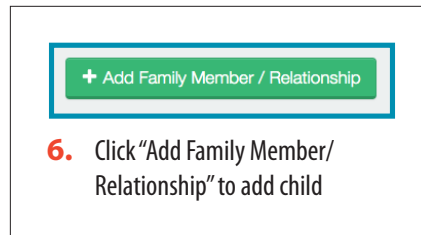
5. Please complete this section



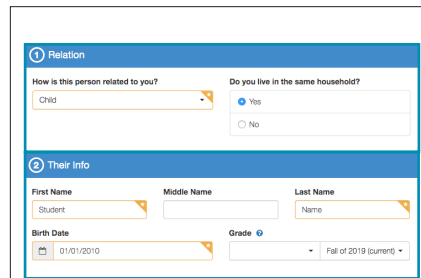
9. After creating account you are now able to register. Click "Explore"



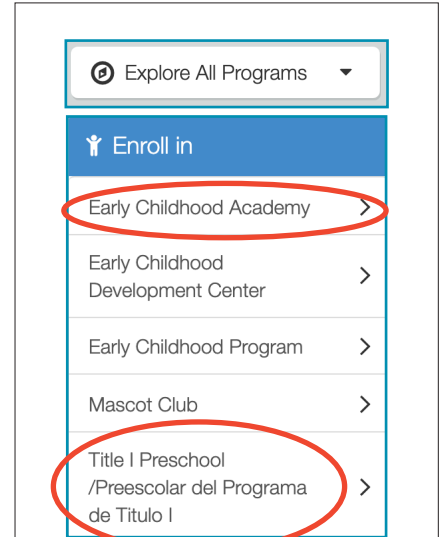
3. Click on "Create one now" or Sign In with Facebook or Google



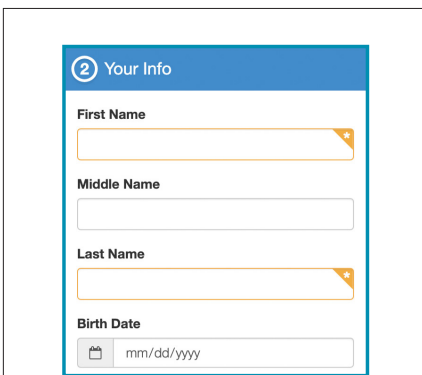
6. Click "Add Family Member/ Relationship" to add child



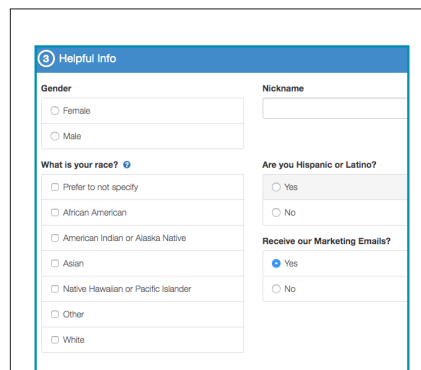
7. Add your child's information here



10. Click on "Explore All Programs". Then select the relevant program under "Enroll in."



4. "Your Info" – Enter parent information here

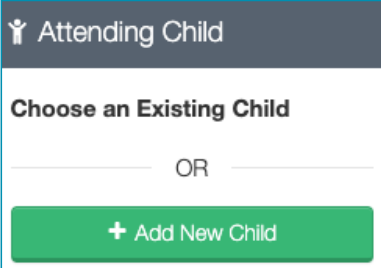


8. Helpful information section




11. Click here to start the registration process.


Instructions Continued on Next Page...



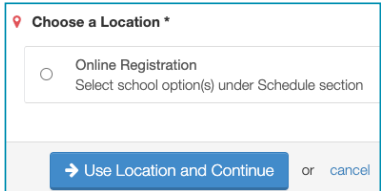
12. Select your student.




13. Click here to continue enrolling into the program.




14. Verify Emergency Contacts and Authorized Pickups. Click to proceed.



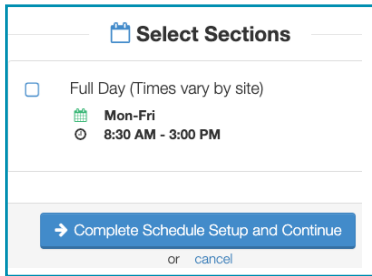
15. Choose "Online Registration". Choose your school later in the process.



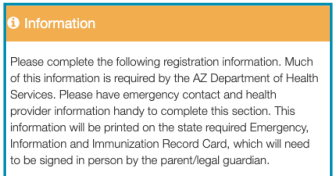
16. Read the Terms and Conditions. Click to agree and click "Accept Terms" to continue.




17. Access your Title I Application packet and AZDHS Blue Card instructions (for **Step 19.**) here. Click to agree and click "Accept Terms" to continue.



18. Click "Full Day (Times vary by site)" and "Complete Schedule Setup" to Continue.




19. Answer the question portion of the registration process. Refer to the AZDHS Blue Card Instructions here.



20. Click to continue.

pvschools.ce.eleyo.com



21. Click "Continue without saving a Payment Method". This completes your registration!

What to Expect Next:

Everyone

- Please proceed to submit your registration documents as outlined in these instructions. Use the handy checklist below:
 - Current Immunizations
 - Birth Certificate
 - Proof of Residence
 - Parent's Photo ID
 - Title I Application *For Title I only*

Title I Only

- If it is determined that your child meets the eligibility criteria, you will be contacted to schedule an assessment with our Title I Liaison.

Need Help?
Call Us at 602-449-2200