

### 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 when creating your account.

### STEP 2



**Gifted Preschool** enrollees must have a letter of acceptance before Step 2. Contact the Gifted Education Department at [pvschools.net/gifted](http://pvschools.net/gifted) or call (602) 449-2113.

#### 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

Current immunizations and parent's photo ID must be on file at the PVSchools Community Education office before your contract will be approved. A non-refundable **registration fee of \$90** will be charged at the time of contract approval.

*Preschool Families: After approval, you will receive further instructions via email to complete enrollment.*

#### How to submit required immunizations and photo ID

*(choose one):*

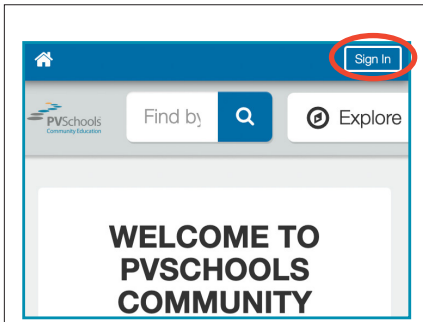
- » Submit online by filling out the following Google Form *(must be logged into your Google account)*:  
<https://bit.ly/childcaredocs>
- » Email as pdf or image files to:  
[community-ed-registrars@pvschools.net](mailto:community-ed-registrars@pvschools.net)
- » Submit forms and documents in-person to:  
PVSchools Community Education  
15032 N. 32nd St.  
Phoenix, AZ 85032

### STEP 4

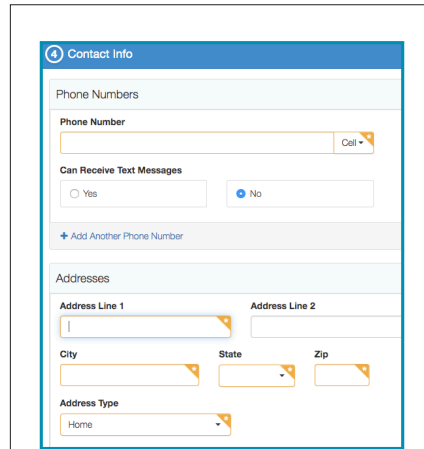
#### Infinite Campus Registration

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

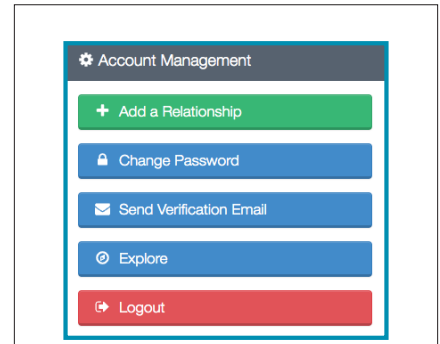
<http://bit.ly/pvenrollment>



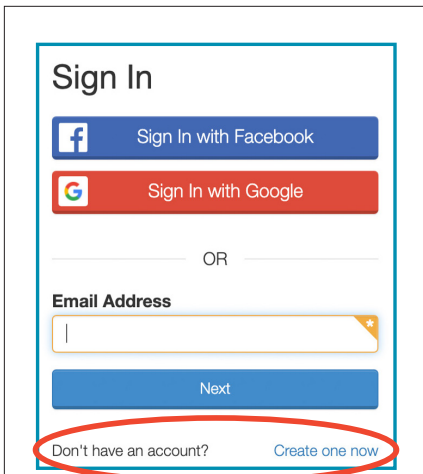
1. Please visit [pvschools.ce.eleyo.com](http://pvschools.ce.eleyo.com)
2. To Create a New Account – Click Sign in



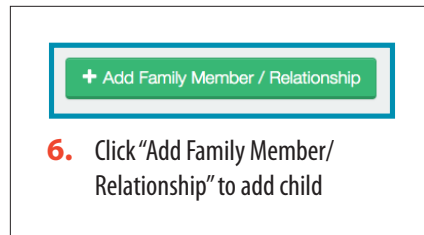
5. Please complete this section



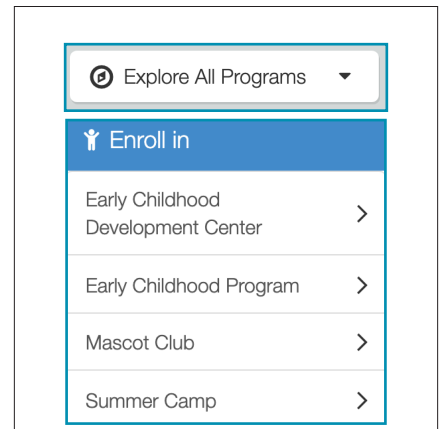
9. After creating account you are now able to register. Click "Explore"



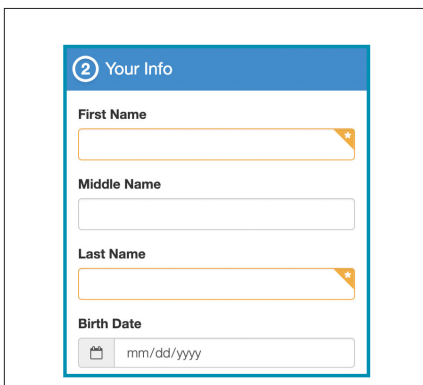
3. Click on "Create one now" or Sign In with Facebook or Google



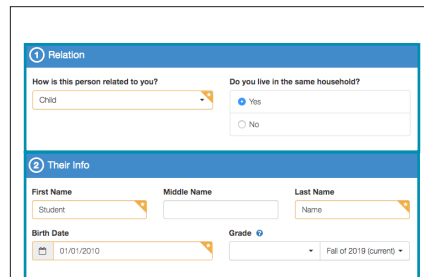
6. Click "Add Family Member/ Relationship" to add child



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

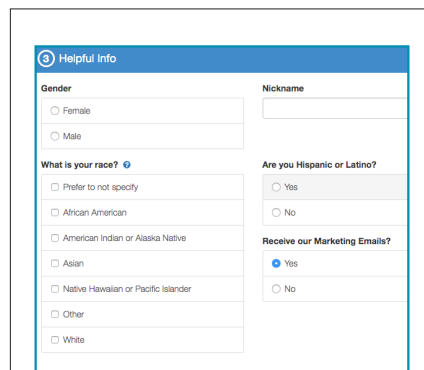


4. "Your Info" – Enter parent information here



7. Add your child's information here

11. You will be prompted to select your child
12. Continue through the screens to submit your contract. You will receive an email confirmation.



8. Helpful information section

**Need Help?**  
**Call Us at 602-449-2200**

[pvschools.ce.eleyo.com](http://pvschools.ce.eleyo.com)