New Student Enrollment Instructions

1. Go to www.BVSD.org

2. Hover over New to BVSD?

3. Click on Enrollment

4. Click on Enroll (Do NOT use the Open Enroll links)

5. Select preferred language
6. Complete information on the next page

7. Check your inbox on the email you provided in step 6 and look for an email from BVSD.

8. Click on the link provided in this email that will take you to the OLR (Online Registration)

9. You must scan and upload copies of the items listed below. You will upload each document when prompted by the OLR application. If you don’t have a scanner, you can take pictures with a smart phone and e-mail them to yourself.

   - Student birth certificate
   - Student immunization records
   - Proof of residency (Signed mortgage or lease, utility bill, or home phone bill)

10. Boulder Prep does not show up as a school option, so select the school closest to you. The school district will then manually assign you to Boulder Prep after you have completed the application.

11. E-mail you OLR# to info@boulderprep.org