

New Student Enrollment Instructions

1. Got 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

[//bvsd.infinitecampus.org/campus/olr2/boulder/portal/shell.xml?path=General®Type=&x=olr2.Olr2Outline&appLang=Eng&mode=onlineregistration&selectLangu](http://bvsd.infinitecampus.org/campus/olr2/boulder/portal/shell.xml?path=General®Type=&x=olr2.Olr2Outline&appLang=Eng&mode=onlineregistration&selectLangu)



Infinite Campus Online Registration

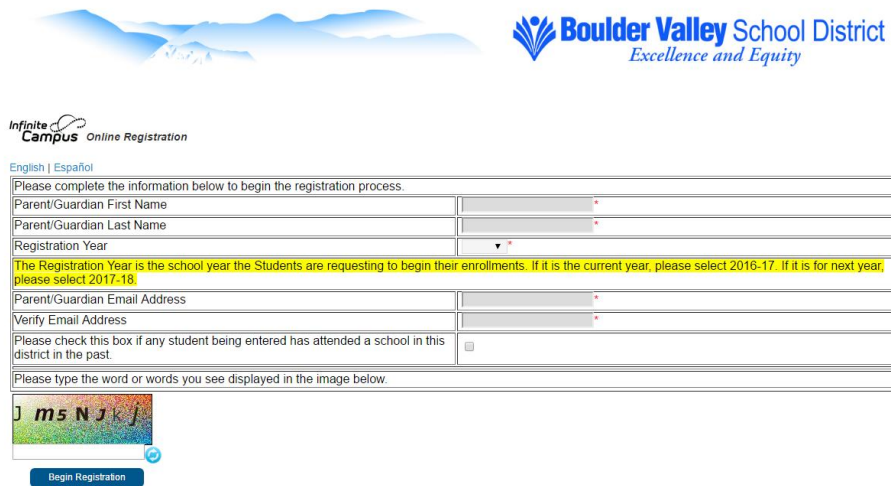
English | Español

Please pick your preferred language.

Por favor, elija su idioma preferido.

6. Complete information on the next page

bvsd.infinitecampus.org/campus/olr2/boulder/portal/shell.xml?path=General®Type=&x=olr2.Olr2Outline&applLang=Eng&mode=onlineregistration&selectLanguage



The screenshot shows the online registration form for Boulder Valley School District. At the top, there is a logo for Boulder Valley School District with the tagline "Excellence and Equity". Below the logo is the "Infinite Campus Online Registration" header. The form includes fields for "Parent/Guardian First Name", "Parent/Guardian Last Name", and "Registration Year". A yellow highlighted note states: "The Registration Year is the school year the Students are requesting to begin their enrollments. If it is the current year, please select 2016-17. If it is for next year, please select 2017-18." Other fields include "Parent/Guardian Email Address", "Verify Email Address", and a checkbox for "Please check this box if any student being entered has attended a school in this district in the past." At the bottom, there is a CAPTCHA image with the text "ms N J k J" and a "Begin Registration" button.

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