

## **Apache Junction Unified School District Requirements for Registering a New Student**

***(Make sure the following documents are ready to be uploaded when registering a new student)***

- Copy of birth certificate (all students are required to have a copy in their cumulative folder). If not available, parent needs to complete an **affidavit**, which allows a **30 day grace period** to supply registrar with copy of official birth certificate.
- Immunization Records required before student can attend school
- Proof of residency from list of options on the AZ Residency Form
- Photo ID
- Court Orders and or Guardian Papers (If Applicable)
- IEP (If you have a copy)

**To register your new student, please follow the directions  
(You can also get help from the *Registration Guide* in the *For Parents*  
menu)**

- 1) Go to [www.ajusd.org](http://www.ajusd.org)
- 2) Go to the For Parents drop down menu
- 3) Choose Registration Guide, Required Documents for New Students, New Student Registration, or Returning Registration
- 4) Click Create a New Account/New User
- 5) Answer questions appropriately
- 6) Click Continue
- 7) Click I Accept
- 8) Fill in First Name, Last Name, Email Address, Confirm Email Address, and type in the code.
- 9) Click Continue to Step 3
- 10) Wait for email, then click Return to Login
- 11) Once you get in, choose a username and password. Password must have 8 characters, with at least 1 number.
- 12) Click 2020-2021
- 13) For new parents you will not see your student's name. Just Save and Continue.
- 14) Once you get to the Electronic Signature screen, your signature is your name under Apache Junction Unified in the upper right hand corner of the screen.