

HELIX ONLINE REGISTRATION

Helix Charter High School requires online enrollment which will require the following key steps:

Step 1

Log into ParentVue to access, edit and submit online student data

- Families with **two or more students** who will attend Helix next year: Online Enrollment opens April 27, 2018 and must be completed by June 5, 2018.
- Families with **one student** who will attend Helix next year: Online Enrollment opens April 30, 2018 and must be completed by June 5, 2018.

In order to complete Online Enrollment, you must have an active login and password for Parent Portal. You will need to know your username and password. If you have forgotten your password, follow the retrieval directions on the website. If you need your username or additional help, contact your Grade Level Team.

Online Enrollment can be accessed via the following link https://sdhome.sdcoe.net/helix/login_parent_oen.aspx to Parent Portal. Once logged in you will be able to verify and edit student data, update emergency contact information, and acknowledge and review critical school information and policies (these items will also be emailed).

After you have completed the Online Enrollment process, you will receive an email confirmation. Please contact your GLT if you are unable to complete the online enrollment process for any reason.

Step 2:

Schedule a Summer Conference Appointment on the AppointmentQuest Website. Deadline to schedule your student's mandatory Summer Conference Appointment is May 31, 2018. Follow the directions on the flyer with the links to schedule your Summer Conference Appointment. This information is also available on our website at www.helixcharter.net. For planning purposes, Summer Conference dates are listed below:

Summer Conference Appointments are available the following dates and times:

June 12 – 15	7:00 am - 2:30 pm
June 18 – 22	7:00 am - 2:30 pm
June 25 – 29	7:00 am - 2:30 pm
July 2 – 3	7:00 am - 2:30 pm

Step 3:

Attend your Summer Conference Appointment

During your Summer Conference Appointment:

- Meet with your student's Counselor/Academic Advisor to review their schedule and program
- Student yearbook and ID pictures will be taken
- Yearbooks, Spirit Gear, and Class Packages will be available for discounted pre-order prices

Your student WILL NOT BE ENROLLED until you have completed both the enrollment process online and have attended your student's mandatory Summer Conference Appointment. Failure to attend may result in delaying or forfeiting your student's enrollment.

If you have any questions regarding the enrollment process for your student, please contact your Grade Level Team at 619-644-1940.