

How to Complete a Family Application

Hello parents! This instruction sheet explains the family application process through *hubbe*. The application is submitted to the agency where you wish to enroll your children. The agency’s enrollment team likely shared the application portal link with you, or may be navigating the application process with you in person. When you click on that link, you’ll be redirected to the beginning of the application process. The application portal can only be reached through the URL that has been shared with you. If you are having trouble accessing the application portal, contact the agency’s enrollment team for assistance.

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Creating a User

- 1 If this is your first time navigating the application process, click on the blue “Create User” button. If you’ve started an application, enter the login credentials you created at the beginning of the application to continue from where you left off.

Applebank Unified School District

Welcome to iPinwheel's Parent Portal!

Email

Password

SIGN IN

[Create User](#) | [Create Password](#) | [Reset Password](#)

Use of iPinwheel is subject to [Terms & Conditions](#) and [Privacy Policy](#)

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- 2 Once you click “Create User,” you’ll be redirected to a screen where you’ll enter your email and password for your new account. Enter the email and password of the parent signing up. This will be your login credential during the application process. Should you start an application, and have to leave and return for any reason, you can log back into the *hubbe* application portal with this information.

Create Parent Portal User

Enter the email address for your account

Email

Password

Confirm Password

SUBMIT

3 Click the red “Submit” button.

Create Parent Portal User

Enter the email address for your account


corrinerodriguez@noemail.invalid

.....

.....

SUBMIT

You’ll be directed to the homepage for your agency’s parent application. The homepage will feature the agency’s logo, a welcome message to you, and a button for you to begin your family application. Please read through the entirety of the agency’s welcome message. It will contain pertinent information for you to adequately complete the application. To begin the application in English, click the blue “Begin Application” button. To begin the application in Spanish, click the blue “Comience la Aplicación” button.

 **Applebank USD**
Family Application

Applebank Unified School District

Thank you for your interest in the Applebank USD Preschool Program. Please complete all information on this application including uploading the photos of all parents and adult emergency contacts as well as of the children who need preschool services. The photos will be utilized for secure drop off and pick up of your child(ren). The best photos are close up photos. A good head shot photo will ensure we can clearly identify the adult/child, and this will improve our ability to ensure children are being released to approved adults.

When you are finished, hit the "Submit" button. We will have access to your application as you work on it. We will wait to contact until you have submitted it. We look forward to working with you to support the needs of your family.

Gracias por su interés en el Programa Preescolar Applebank USD. Complete toda la información en esta solicitud. Necesitamos que incluya fotos de los padres o guardianes legales, de los adultos que servirán como contactos de emergencia, y de los niños que necesitan servicios preescolares. Las fotos se utilizarán para identificar a las personas que llevarán y recogerán a sus hijos de forma segura. Una buena foto deberá abarcar la cara completa para asegurar que podamos identificar claramente al adulto/niño, y esto mejorará nuestra capacidad para garantizar que los niños sean entregados a adultos aprobados.

Cuando haya terminado, presione el botón "Enviar". Tendremos acceso a su aplicación mientras trabaja en ella. Le contactaremos cuando la haya enviado. Esperamos trabajar con usted para satisfacer las necesidades de su familia.

[Begin Application](#) [Comience la Aplicación](#)

Family Application

Application Information

- 1 This is what a completed “Application” section will look like; however the only two fields that are required on this page are the “Monthly Income” and “Family Size” fields. We’ll explain each field, and how to enter the corresponding data in the coming instructions.

Application

If you are applying for free/reduced-price preschool or child care, please attach verification in the spaces provided below.

Did your student attend "Applebank USD" a previous year?
No

Gross Monthly Income: \$ 3941.00 Family Size: Size 4

Pick the location where you would like the early care and education services.

Site Name	Site Zip
Central State Preschool	90001
Lewis State Preschool	90001
Riverbank Preschool Primary Preference	90002

Select a site

Applicant First Name: Corrine Applicant Middle Name: Alyssia Applicant Last Name: Rodriguez

Buttons: Cancel, Save and Return, Next

- 2 First select whether your child was served at the agency in a previous year.

Application

If you are applying for free/reduced-price preschool or child care, please attach verification in the spaces provided below.

Did your student attend "Applebank USD" a previous year?
No
Yes
No

- 3 Enter the “Monthly Income” and “Family Size” in the fields provided. This data is required to continue with the application process.

Did your student attend "Applebank USD" a previous year?
No

Gross Monthly Income: \$ 3941.00 Family Size: Size 4

If there is no monthly income, enter \$0 in the “Gross Monthly Income” field. Then explain why the income is \$0 in the text-box that displays.

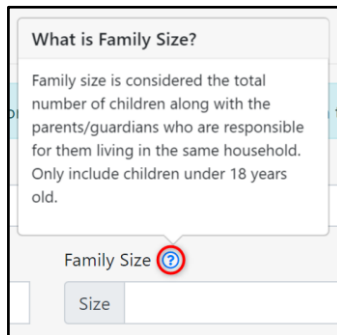


Gross Monthly Income: \$ 0.00

Family Size: Size

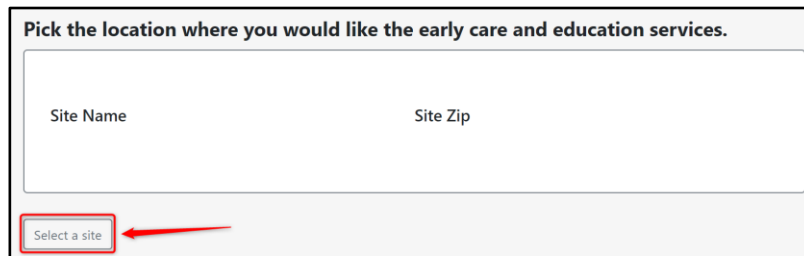
If Gross Monthly Income is \$0, please explain:

To see a definition of what “Family Size” means, click the question mark icon next to the field.



4

Select the site location(s) within your agency where you’d like to receive early care and education services for your child/children. To do so, click “Select a site.”

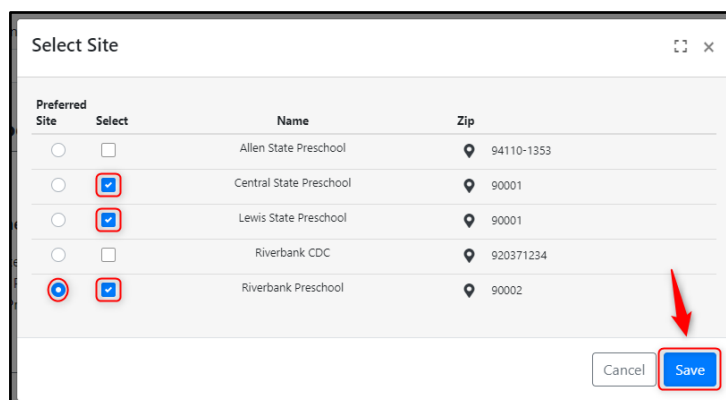


Pick the location where you would like the early care and education services.

Site Name Site Zip

Select a site

A modal will then open. Mark the checkbox next to all sites that you’d like to apply for your child/children to receive services from. You can select which of these sites is your top preferred site. Admins who review your application will then be able to see your top preference site. Click the blue “Save” button when finished.



Preferred Site	Select	Name	Zip
<input type="radio"/>	<input type="checkbox"/>	Allen State Preschool	94110-1353
<input type="radio"/>	<input checked="" type="checkbox"/>	Central State Preschool	90001
<input type="radio"/>	<input checked="" type="checkbox"/>	Lewis State Preschool	90001
<input type="radio"/>	<input type="checkbox"/>	Riverbank CDC	920371234
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Riverbank Preschool	90002

Cancel Save

The names and ZIP codes of the sites you selected will populate in the “Site Name” and “Site Zip” columns of the table. Your primary preference site will also be tagged.

Pick the location where you would like the early care and education services.

Site Name	Site Zip
Central State Preschool	90001
Lewis State Preschool	90001
Riverbank Preschool Primary Preference	90002

Select a site

To remove a site that you may have accidentally chosen, or no longer want to apply to, click on “Select a site” again, click on the marked checkbox of the site you wish to remove, and click “Save.”

Select Site

Preferred Site	Select	Name	Zip
<input type="radio"/>	<input type="checkbox"/>	Allen State Preschool	94110-1353
<input type="radio"/>	<input checked="" type="checkbox"/>	Central State Preschool	90001
<input type="radio"/>	<input checked="" type="checkbox"/>	Lewis State Preschool	90001
<input type="radio"/>	<input type="checkbox"/>	Riverbank CDC	920371234
<input checked="" type="radio"/>	<input checked="" type="checkbox"/>	Riverbank Preschool	90002

Cancel Save

The change will be reflected in the table of site locations that you are applying to.

Pick the location where you would like the early care and education services.

Notice "Central State Preschool" is no longer listed in the table of site locations to which the family is applying

Site Name	Site Zip
Lewis State Preschool	90001
Riverbank Preschool Primary Preference	90002

5 Enter the first, middle, and last name of the applicant that’s filling out all the information in the application.

Applicant First Name	Applicant Middle Name	Applicant Last Name
Corrine	Alyssia	Rodriguez
Cancel	Save and Return	Next

- 6 Click on the blue “Next” button to continue with the application. If you want to stop for now and continue the application later, click the “Save and Return” button.

Application

If you are applying for free/reduced-price preschool or child care, please attach verification in the spaces provided below.

Did your student attend "Applebank USD" a previous year?
No

Gross Monthly Income: \$ 3941.00
Family Size: 4

Pick the location where you would like the early care and education services.

Site Name	Site Zip
Central State Preschool Primary Preference	90001
Lewis State Preschool	90001

Select a site

Applicant First Name: Corrine
Applicant Middle Name: Alyssia
Applicant Last Name: Rodriguez

Buttons: Cancel, Save and Return, ~OR~, Next

Parents/Guardians

- 1 Click the blue “Add a Parent/Guardian” button to begin filling out parent/guardian information.

Parents/Guardians

You haven't entered any adult information yet. Please click on **Add a Parent/Guardian** button below to add one or more.

Buttons: Overview, Add a Parent/Guardian, Previous, Next

- 2 First enter the parent/guardian’s first and last name.

Parent/Guardian

First Name: Corrine
Last Name: Rodriguez

3 Next enter the parent/guardian's gender, relationship to the child, whether this parent/guardian is the Head of Household, and if they are authorized to pick up children from the school.

Gender	The Parent/Guardian is best described as (i.e. Mother)	Is this parent/guardian the Head of Household? (can only be yes for one parent/guardian)	Is the parent/guardian authorized to pick up children from the school?
<input type="text" value="Female"/>	<input type="text" value="Mother"/>	<input type="text" value="Yes"/>	<input type="text" value="Yes"/>

Note: Head of Household can only be marked as "Yes" for one parent/guardian in the application.

4 Enter the parent/guardian's address information.

Address (Line 1)		Address (Line 2)	
<input type="text" value="89854 Maple Tree Cir."/>		<input type="text"/>	
City	State	County	Zip Code
<input type="text" value="Mapleton"/>	<input type="text" value="CA"/>	<input type="text" value="Maple"/>	<input type="text" value="90001-4528"/>

5 Enter the parent/guardian's ethnicity, race, highest education level, and language information.

Ethnicity	Race	Highest Education Level
<input type="text" value="Hispanic or Latino"/>	<input type="text" value="Asian"/>	<input type="text" value="Completed a Baccalaureate or Advanced Degree"/>
Spoken Language		
<input type="text" value="English"/>		

6 Enter the parent/guardian's contact information. Select which mode of communication the parent/guardian prefers, and if their mobile number allows texting.

Email	Home Phone	Mobile Phone
<input type="text" value="corrinerodriguez@yahoo.com"/>	<input type="text" value="(555) 359-6620"/>	<input type="text" value="(555) 213-6263"/>
<input type="checkbox"/> Preferred	<input type="checkbox"/> Preferred	<input checked="" type="checkbox"/> Preferred <input checked="" type="checkbox"/> Allow Texting

Only one can be selected as "Preferred"

7

Enter the parent/guardian’s current employment/school information, if applicable. If “Is Currently Employed” is selected, a form will appear below. This includes the employment name and address, as well as the hours each day the parent/guardian is occupied at work.

Current Parent/Guardian Status

- Is Currently Employed
- Is Incapacitated
- Actively Seeking Employment
- In School
- Is Homeless



Current Employment/School Information

Employment

Maple Cafe

Address: 3457 Circle Drive City: Mapleton Zip Code: 90001

Phone Number: (555) 236-8985 Start Date: 04/01/2018

If Self-Employment

Work Description

Location Description

Daily Hours

Monday	Tuesday	Wednesday	Thursday
From: 07:00 AM To: 04:00 AM	From: 07:00 AM To: 04:00 AM	From: 07:00 AM To: 04:00 AM	From: 07:00 AM To: 04:00 AM

Friday	Saturday	Sunday
From: 07:00 AM To: 04:00 AM	From: --- To: ---	From: --- To: ---

If “In School” is selected, a different form will appear below. This includes the school name and address, as well as the hours each day the parent/guardian is occupied at school.

Current Parent/Guardian Status

- Is Currently Employed
- Is Incapacitated
- Actively Seeking Employment
- In School
- Is Homeless



Current Employment/School Information

School

Maple County College

Address: 80 East Street City: Maple Valley Zip Code: 90002

Phone Number: (555) 236-8985 Start Date: 09/01/2018 End Date: 06/25/2021

Daily Hours

Monday	Tuesday	Wednesday	Thursday
From: 07:00 AM To: 04:00 AM	From: 07:00 AM To: 04:00 AM	From: 07:00 AM To: 04:00 AM	From: 07:00 AM To: 04:00 AM

Friday	Saturday	Sunday
From: 07:00 AM To: 04:00 AM	From: --- To: ---	From: --- To: ---

8 Select whether the parent/guardian is “Only Seeking Partial Days” for their child.

Current Parent/Guardian Status

- Is Currently Employed
- Is Incapacitated
- Actively Seeking Employment
- In School
- Is Homeless

Program Info

- Only Seeking Partial Days

9 We've also included the option to upload a photo for the parent/guardian record. To upload a photo, click the blue “Upload” button, choose the image that you wish to upload, and click “Open.”

Is Incapacitated

Actively Seeking Employment

In School

Is Homeless

Photo

File name: Parent Portal Application Parent Photo-2


The photo will appear where the default profile photo was. Once the parent/guardian information is correct and completely filled out, click the blue “Save” button at the bottom right corner of the screen.

Photo

10

You'll be directed to a record of all parents/guardians added to the family application. From here, you can add, edit, or remove as many parents/guardians as needed. Once you've added all the necessary parent/guardian profiles to the family application, click "Next" to move onto the next section of the application.


Parents/Guardians

David Rodriguez  [Remove](#) [Edit](#)

Address: 89854 Maple Tree Cir. Mapleton, CA, 90001-4528
Email: davidrodriguez@noemail.invalid
Home Phone: (555) 359-6620
Mobile Phone: (555) 535-4254

The Parent/Guardian is best described as (i.e. Mother)
Father

Spoken Language
English

Corrine Rodriguez  [Remove](#) [Edit](#)

Address: 89854 Maple Tree Cir. Maple, CA, 90001-4528
Email: corrinerodriguez@yahoo.com
Home Phone: (555) 359-6620
Mobile Phone: (555) 213-6263

The Parent/Guardian is best described as (i.e. Mother)
Mother

Spoken Language
English

[Add a Parent/Guardian](#)

[Overview](#) [Previous](#) [Next](#)

Students and Other Children in the Home

1

Click the blue "Add a Student" button.

Students

You haven't entered any student information yet. Please click on **Add a Child** button below to add one or more.

[Add a Student](#)

Other Children in the Home

i Do not include students listed above.

You haven't entered any other child information yet. Please click on **Add a Child** button below to add one or more.

[Add Other Children](#)

[Overview](#) [Previous](#) [Next](#)

2 Enter the child's first, middle, and last name.

Child Info

First Name	Middle Name	Last Name
<input type="text" value="Jacob"/>	<input type="text" value="Gregorio"/>	<input type="text" value="Rodriguez"/>

3 Next select which parent/guardian the child lives with. If the child lives with both parents, select both parents from the drop-down menu.

Student lives with:

David Rodriguez
Corrine Rodriguez

↓

Student lives with:

4 Enter the child's date of birth and city, state, and country of birth. If the date of birth is the child's expected date of birth, check the box below the "Date of Birth" field to indicate this.

Date of Birth	City of Birth	State of Birth	Country of Birth
<input type="text" value="12/26/2015"/>	<input type="text" value="Mapleton"/>	<input type="text" value="CA"/>	<input type="text" value="United States"/>
<input type="checkbox"/> Expected date of birth?			

5 Enter the child's gender, spoken language, and ethnicity. If the student is an English Learner, check the box below the "Spoken Language" field to indicate this.

Gender	Spoken Language	Ethnicity
<input type="text" value="Male"/>	<input type="text" value="English"/>	<input type="text" value="Hispanic or Latino"/>
	<input type="checkbox"/> English Learner	

6

Enter the child’s race information. There are three different fields provided in this section of the application: State, DRDP, and Federal race categories. These fields are separate because each entity has a distinct set of reports that use different definitions of race.

Programs are funded by a variety of government entities, we are required to report data to these entities annually. Please specify your child's race as defined by each of the entities below.

Race of student defined by State of California (Select up to 5)

Asian White

Race of student defined by The Student Assessment Tool DRDP (Select all that Apply)

White Filipino

Race of student defined by Federal Government (Select 1)

7

Enter the child’s health and safety information. This includes the child’s doctor, doctor’s contact info, health conditions, allergies, and medications needed. This information is extremely important, as it will appear on the child’s record, allowing teachers to see the attention and resources that caring for your child will require.

Health and Safety:

Doctor's Full Name Doctor's Phone

Heart Condition Asthma Seizures Food Allergy Bee Sting Allergy

Other allergies or health conditions

Medication required at school

8

Select the length of day that you’re looking for. Mark all that apply. Your application may differ in length of day options, depending on which agency you are applying to. For instance, After School Care may be an option that is not seen in the image below.

Looking For:

Part-Day AM Part-Day PM Full Day

9

Select any special needs the child has. To see definitions of what the state defines to be an Active CPS Case, At Risk, and Active Court Case, click the blue question mark icon next to each respective field. If the child has an IFSP or IEP, enter the date that the child began either one. Mark all that apply.

Special Needs

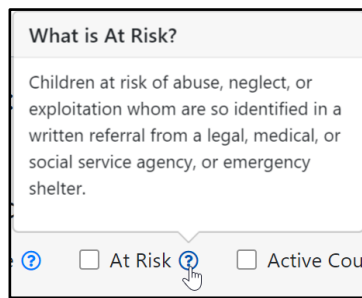
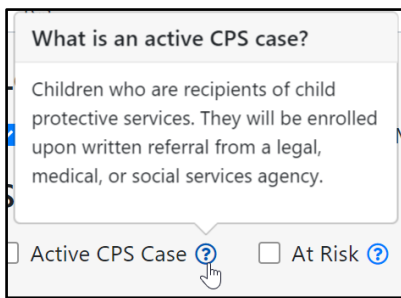
Active CPS Case At Risk Active Court Case

Does your child have an Individualized Family Service Plan (IFSP)

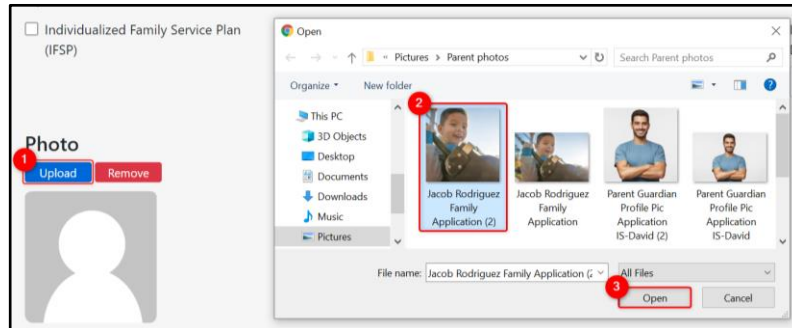
Individualized Family Service Plan (IFSP) Date (if known)

Does your child receive Special Education services through an Individualized Education Program (IEP)

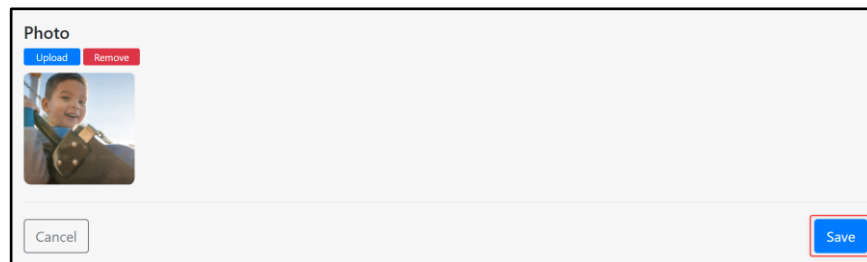
Individualized Education Program (IEP) Date (if known)



10 We've also included the option to upload a photo for the child record. To upload a photo, click the blue "Upload" button, choose the image that you wish to upload, and click "Open."



The photo will appear where the default profile photo was. Once the child information is correct and completely filled out, click the blue "Save" button at the bottom right corner of the screen.



Note: To add another student to the family application, repeat the same steps that we just covered in this "Students" section.

11 If there are children residing in the home that aren't going to be receiving services, they still need to be added to the family application. It's important to know each member of the family to cross-reference with the family size entered in the first section of the family application. To add a child in the home that won't be receiving services, click on the gray "Add Other Children" button.



A modal will appear. Using the fields provided, enter the child's first and last name, gender, date of birth, and grade level/school of attendance if applicable. Then, click "Save."

Children residing in the home who do not need child care/preschool services ✕

First Name <input type="text" value="Cecilia"/>	Last Name <input type="text" value="Rodriguez"/>
Gender <input type="text" value="Female"/>	Date of Birth <input type="text" value="02/01/2013"/>
Grade Level <input type="text" value="1st grade"/>	School of Attendance <input type="text" value="Gold Lantern Elementary"/>

The other child's record will appear in this section of the application. You can add, remove, and edit as many child records as needed. Once you are finished adding all the necessary children to the family application, click the blue "Next" button in the bottom right corner of your screen.

Students

Jacob Rodriguez

Date of Birth 12/26/2015	Needs Enrollment Yes	Looking For AM PM
Gender Male	Spoken Language English	Student Lives With David Rodriguez, Corrine Rodriguez

Other Children in the Home

i Do not include students listed above.

Cecilia Rodriguez


Date of Birth 02/01/2013	Gender Female
-----------------------------	------------------

Emergency Contacts

- 1 Click on the blue “Add an Emergency Contact” button to add emergency contacts information. Remember that emergency contacts are not parents/guardians - these cannot be one of the parent/guardian records you have already entered.

Emergency Contacts

You haven't entered an Emergency Contact yet. Please click on **Add an Emergency Contact** button below to add one or more.

[Add an Emergency Contact](#) 

[Previous](#) [Overview](#)

- 2 Enter the first, middle, and last name of the emergency contact.

Emergency Contact

i Emergency contact cannot be one of the parents/guardians listed on this application.

First Name Middle Name Last Name

- 3 Enter their gender and the emergency contact’s relationship to the child. If the relationship type isn’t one of the options in the drop-down menu, you can select the “Other” option and use the text-box to write in the exact relationship.

Gender Relationship If Other Relationship, Type In

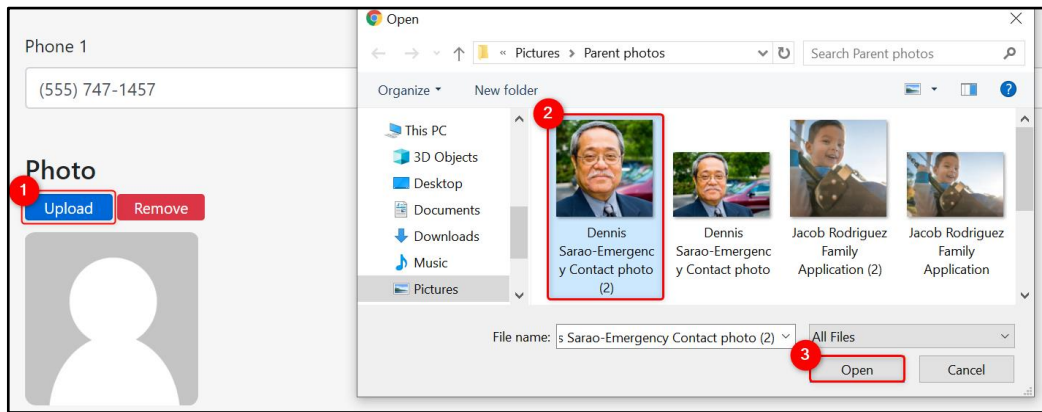
- 4 Enter if the emergency contact is authorized to pick up children from the school as well as their phone number(s).

Is this emergency contact authorized to pick up children from the school?

Phone 1 Phone 2

5

We've also included the option to upload a photo for the emergency contact record. To upload a photo, click the blue "Upload" button, choose the image that you wish to upload, and click "Open."

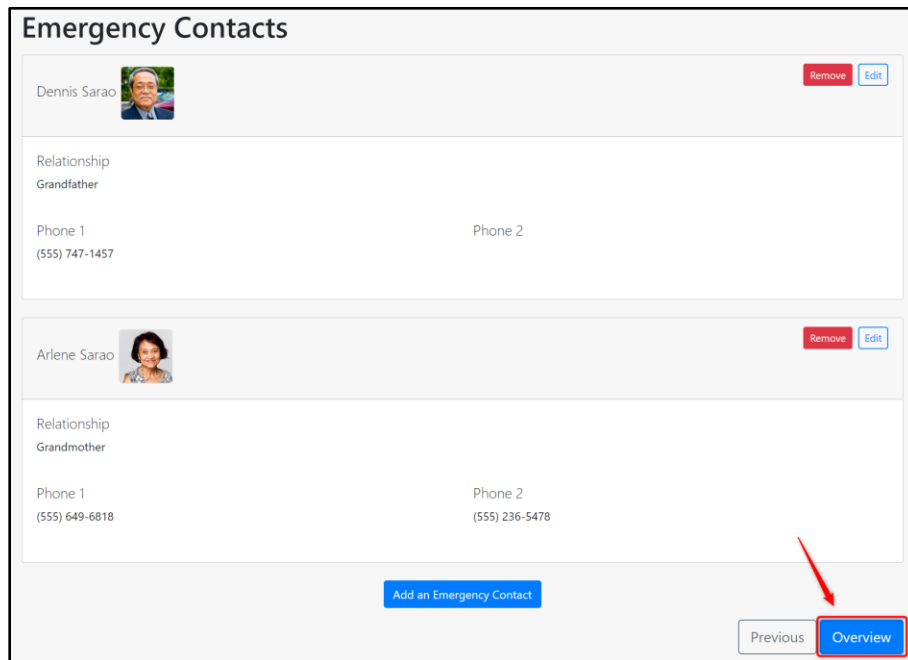


The photo will appear where the default profile photo was. Once the emergency contact information is correct and completely filled out, click the blue "Save" button at the bottom right corner of the screen.



6

You'll be directed to a record of all emergency contacts added to the family application. From here, you can add, edit, or remove as many emergency contacts as needed. You must enter at least two emergency contacts to be able to submit your application. Once you've added all the necessary emergency contact profiles to the family application, click "Overview" to move on to the final steps of the application.



Overview

Once you click “Overview” after adding the necessary emergency contacts, you’ll be directed to the application overview. The overview shows all general info, parents/guardians, students and other children, and emergency contacts that you’ve added to the application. During any step of the application process, you may navigate back to the overview, to view how much of the application has been completed. You may also navigate back to a specific step of the application from the overview. For this example, we’ll navigate back to the process of creating parents. Click the “View All” button above the section that you wish to navigate back to.

[Next](#)

Application For Student

[Edit](#)

Did your student attend this agency in a previous year?
No

Monthly Income	Family Size
3,941.00	4


Selected Sites

Site Name	Site Zip
Central State Preschool	90001
Lewis State Preschool	90001

[View All](#) [Next](#)

Parents

[Remove](#) [Edit](#)


David Rodriguez 

Address	Email	Work Phone	Mobile Phone
89854 Maple Tree Cir. Mapleton, CA, 90001	davidrodriguez@gmail.com		(555) 535-4254

The Parent/Guardian is best described as (i.e. Mother)
Father

You'll be redirected to just the section for the creation of "Parents/Guardians."


Parents/Guardians

David Rodriguez  [Remove](#) [Edit](#)

Address	Email	Work Phone	Mobile Phone
89854 Maple Tree Cir. Mapleton, CA, 90001	davidrodriguez@gmail.com		(555) 535-4254

The Parent/Guardian is best described as (i.e. Mother)
Father

Spoken Language
English

Corrine Rodriguez  [Remove](#) [Edit](#)

Address	Email	Work Phone	Mobile Phone
89854 Maple Tree Cir. Mapleton, CA, 90001	corrinerodriguez@yahoo.com		(555) 213-6263


The Parent/Guardian is best described as (i.e. Mother)
Mother

Spoken Language
English

[Add a Parent/Guardian](#)

[Overview](#) [Previous](#) [Next](#)

To navigate back to the application overview, click on the "Overview" button in the bottom left-hand corner of your screen. You may perform this action from any point in the application (other than the first step of creating the application).

Corrine Rodriguez  [Remove](#) [Edit](#)

Address	Email	Work Phone	Mobile Phone
89854 Maple Tree Cir. Mapleton, CA, 90001	corrinerodriguez@yahoo.com		(555) 213-6263

The Parent/Guardian is best described as (i.e. Mother)
Mother

Spoken Language
English

[Add a Parent/Guardian](#)

[Overview](#) [Previous](#) [Next](#)

You can also edit, and/or remove any individual card from the application overview. To do so, just click on either the “Edit” or “Remove” button located within the individual card of the individual you wish to edit, or remove from the application.

The screenshot displays a user interface with two main sections: "Students" and "Other Children".

Students Section:

- Header: "Students" with "View All" and "Next" buttons.
- Record for Jacob Rodriguez: Includes a profile picture, name, and a red callout bubble pointing to the "Remove" button with the text "Click to remove record from the application".
- Details: A table with fields "Date of Birth" (12/26/2015), "Looking For:" (AM, PM), and "Gender" (Male). A "Spoken Language" field is set to "English".
- Action: "Add a Student" button.

Other Children Section:

- Header: "Other Children" with "View All" and "Next" buttons.
- Record for Cecilia Rodriguez: Includes name and a red callout bubble pointing to the "Edit" button with the text "Click to edit the record".
- Details: A table with fields "Date of Birth" (02/01/2019) and "Gender" (Female).

Adding Documentation

At the bottom of the “Overview” page, you will find the Documents section. Here you have the option to upload attachments that serve as documentation/verification for different fields. The title of your documents section may vary depending on your agency, but will start with “Documents for.”

Note: If you do not see a document section at the bottom of the “Overview” page, then your agency has not created a document checklist and you can move on to submitting your application.

1

This is what a “Documents” section will look like; the documents that have a “Required” tag are the only required documents, but we encourage parents to upload all the documents that they have into the application.

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload Family Data.docx	
Paquete de Inscripción	Not required	Haga clic en el enlace para abrir el Paquete de Inscripción. Siga cuidadosamente las instrucciones para completar los formularios y volver a cargar el documento. Si no puede completar los formularios electrónicamente, llámenos al (951)253-7091 para obtener asistencia adicional.	All applicants (Spanish version)	Upload	
Parent or Legal Guardian's ID's	Required	Upload a copy of your current Drivers License or any other form of ID with a picture. ID's are required for both parents when both parents live in the home.	All applicants	Upload IMG_0653.jpeg	

2

If there is a blue link under “Download Template,” you can click that link and be led to instructions or a form that will help you complete that document upload.


Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload Family Data.docx	

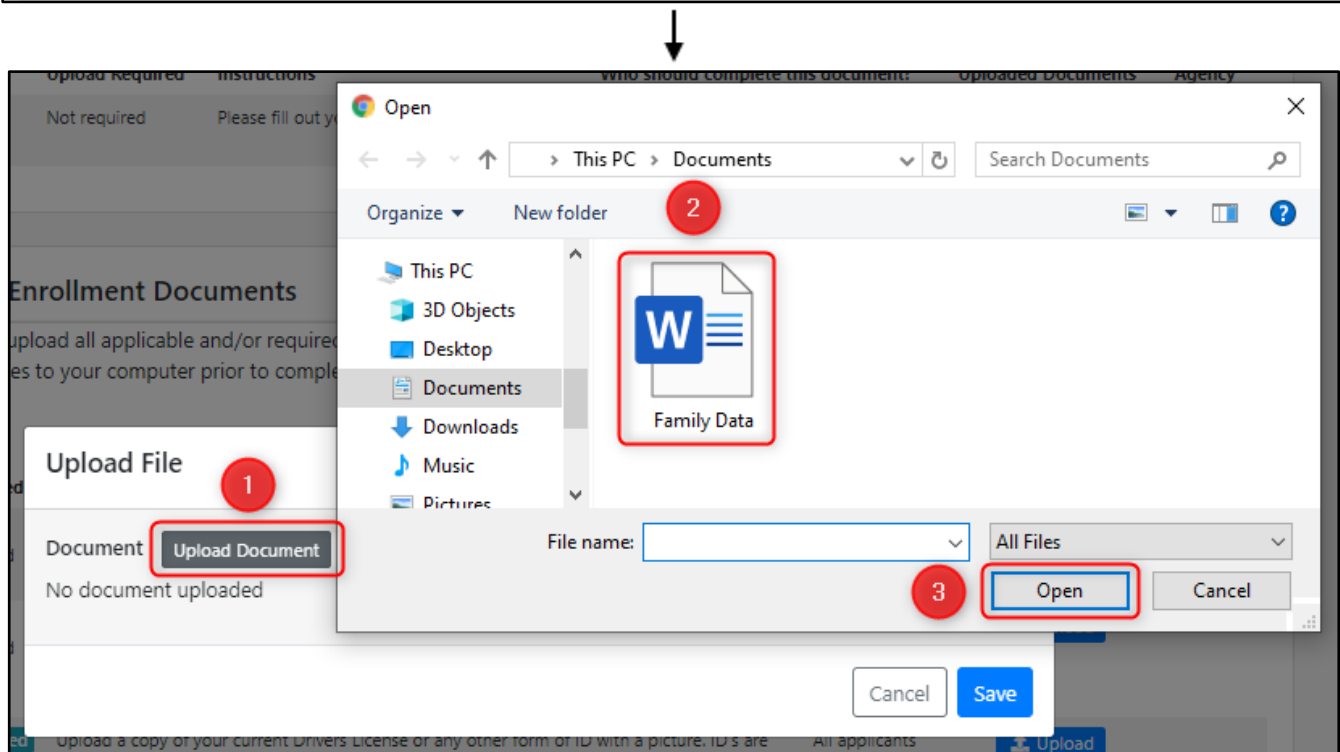
Click here for administrative instructions or forms

3

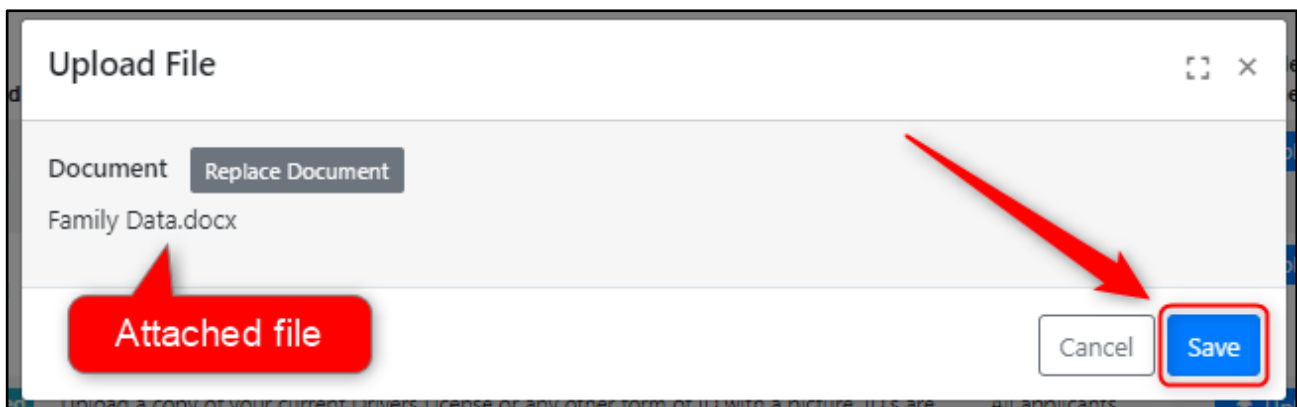
To upload an attachment, click on the blue “Upload” button on the right side of your screen. A modal will appear. Click on the gray “Upload Document” button, then select the file(s) from your device and click “Open.”

Note: Files can be uploaded in any form (i.e., pdf, word, jpeg, a form).

Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	 Upload	

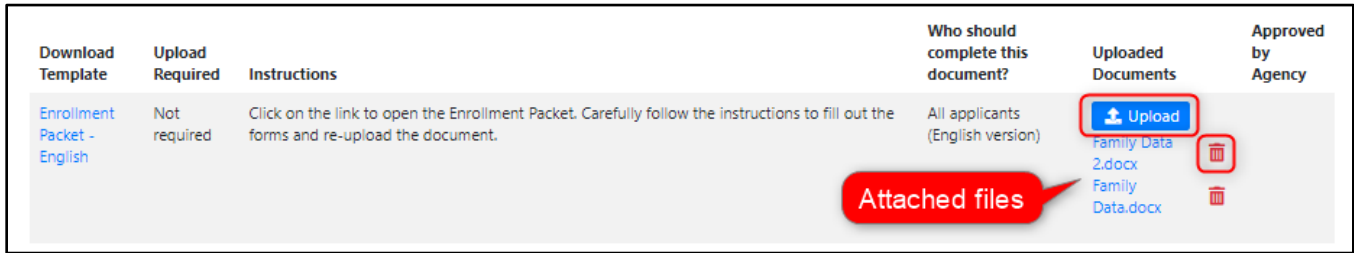


Click the blue “Save” button on the bottom right of the modal.



4

You will then be able to see the attached file under the “Uploaded Documents” column. You can click the trash can icon to delete the attachment. If you would like to add more documentation, click the blue “Upload” button again and repeat the previous step. Otherwise, you can move on to the next download field if there are anymore listed.

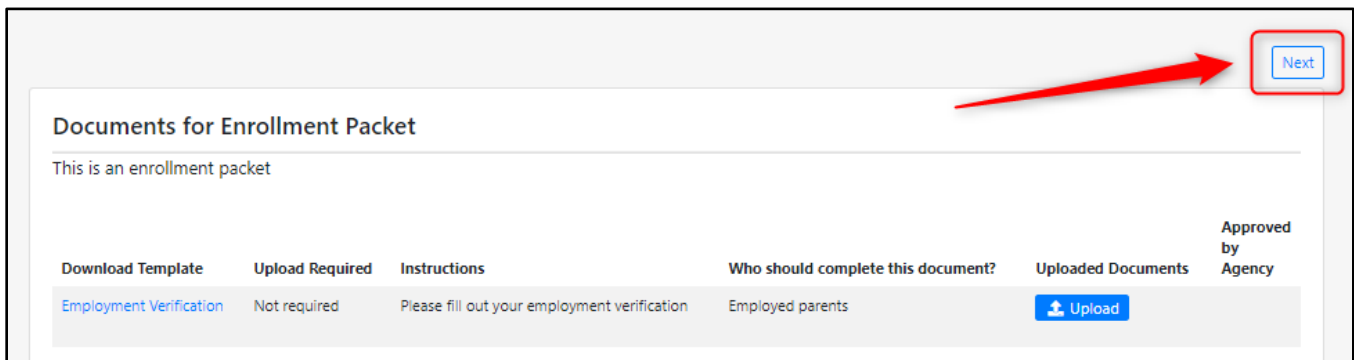


Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Enrollment Packet - English	Not required	Click on the link to open the Enrollment Packet. Carefully follow the instructions to fill out the forms and re-upload the document.	All applicants (English version)	Upload Family Data 2.docx Family Data.docx	

Note: Examples of documentation for income could be payroll check stubs, a letter from your employer, recent records of wages, etc. Examples of documentation for family size could be birth certificates, court orders regarding child custody, adoption documents, records of foster care placements, school or medical records, county welfare department records, etc.

5

After adding all of the necessary documentation, you can click the “Next” button at the top right of the document section, or scroll to the bottom of the “Overview” page.

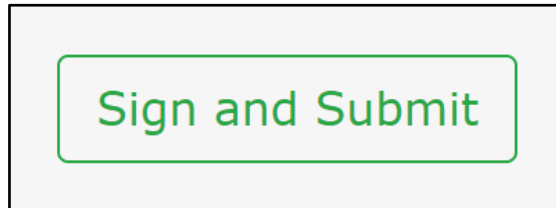


Download Template	Upload Required	Instructions	Who should complete this document?	Uploaded Documents	Approved by Agency
Employment Verification	Not required	Please fill out your employment verification	Employed parents	Upload	

[Next](#)

Submitting the Application

Once you've confirmed that all information in the family application is completed and accurate, and all necessary documentation has been added, scroll to the bottom of the application. Click the "Sign and Submit" button.



A new modal will then open. Sign the signature pad as verification that you are indeed the parent/legal guardian of the student and authorized to make educational decisions on their behalf. The name of the applicant will populate with the name entered when creating the application. You also have the opportunity to add any additional notes for the agency to see when they review your application. Once signed, your application for services will be complete. To submit your application to the agency, click "Save."

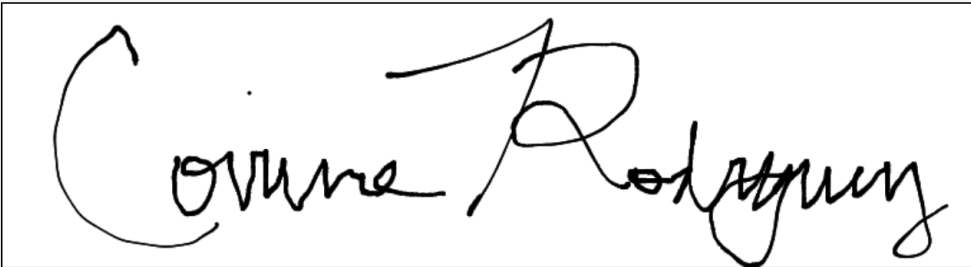
Sign and Submit Application ⌵ ✕

Signature

Please go back and verify that all information was entered correctly and that there are no accidental typing mistakes.

By typing your full name below, you are verifying that you are the Parent/Legal Guardian of this student and have the authority to make educational decisions on her/his behalf.

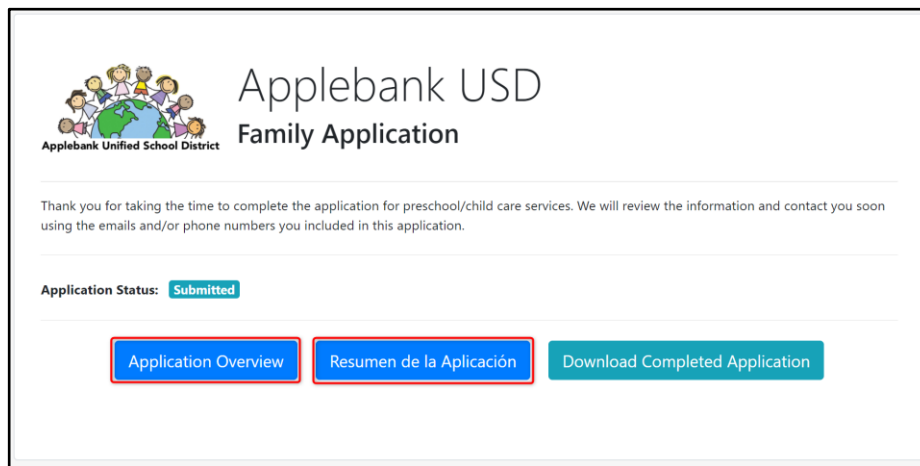
By typing your full name, this serves as your electronic signature.



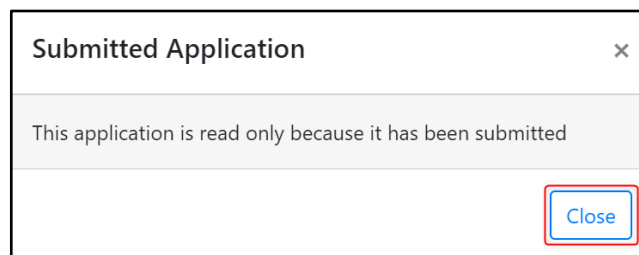
Applicant First Name: Applicant Middle Name: Applicant Last Name:

Please write any additional notes for the agency

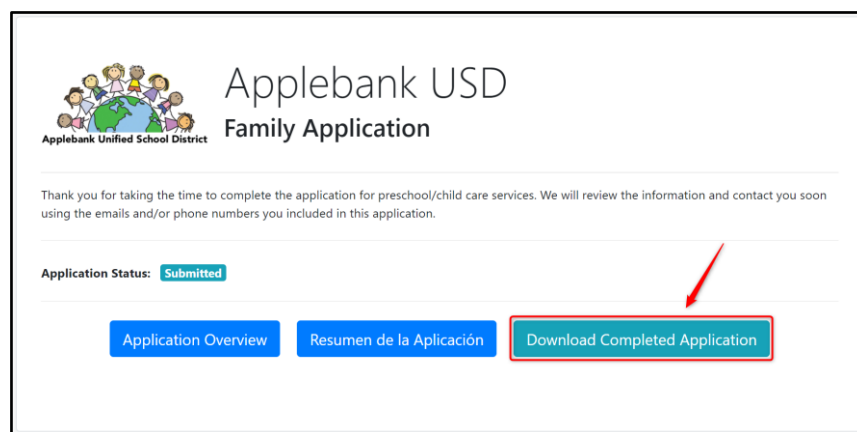
If there were any errors in your application, you will see an error message telling you exactly what you need to edit in order to submit successfully. Otherwise, congratulations! You have now completed the application process. You'll receive a message verifying your submission. You may view your completed application within *hubbe* by pressing the blue "Application Overview" button to review it in English, or the "Resumen de la Aplicación" button to review it in Spanish.



If you do review your application, a modal will appear notifying you that you can no longer edit the information within the application overview, since the application has already been submitted. Press "Close" to view your completed application.



You may also download your application by pressing the teal "Download Completed Application" button.



Reference this [Completed Application Download](#) to see what a finished application download will look like.