

PURPOSE

This job aid will provide steps to submit your interest in enrolling your student in the voluntary Online Program option available through City of Angels, Los Angeles Unified’s school for independent study. The **2021-2022 Online Program Interest Form** is accessible in the Parent Portal. Registration for the Online Program is open to students in Kindergarten to 12th grades.

BEFORE YOU GET STARTED

- You must have an existing account in the Parent Portal. (Refer to [job aid](#) for creating an account in the Parent Portal.)
- Your student must be added to your Parent Portal account (Refer to [job aid](#) for how to use your Parent Portal PIN to link your student to your account)

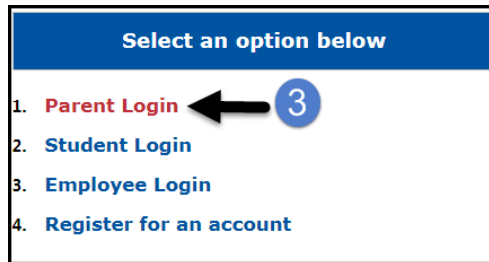
LOG IN

Step 1: Go to <https://parentportal.lausd.net>

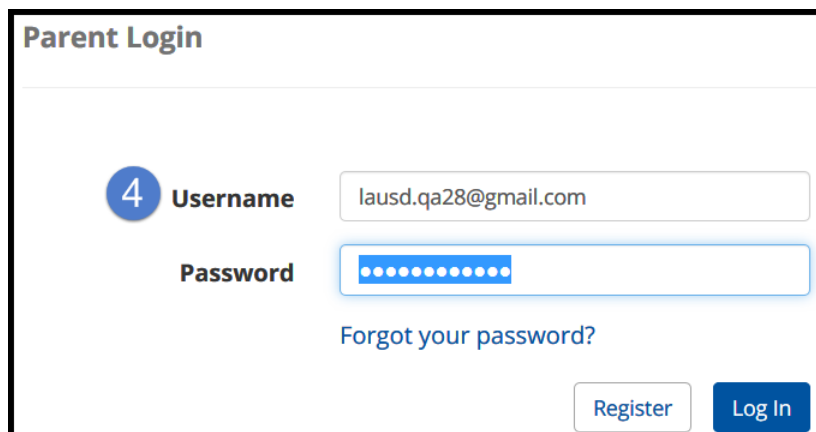
Step 2: Click on “Login Register”.



Step 3: Click on **Parent Login**.



Step 4: **Username** is the email address you used for account registration



PROCEDURE

COMPLETE THE ONLINE PROGRAM INTEREST FORM

Step 5: In the My Students section, click on the **Interest Form** link located in the Online Program column.

My Students

Click on the name of each student to view their personalized information and resources

[Add student](#)

Student Name	LAUSD Student ID	CA State Student ID	School	Grade	Enrollment Status	Remove	Verified	Documents	Device or Hotspot	Online Program
MIKE DOE	999999M999		WOODROW WILSON SENIOR HIGH POLICE ACADEMY MAGNET	11	Y	Remove	Y	View/Upload	Request	<div style="text-align: center;"> 5 Interest Form </div>

Step 6: The Online Program Interest form will open. Read the information displayed and **watch the video** provided for more information.

Step 7: To register your interest in enrolling your student in the Online Program, click the checkbox at the bottom of the form.

Step 8: In the Parent Signature field, **type your name**. Then, click **Submit**.

To help you with your decision, we recommend you view this [3 minute video](#) about the Online Program. 6

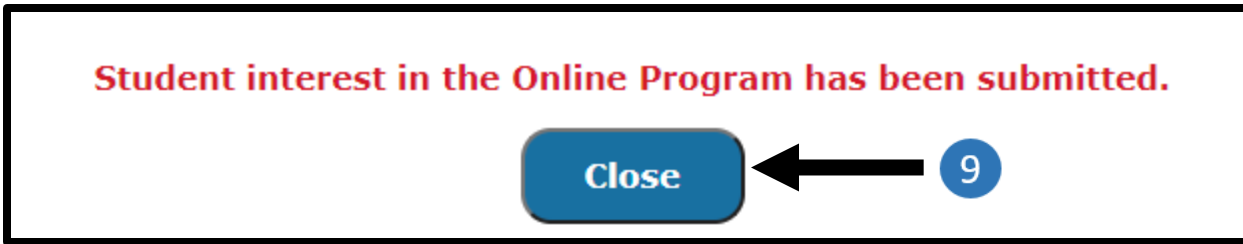
Parent Name : **Mark Doe**
Student Name : **MIKE DOE**

7 Please contact me. I am interested in receiving more information about the Online Program available through City of Angels, Los Angeles Unified's school for independent study.

Parent Signature: 8

Cancel
Submit
←

Step 9: Click **Close** to finish.



After you have submitted the form, the Online Academy column will no longer display the "Interest Form" hyperlink. This area will now display the word "Interested" indicating that you have successfully submitted the Online Program Interest form.

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MIKE DOE	999999M999		WOODROW WILSON SENIOR HIGH POLICE ACADEMY MAGNET	11	Y	Remove	Y	View/Upload	Request	Interested

PLEASE NOTE: To edit your choice after submitting, parents will need to contact their home school. Changes cannot be made on the Parent Portal.

For additional assistance with completing the Online Program interest form, families may contact the Los Angeles Unified Family Hotline at 213-443-1300 or City of Angels Independent Study School and Virtual Academy at 323-415-8350.