



## Arizona Online Re-Enrollment Instructions

This system is only for current BASIS families who need to re-enroll their child at the same BASIS location/campus for the next school year.

### STEP 1: Create or login to your parent account

1. Go to <https://apply.bsischools.org/apply/>
2. Click on RE-ENROLLMENT at the top



3. Or go directly to the [re-enrollment](#) login page
4. If you have an account then fill in your information and click **LOGIN** on the left side of the page.

***\*If you have applied before, use the same USERNAME and PASSWORD***

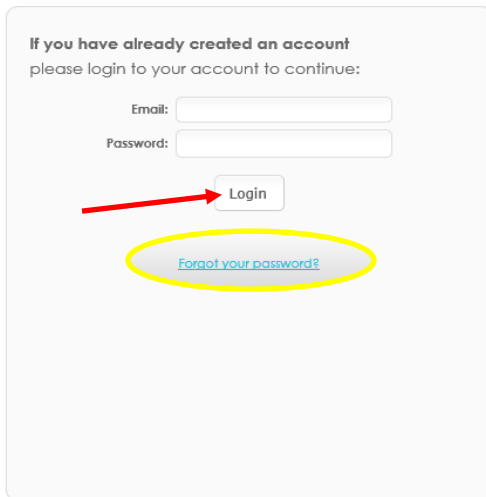
5. If you already have an account but have forgotten your password:
  - Click **FORGOT YOUR PASSWORD**
  - Enter your email address
  - Click **GET PASSWORD**
  - Password reset instructions will be sent to the email you provided.

**If you have already created an account**  
please login to your account to continue:

Email:

Password:

[Forget your password?](#)



6. If you need to create a new account:

- Go to the section labeled “If you **DO NOT** have an account” and fill in your information.

**If you do NOT have an account**  
please create an account using the form below:

Guardian First Name:

Guardian Last Name:

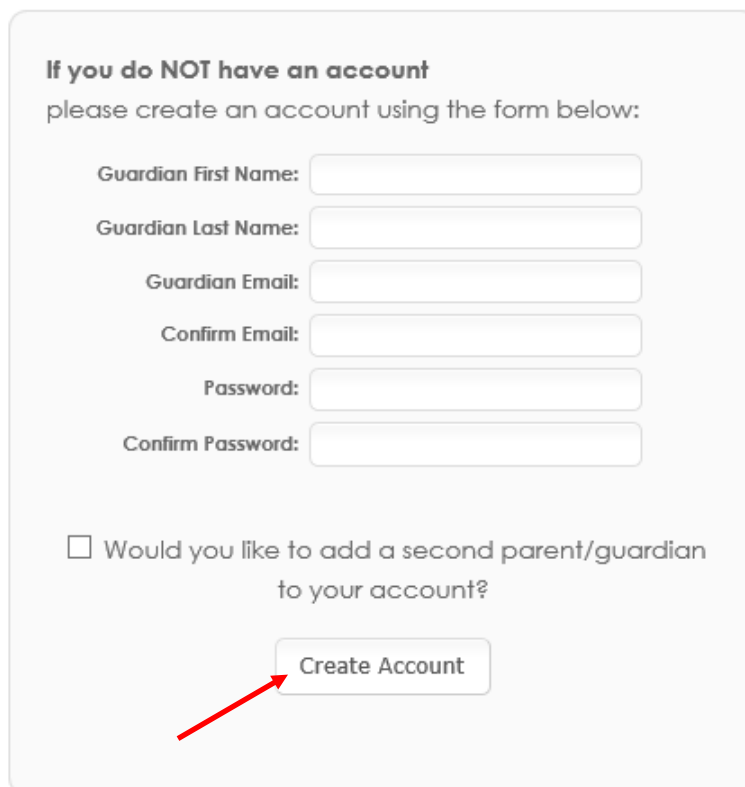
Guardian Email:

Confirm Email:

Password:

Confirm Password:

Would you like to add a second parent/guardian to your account?



7. Click **CREATE ACCOUNT**

8. You are now ready to login

- Enter your username
- Enter your password

- Click LOGIN

\* To Users in the Enrollment Portal: The parent who creates the applicant's enrollment portal account ("Application Portal") is the primary user. A secondary user may be added at the primary user's discretion. BASIS will only make user access changes to the Application Portal if presented with (a) written consent by the parents, or (b) applicable court orders. BASIS cannot restrict user permissions in the Portal or monitor parent actions, so parents are expected to make educational decisions, including re-enrollment decisions, in accordance with applicable court orders. BASIS will rely and act upon decisions made for the applicant through the Application Portal, unless we are aware that the parents disagree about that decision.

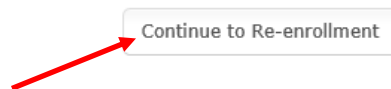
## STEP 2: Lookup Student

1. Enter the student's information to move forward with the re-enrollment survey.
2. Click on CONTINUE TO RE-ENROLLMENT

**Re-enroll a Current BASIS Student**

i.1	*First Name:	<input type="text"/>
i.2	Middle Name:	<input type="text"/>
i.3	*Last Name:	<input type="text"/>
i.4	*Birthdate:	<input type="text"/> <input type="text"/> <input type="text"/>
i.5	*Current School:	<input type="text"/>
i.6	*Current Grade:	<input type="text"/>
i.7	*Enrolling Grade:	<input type="text"/>

The student information entered must match school records. If you are having trouble locating your student, contact the school for assistance.



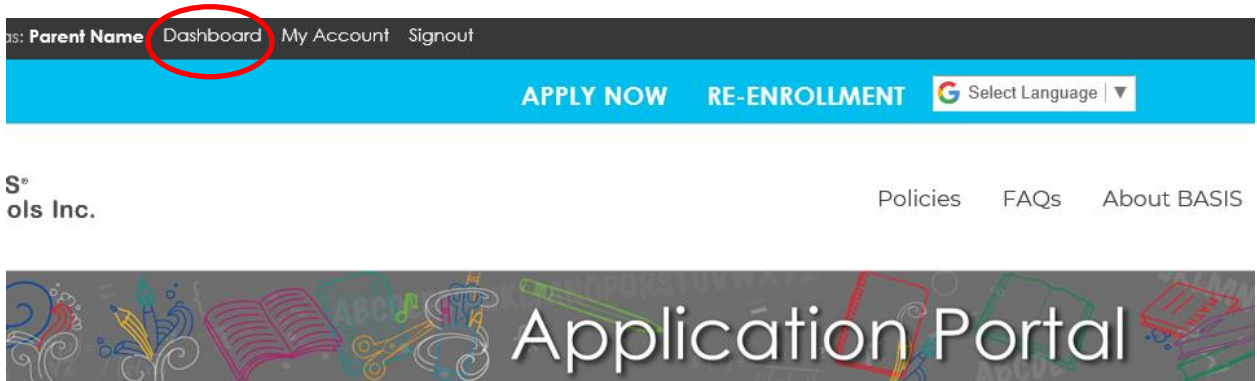
**\*If you find yourself at your Dashboard click on RE-ENROLLMENT at the top to access the student lookup.**

3. Enter in all the information asked in the re-enrollment survey. After you have completed each page click **CONTINUE** (at the bottom of each screen).
4. If you need to complete the re-enrollment survey at a later time you can click on the "save and exit" button at the bottom of the screen. Go back to your **DASHBOARD** and click on the link to the application when you are ready to complete it.

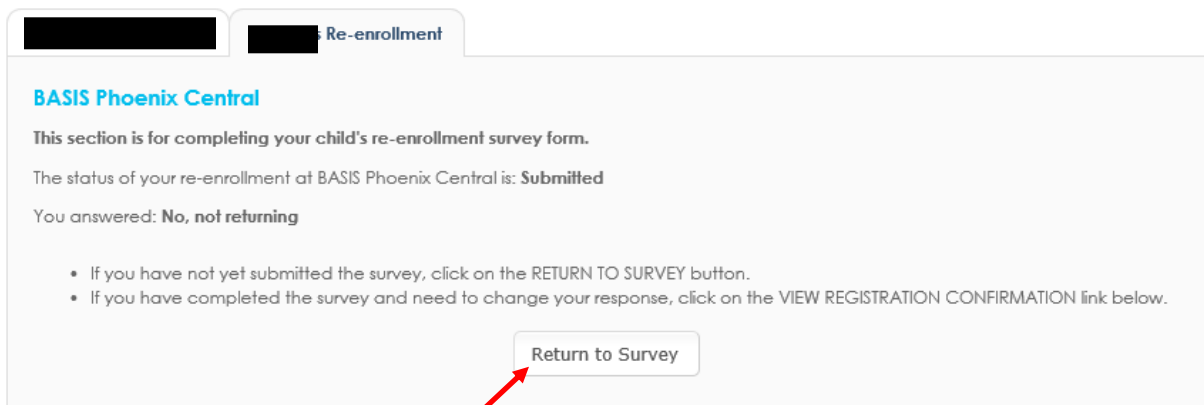
5. To return and complete the re-enrollment survey, go to the [re-enrollment link](#).
6. Click on RE-ENROLLMENT at the top



7. Click on DASHBOARD on the top of your screen



8. Click on your child's name in the blue button
9. Select your child's re-enrollment tab
10. Click on RETURN TO SURVEY



The link to the survey will take you to the page where you left off.

11. Once you have verified all your information is correct click **SUBMIT NOW**.
12. You will receive an email confirming the submission of your re-enrollment survey.
13. **Change of address:** If your student's address has changed make sure to complete the Residency Reaffirmation form and upload it while completing the re-enrollment survey or submit it to the school in-person.
14. If you need to edit any information or change your response in the re-enrollment survey, please follow the instructions on page 4 for returning to the survey. You will be able to make any necessary changes even after the re-enrollment survey is submitted.
15. **You may print the re-enrollment survey for your records, but you do NOT need to submit a printed copy to the school.**

### **STEP 3: Completing a re-enrollment survey for another student at BASIS.**

1. If you need to re-enroll more than one student, click on the RE-ENROLL NOW button at the top of the screen after you submit the re-enrollment survey for the first student.

Do you have other children at BASIS?

Re-enroll Now



2. Continue completing the re-enrollment survey as you did for the first student.
3. Make sure that you fill out an individual re-enrollment survey for every student that will be re-enrolling at their current BASIS location/campus.