

Hello Parent(s) /Guardian(s),

Welcome back to the 2020-2021 academic school year.

If your child will be participating in Think Together's Expanded Learning program(s) via Distance Learning and GEAR UP at Vaughn Next Century Learning Center, one Enrollment form filled out *per* student is required. Please follow the steps outlined below to enroll your student(s).

Before beginning the electronic enrollment, process make sure you:

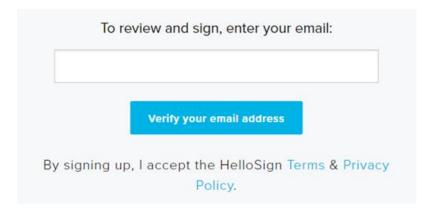
- Have an email account to access and complete the electronic enrollment form
- Allocate 30 minutes to complete the electronic enrollment form *per* student
- There is no *save for later* option on HelloSign. Failure to complete the electronic enrollment form in one sitting will result in having to start over from the beginning which includes requesting a new enrollment form link.
 - Recommendation: Please set some time aside to complete and submit the form to avoid having to restart the process

Steps to access and fill out the electronic enrollment form.

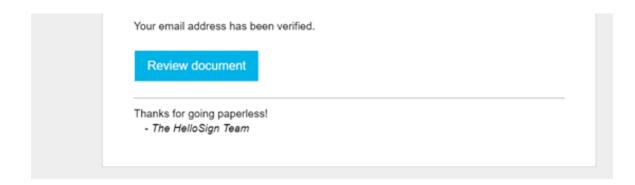
Step 1. Click on the correct Electronic Enrollment form link

- This link English Enrollment Form is for the English Enrollment form grades 4th to 8th
- This link Spanish Enrollment Form is for the Spanish Enrollment form grades 4th to 8th

Step 2. Once you click on the link for the language of your choice, you will get a message from HelloSign like the one below asking for your email address



Step 3. Input the email address where you would like the electronic enrollment form to be sent and click on the blue box that states **Verify your email address.** After this step, you will receive an email from HelloSign like the sample below



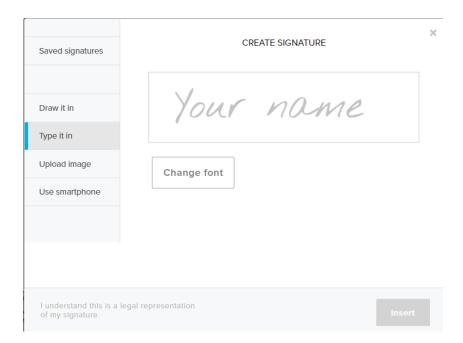
Step 4. Click on blue box that states **Review document** and the enrollment form should appear. You will see the enrollment form, now click on the blue box that is located on the top right of the enrollment form to **Get Started**.

If you received a "Sorry, this link is no longer valid" message, please scroll down to the Additional Steps – Link is no longer valid section on Page 3



Step. 5 Please fill out all sections and indicate not applicable for sections that this may apply.

- You will notice that the document indicates how many required sections are remaining as you
 complete it. Once all sections are completed, you will see a 0 on the top left side of the
 enrollment form.
- At the bottom of the enrollment form you will find the signature section. Click on the box and
 the sample below should appear. Click on Type it in so that you can enter your full name in the
 box that states Your Name. Click Insert and your electric signature will appear.

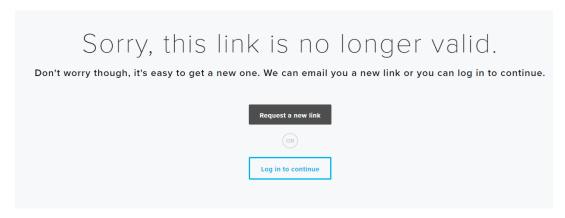


Step 6. Once all sections have been completed, you will be able to click next and submit the enrollment form. You will receive a copy of the student's enrollment form via the email address you provided.

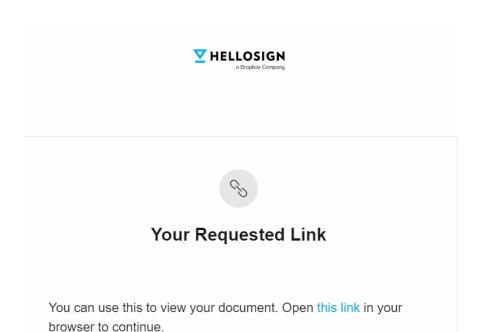
This will complete the enrollment process and the Site Coordinator will contact you once your student(s) are able to start Think Together's program.

Additional Steps - Link is no longer valid

If you receive a message like the sample below, please click on the grey box that states **Request a new link** and check your email account for the new link (please note that this might get sent to your junk mail).



Once you open the new email from HelloSign you will receive a message like the sample below. Click on the Blue letters that state **this link**



Then you will have access to the enrollment form. Please go back to Steps 4 – 6 starting on Page 2 to complete the form.



Should you have any questions or need support in completing this form, please contact your Site Coordinator(s) at:

Mainland/MIT	VISA	GEAR UP (12th Grade)
(213) 628-6538	(818) 825-5780	(818) 456-9336
vaughnmitms@thinktogether.org vaughnes@thinktogether.org	vaughnhs@thinktogether.org	Jennifer.lara@thinktogether.org