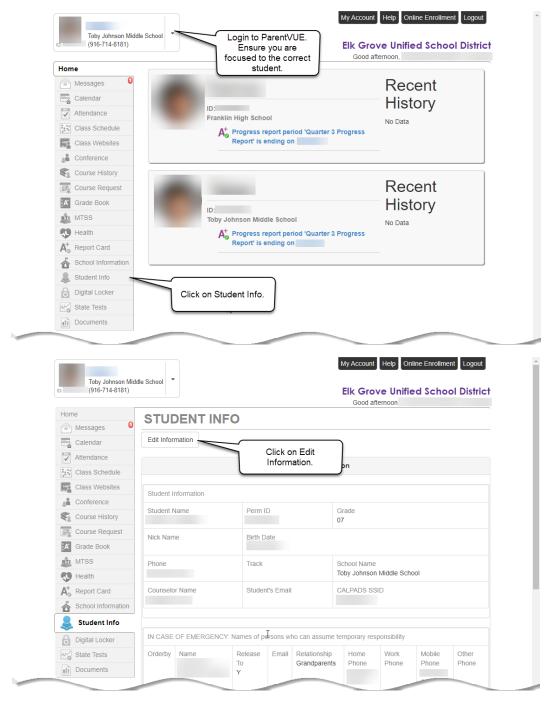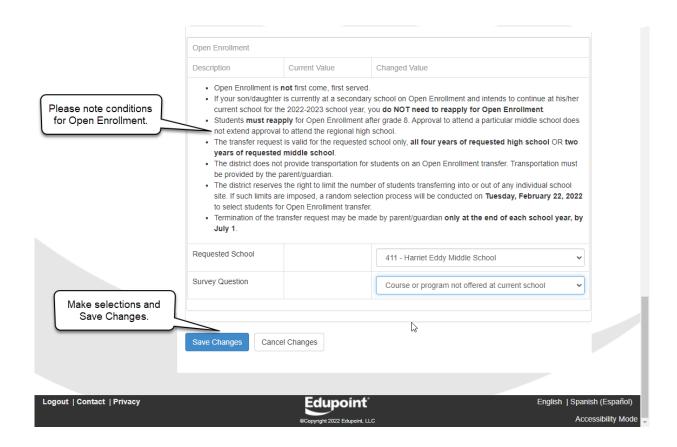# Step 1: ParentVUE Guidelines to Apply for Open Enrollment

Instructions for Applying for Open Enrollment

1. Login to ParentVUE. Ensure you are selecting the correct student to apply for open enrollment.
2. Click on the Student Info tab.
3. Click on the Edit information button.
4. Scroll to the bottom of the page in the Open Enrollment box and select a requested school.
5. In the same box, select a survey question that best fits your reason for requesting to transfer into another EGUSD school.
6. Be sure to click on the Save Changes button before existing. (This is important to lock in the selection.)

Step 1: ParentVUE Guidelines to Apply for Open Enrollment

This is only Step 1 of a two-step process.

*Step 2 will be available the week of February 20, 2023 for parents of students who are granted into the requested school to complete the process with accepting the terms and conditions, which will confirm the transfer.