

NMPED Home School System

HOW TO ADD A CHILD AND ENROLL A CHILD

The screenshot shows the NMPED Home School System website. At the top right, there is a "LOGOUT" button. The navigation menu includes "Home", "How to?/FAQs", "Contact Us", and "PARENT". A red arrow points to the "PARENT" menu item. A dropdown menu is open under "PARENT", with "Add Child/Enroll" circled in red. Other options in the dropdown include "Add/Edit Instructor", "View/Print Enrollments", "Disenroll", "Reset Password", and "Manage Profile".

To add a child to your account,

- Login to your account
- From the PARENT menu, select "Add Child/Enroll"

Add/Enroll Child

Back

Add child

	First Name	Middle Name	Last Name	DOB(mm/dd/yyyy)	Update
Enrolled	A	B	Student	01/01/2001	Edit
Enroll	Best	Ever	Student	02/02/2002	Edit
Enroll	C	Average	Student	03/03/2001	Edit
Enroll	C	Average	Student	03/03/2015	Edit
Enroll	D	Neglected	Student	04/04/2015	Edit

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NMPED Home School System

HOW TO ADD A CHILD AND ENROLL A CHILD

LOGOUT



Home

How to?/FAQs

Contact Us

PARENT

Click the **Add child** button.



NMPED HOME SCHOOL SYSTEM

-Important Notice-

-Enroll all home schooled students in household on 1 account

-Use the same account for enrollment each year

(Previously enrolled students cannot be added to more than one account; they must be enrolled for the current school year in the account to which they were originally added)

-Always use child legal name when adding to account.

-Issues adding a child. Contact: info.homeschool@state.nm.us

-Enrollment errors (grade, gender, etc.) Contact: info.homeschool@state.nm.us

(Do not disenroll, then re-enroll to correct error)

Back

Add/Enroll Child

Add child

	First Name	Middle Name	Last Name	DOB(mm/dd/yyyy)	Update
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Enroll	C	Average	Student	03/03/2001	Edit
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NMPED Home School System

HOW TO ADD A CHILD AND ENROLL A CHILD

[Home](#) [How to?/FAQs](#) [Contact Us](#) [PARENT -](#)

[LOGOUT](#)

Fill in the blank fields with the child's

- First Name
- Middle Name
- Last Name
- Date of Birth

Press the **Insert** button.

NMPED HOME SCHOOL SYSTEM

Important Notice-
Add students in household on 1 account
for enrollment each year
be added to more than one account.
(school year in the account to which they were originally added)
name when adding to account.
Contact: info.homeschool@state.nm.us
(e, gender, etc.) Contact: info.homeschool@state.nm.us

(Do not disenroll, then re-enroll to correct error)

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Add/Enroll Child

[Add child](#)

	First Name	Middle Name	Last Name	DOB(mm/dd/yyyy)	Update
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Enroll	Best	Ever	Student	02/02/2002	Edit
Enroll	C	Average	Student	03/03/2001	Edit
Enroll	C	Average	Student	03/03/2015	Edit
Enroll	D	Neglected	Student	04/04/2015	Edit
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Insert

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To enroll your child, click on the button **Enroll** of the child's name.



NMPED HOME SCHOOL SYSTEM

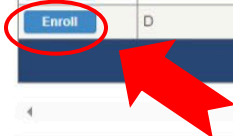
-Important Notice-

- Enroll all home schooled students in household on 1 account
- Use the same account for enrollment each year
(Previously enrolled students cannot be added to more than one account; they must be enrolled for the current school year in the account to which they were originally added)
- Always use child legal name when adding to account.
- Issues adding a child. Contact: info.homeschool@state.nm.us
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(Do not disenroll, then re-enroll to correct error)

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Add/Enroll Child

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Home How to?/FAQs Contact Us PARENT -



NMPED HOME SCHOOL SYSTEM

Enroll Child

First Name	<input type="text" value="A"/>
Middle Name	<input type="text" value="B"/>
Last Name	<input type="text" value="Student"/>
Gender*	<input type="text" value="--Select--"/>
Grade*	<input type="text" value="--Select--"/>
Race/Ethnicity*	<input type="text" value="--Select--"/>
State Student ID	<input type="text"/>
Home School Operator	<input type="text" value="MamaBear Teacher"/>
School District	<input type="text" value="Ruidoso Municipal Schools"/> <small>NOTE: Please go to the Parent</small>
Address	<input type="text" value="300 Don Gaspar Avenue"/>
City	<input type="text" value="Santa Fe"/>
State	<input type="text" value="NM"/>
Zip	<input type="text" value="87501"/>
School Year	<input type="text" value="2023-2024"/>
Enroll	<input type="checkbox"/> YES <small>NOTE: Box must be checked</small>
Enrollment Date	<input type="text" value="05/02/2024"/>
Opt Out	<input type="checkbox"/> <small>If your home school student has an existing NM State Wide Unique Identifier (and is required when enrolling in dual credit programs or other programs), one will be assigned unless you opt out - by checking the box.</small>
Initials*	<input type="text" value="Enter Initials"/>

1

2

3

4

1) You will need to complete several sections on this page:

- Gender
- Grade
- Race/Ethnicity

2) Then, check the box in the

YES

line.

3) Add your initials.

4) Click the **Enroll** button.


Enroll **Cancel**

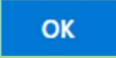
*Required


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You should get a notification that looks like this:




After you click , the screen will look like this:



The green bar contains your child's home school "Enrollment ID" for the current school year.

homeschool.ped.state.nm.us says
Notification Successful. Please check your email.



Enroll Child

Enrollment ID

First Name

Middle Name

Last Name

Gender*

Grade*

Race/Ethnicity*

State Student ID

Home School Operator

School District NOTE: Please go to the Parent menu and click Manage Profile to edit residence information (address and school district).

Address

City

State

Zip

School Year

Enroll **YES** NOTE: Box must be checked to enroll for current school year.

Enrollment Date

Opt Out

If your home school student has an existing NM State Wide Unique Identifier, it will be added to the student record in the NMPED Home School System for your reference (and is required when enrolling in dual credit programs or any public school activities/sports). If your student does not have a NM State Wide Unique Identifier, one will be assigned unless you opt out - by checking the box.

Initials*

The information given by me in this Notification of Establishment of a Home School Form is true and correct to the best of my knowledge and belief.
Please check your address.
If "No Response" is selected for Gender and Race/Ethnicity, a state student ID number cannot be assigned for that student.