INSTRUCTIONS FOR ENROLLING/REGISTERING AND/OR OPEN-ENROLLING INTO EAST KNOX

For any new students, 2020-21 Kindergarten students, and/or new existing Open Enrolled Students

<u>(Current Students</u>, who live in the EK School District, that are currently registered <u>PLEASE wait</u> to complete the Student Demographics & EMA forms until **August 5**^{th,} when the new year/system is opened up to you.)

East Knox NEW STUDENT **enrollment/registration** and **open-enrollment** instructions for 2020-21 school year are as follows. Please note that no paper applications will be accepted – applications must be done online. The system is opened for you to complete from <u>March 1st through May 31st</u>. This system will close June 1st, so that we may "roll our systems over" to the new school year.

If you need a computer, contact our building offices as we have them available for this purpose.

Choice #1

For Parents who have a <u>POWERSCHOOL PARENT PORTAL</u> account follow these instructions below. If you <u>do not</u> have a PowerSchool Parent Portal Account, please skip to: <u>Choice #2</u>

If you have a PowerSchool Parent Portal account for a child who attends East Knox, login to your Parent Account using PowerSchool by typing in this link: <u>https://ps-ek.metasolutions.net/public/home.html</u>

The following screen will appear. Enter your username and password. If you forgot either of these click "Forgot Username or Password" and follow the steps to recover <u>or</u> call building secretary at 740-599-7000 (elem. x3002 or jr/hs x2004).

PowerSchool	This is a screen shot of what a PowerSchool
Student and Parent Sign In	Parent Portal account sign in looks like.
Sign In Create Account	
Username	
Password	
Forgot Username or Password?	
Sign In	

Once you are logged in click on the *arrow* on the top right hand side of your screen

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A window will open. Click on "East Knox OneView Forms".

This will bring up the following screen (example): East Knox Local School District Example of screen shot. ſ If you are currently Open Enrolled into East Knox, from another school district, and would like to continue, you PowerSchool Parent Sign-Ir must re-apply for open enrollment for the up-coming school year, choose "Submit & View Online Forms." If you are a current student and move out of the East Knox School District, but wish to continue attending through open enrollment, please choose "Submit & If you are a new student (i.e. 2020/21 Kindergarten View Online Forms" Student, please click "Enroll New Student(s)"

When you choose "*Enroll New Student(s*)" button, a new window will pop up and you have to click on "*ENROLL A NEW STUDENT*" button again.

Type your child's first name, last name, date of birth and enrolling grade.

East Knox Local Sch District Home of the Bulldogs Achieving Excellence	ool	Log Out Dashboard Homepage	
Enrolled Student Dashboard	View Online Forms	Enroll New Student(s)	Example of screen shot.
Enroll A New Student At East Knox Loc: PARTY: This application form is for <u>NEW STUDENTS WHO ARE NOT AT EAST KNOX</u> to fill out a new enrolment application and your child currently attends East Knox, your Application Instructions: East Knox Local Schools welcomes you to the new student enrollment pa process. Pieses Note: Do NOT hit the back button. If you exit this web browser, the Upon submitting, each application and deposit are time stamped electron with additional information and instructions to complete your enrollment	al Schools If you are here to fill out your child's back to school for application form will be denied. age. Each area of this form must be complete a data entered is NOT saved and you must co nically. You will be sent a confirmation email f	rms, please click on 'VIEW ONLINE FORMS' above. If you continue d in order to be submitted properly via the online mplete the form again. rom the system upon submission of your application	
Click the blue button below to begin ENROLL A NEW STUDENT			
To Begin, type in Your new student's first name, last Name and date of birth: First Name:		Where it says "Enrollme	ent Type:"
Last Name: Date of Birth: 01 v / 01 v / 2019 v		choose Regular (for a ne	ew child of
Enrolling Grade: KG ~		parent who has a Paren	t Portal
O Regular Enrollment - You and your child live the East Knox Local School District O open Enrollment - You and your child live 0 the East Knox Local School District Begin New Enrollment	within the boundaries of	Account") or Open Enro click on: "Begin New En	ollment. Then rollment"
Existing Student Enrollments		Helpf	
		Enrollment Questions	

At this point you are in the registration <u>or</u> enrollment form depending on which option you chose and will need to complete ALL FIELDS. *****Please use proper capitalization, spelling, etc. (this makes a big impact in the system)*****

*****Very Important***** If you are enrolling a child for the 2020-21 school year, when you get to the field in 'Part I' asking *"Enrollment Is For"*, please select **NEXT SCHOOL YEAR** from the drop down box.

When you have completed all the fields, including a **valid email address** for approval purposes, hit the *"Save and Submit to District"* button. If you have missed a required field it will not save. Scroll Back up and the missed filed will be highlighted for you. Once you have completed all the highlighted fields, click *"Save and Submit to District"* again.

If the document was saved and submitted, you are done with the registration/enrollment process. You can go ahead and register/enroll another student or *"log out"*.

When you want to <u>re-apply</u> for <u>Open Enrollment</u>, choose "Submit & View Online Forms" and the below screen will appear.

East Knox Local School District Home of the Bulldogs Achieving Excellence	Log Out Dashboard Homepage Example of screen shot.
Enrolled Student Dashboard View Onlin	e Forms Enroll New Student(s)
PARENT ACCOUNT Last Access: 3/4/2019 at 10:44 AM Update My Account	STUDENT ACCOUNTS My Student(s): East Knox J/Śr High School Grade 11 Manage My Students
My Online Forms Available To Submit: For each of the forms listed below, you may review the form, fill out the information requested responses to the district for approval electronically. 2018-19 Back To School Forms	and submit your Printable Forms Library
Form Name/Title Athletics Form Name/Title Form Name/Form Form Name/For	NOTE: This is only for students who live in <u>a different</u> <u>school district</u> and want to attend East Knox Schools.
Form Name/Title Open Enrollment Form © 2019. eSchoolView - All Righ By accessing this system you agree to be bound to all district rules, regulat investigated, reported and pursued using all mean	(They must apply and re-apply every year.) Click this button and make sure you enter the correct school year for which you are applying.

Choice #2

If you DO NOT have a "<u>PowerSchool Parent Portal</u>" account and this is your first child/student at East Knox and you DO NOT have another child/student already registered here, you will need to click on the following link and to create a "<u>OneView Portal</u>" account (for any <u>new student(s), kindergarten</u>, and <u>applying for open-enrollment</u>).

https://eastknox.esvportal.com/Login.aspx

The following screen will appear.	
East Knox OneView Portal	
Parent login Usersame Parenti Parenti Parenti Parenti Door Lot recovering	Example of screen shot.
Click <i>"Create a New Account"</i> button	
The following screen will appear.	
East Knox Local School District Home of the Bulldogs Achieving Excellence	
To get started, you will need to register as a prospective parent with our District. Please provide all information below and click the 'Register' button at the bottom to register and get yourself set up. Fields in bold are required.	Example of screen shot.
Personal Information Your First Name: Your Last Name:	
Your Email Address: (if provided, we will copy this email on all messages sent out) Contact Phone: (if provided, we can use to speak with you if needed) Your Registration Status: I am enrolling my child/ren at East Knox Account Access Information Parent Login (b:	You, the parent, will create a user name and a password. (This is created by you and not supplied by the District, please secure this
Parent Password: Confirm Password: Confirm Password: Porgot Password Question: (Used to verify your identity if needed) Format Desaver Contents	information.)
PIN Code: (Please set up a pin code for additional security) Register & Begist Go Black	

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Once you have created your account you will be taken to the following screen where you click on "Enroll New Student(s)"

Enrolled Student Dashboard View Online Forms Enroll New Student(s) Provide Student At East Knox Local Schools ENTS: This application form is for NEW STUDENTS WHO ARE NOT AT EAST KNOX. If you are here to fill out your child's back to school forms, please click on VIEW ONLINE FORMS' we if you continue to fill out a new excilment application and your child currently attends East Knox, your application form will be denied. Distainin Instructions: this form is for NEW STUDENTS who are here to fill out your child's back to school forms, please click on VIEW ONLINE FORMS' we if you continue to fill out a new excilment application and your child currently attends East Knox, your application form will be denied. Distainin Instructions: the submitted property was the online process. ase Nate: Do ND In the back button. If you exit this web browser, the data entered is NOT saved and you must complete the form again. on submitting, each application and deposit are time stamped electronically. You will be sent a confirmation email from the system upon submission of r application with additional information and instructions to complete your enrollment. Kit the bub button below to begin Click on "ENROLLA NEW STUDENT" Visiting Student Enrollments Helpful Links	East Knox Loca District Home of the Bulldogs Achieving Excellence	l School	Log Out Dashboard Homepag	Example of screen sha
Intervention of the sequence of the seque	Enrolled Student Dashboard	View Online Forms	Enroll New Student(s)	
ck the blue button below to begin	ve. If you continue to fill out a new enrollment application and your child plication Instructions: is Knox Local Schools welcomes you to the new student enr fer to be submitted properly via the online process. asse Note: Do NOT hit the back button. If you exit this web b	currently attends Last knox, your application form w oillment page for the 2018-2019 academic yo rowser, the data entered is NOT saved and yo ed electronically. You will be sent a confirma	ill be denied. ear. Each area of this form must be completed i ou must complete the form again.	in
	oon submitting, each application and deposit are time stamp our application with additional information and instructions to	o complete your enrollment.	alon email nom the system upon submission of	

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Enrolled Student Dashboard	View Online Forms	Enroll New Student(s)		Example of screen shot.
Encoll A New Student At East Knox Loc PARTY: The application for NEW STUDENTA WHO ARE NOT ALE TON the for at an environment application and you child currently who are student application applications in the student application and application and student environment submitted opposity via the online process. Bears Note: Do NOT hit the back button. If you exit this web proviser. Upon submittiding-ach application and deposit are time stamped elect with additional information and instructions to complete your enrollment with additional information and instructions to complete your enrollment with additional information and instructions to complete your enrollment with additional there are a static provide your enrollment and the static provide your enrollment with additional information and instructions to complete your enrollment with additional there are a static provide your enrollment application and deposit are time stamped elect with additional to an an application and deposit are time stamped elect with additional to an an application and elevant and the your enrollment application and elevant application application application application and elevant application applic	Cal Schools (b) If you are knet to fill out your child's back to school for a physication from with the denied. page for the 2018-2019 academic year. Each a the data entered is NOT saved and you must co ronically. You will be sent a confirmation email nt.	orms, please click on VIEW ONLINE FORMS' above. If you cont rea of this form must be completed in order to be implete the form again. from the system upon submission of your application	inue	
Click the blue button bedow to begin ENROLA NEW STUDENT To Begin, type in Your new student's first name, last Name Last Name Date of Birth: Dif / Di / 2019 Enrolling Grade: Enrolling Grade: Enrolling Grade: Enrolling Grade: Cope Enrollinent - You and your child live Tooling Type Ope Enrollinent - You and your child live Cope Enrollinent - You and your child live	ve within the boundaries of CUTSIDE the boundaries of	Cli Of Ne	ick on Regular Enr pen Enrollment an ew Enrollment"	ollment or Id then "Begin
Existing Student Enrollments		Helpful Links • Drothment Questions		

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After you finish the registration, enrollment and/or open enrollment, a notification will be emailed to the appropriate building secretary and she should contact you, via email or a phone call, with further instructions for you.

Please note, decisions for open enrollment acceptance/denial will not be made <u>until mid-June</u>, via email.