

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

For any new students, 2021-2022 Kindergarten students, and/or new existing Open Enrolled Students

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

East Knox NEW STUDENT **enrollment/registration** and **open-enrollment** instructions for 2021-22 school year are as follows. Please note that no paper applications will be accepted – applications must be done online. The *Open Enrollment* system is opened for you to complete from **March 1st through June 1st**. This system will be closed June 2st, 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 **POWERSCHOOL PARENT PORTAL** account follow these instructions below. If you **do not** have a PowerSchool Parent Portal Account, please skip to: **Choice #2**

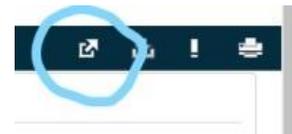
If you have a PowerSchool Parent Portal account for a child who attends East Knox, login to your Parent Account using PowerSchool by typing in this link: <https://ps-ek.metasolutions.net/public/home.html>

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 **or** call building secretary at 740-599-7000 (elem. x3002 or jr/hs x2004).



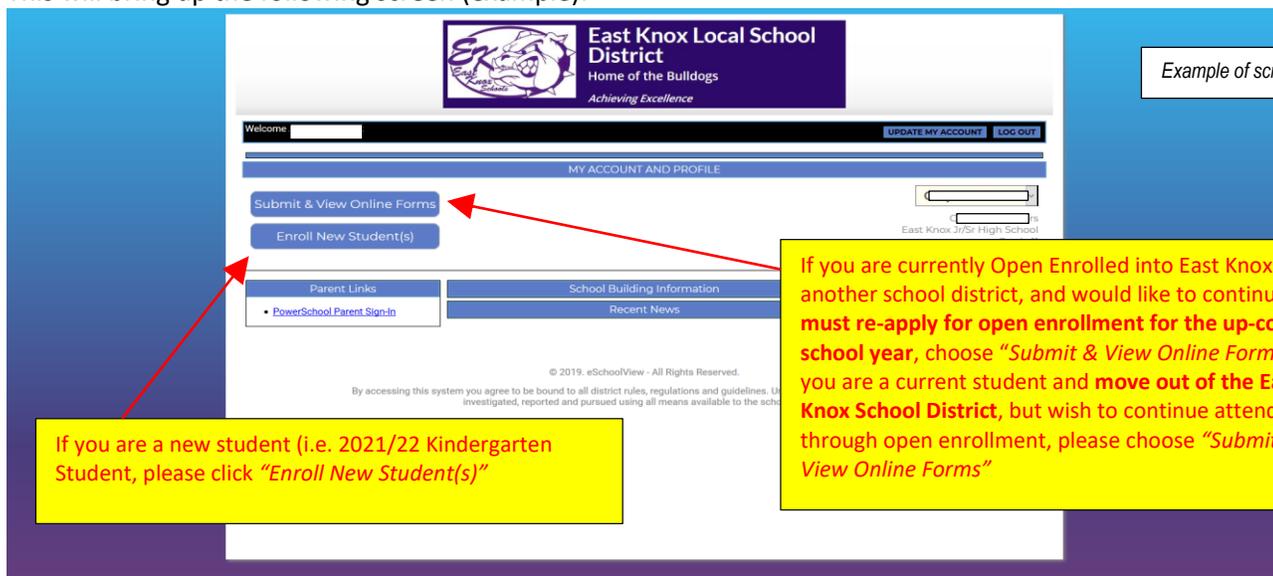
This is a screen shot of what a PowerSchool Parent Portal account sign in looks like.

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



A window will open. Click on “*East Knox OneView Forms*”.

This will bring up the following screen (example):



Example of screen shot.

If you are a new student (i.e. 2021/22 Kindergarten Student, please click “*Enroll New Student(s)*”

If you are currently Open Enrolled into East Knox, from another school district, and would like to continue, you 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 & View Online Forms*”

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 School District
Home of the Bulldogs
Achieving Excellence

Log Out
Dashboard Homepage

Enrolled Student Dashboard | View Online Forms | **Enroll New Student(s)**

Enroll A New Student At East Knox Local Schools

PARENTS: 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' above. If you continue to fill out a new enrollment application and your child currently attends East Knox, your application form will be denied.

Application Instructions:
East Knox Local Schools welcomes you to the new student enrollment page. Each area of this form must be completed in order to be submitted properly via the online process.
Please Note: Do NOT hit the back button. If you exit this web browser, the data entered is NOT saved and you must complete the form again.
Upon submitting, each application and deposit are time stamped electronically. You will be sent a confirmation email from the system upon submission of your application with additional information and instructions to complete your enrollment.

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:
Last Name:
Date of Birth: 01 / 01 / 2019
Enrolling Grade: KG
Enrollment Type:
 Regular Enrollment - You and your child live within the boundaries of the East Knox Local School District
 Open Enrollment - You and your child live OUTSIDE the boundaries of the East Knox Local School District
[Begin New Enrollment](#)

Existing Student Enrollments | [Help](#)
• [Enrollment Questions](#)

Example of screen shot.

Where it says “Enrollment Type:” choose Regular (for a new child of parent who has a Parent Portal Account”) or Open Enrollment. Then click on: “Begin New Enrollment”

At this point you are in the registration or 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 2021-22 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 re-apply for Open Enrollment, choose “**Submit & View Online Forms**” and the below screen will appear.

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Log Out
Dashboard Homepage

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PARENT ACCOUNT

Last Access: 3/4/2019 at 10:44 AM
[Update My Account](#)

My Online Forms Available To Submit:

For each of the forms listed below, you may review the form, fill out the information requested, and submit your responses to the district for approval electronically.

Form Name/Title	Status
2018-19 Back To School Forms Student Demographics & EMA	APPROVED
2018-19 Athletics	New/Not Yet Started
2018-19 Open Enrollment Form	New/Not Yet Started

Printable Forms Library

STUDENT ACCOUNTS
My Student(s):
East Knox Jr/Sr High School
Grade 11
[Manage My Students](#)

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By accessing this system you agree to be bound to all district rules, regulations, policies, and procedures. Violations will be investigated, reported and pursued using all means available.

Example of screen shot.

NOTE: This is only for students who live in a different school district and want to attend East Knox Schools. (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.

New Student Registration/Enrollment (living within the EK district)

*****IMPORTANT*****

After completing the student registration-enrollment form, 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 secure and retain any logins and passwords created.**

Open-Enrollment (living outside the EK district)

*****IMPORTANT*****

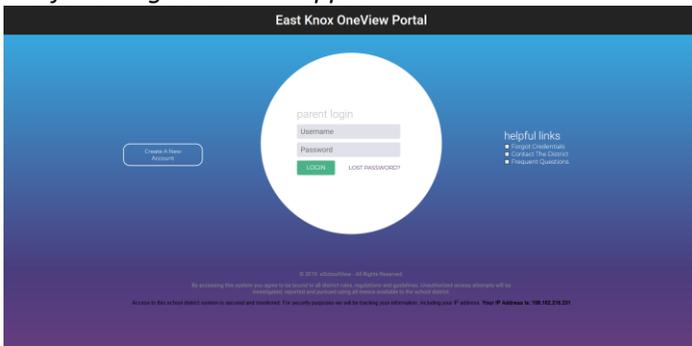
Decisions for open enrollment, acceptance/denial, will not be made until mid-June. You will be notified by email, which you provide on the online application. **If you are a new student to open enrollment and have been APPROVED, you must finish the process of Registration/Enrollment forms.** Please secure and retain any logins and passwords created.

Choice #2

If you DO NOT have a “PowerSchool Parent Portal” 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 “OneView Portal” account (for any new student(s), kindergarten, and applying for open-enrollment). **PLEASE SECURE AND RETAIN ANY LOGINS AND PASSWORDS CREATED.** Please see the attached *****Registration Requirements*****

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

The following screen will appear.



Example of screen shot.

Click “Create a New Account” button

The following screen will appear.

Personal Information

Your First Name:

Your Last Name:

Your Email Address:

Alternate Email: (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:

Account Access Information

Parent Login ID:

Parent Password: (Known only to you - do not share)

Confirm Password:

Forgot Password Question: (Used to verify your identity if needed)

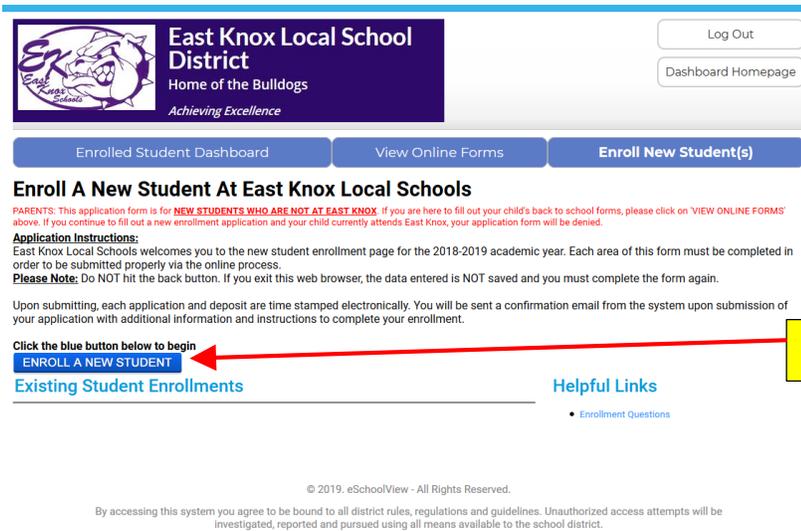
Forgot Password Answer:

PIN Code: (Please set up a pin code for additional security)

Example of screen shot.

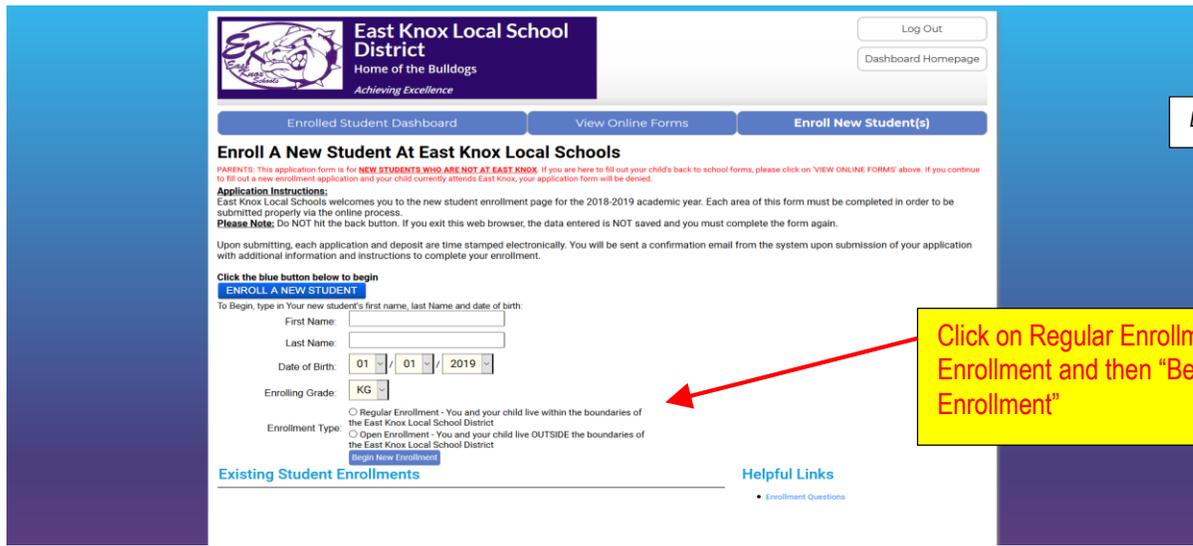
You, the parent, will create a user name and a password. (This is created by you and not supplied by the District, **please secure this information/please retain your login and password**).

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



Example of screen shot.

Click on “ENROLL A NEW STUDENT”



Example of screen shot.

Click on Regular Enrollment or Open Enrollment and then “Begin New Enrollment”

A new screen will open 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 2021-22 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 field 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”.

East Knox High School (7-12)

23227 Coshocton Road
Howard, Ohio 43028
Phone: 740-599-7000 x2002
Fax: 740-599-2922 Jr./Sr. HS Main Office
Fax: 740-599-6815 Jr./Sr. HS Guidance

East Knox Local School District

23201 Coshocton Road
Howard, Ohio 43028
Phone: 740-599-7000 x1002
Fax: 740-599-5863 District

East Knox Elementary School (K-6)

23081 Coshocton Road
Howard, Ohio 43028
Phone: 740-599-7000 x3002
Fax: 740-599-6397

Parent(s)/Guardian(s):

After you complete the registration online you will be contacted, at some point (be patient), by an East Knox Secretary to schedule a time for you to drop off the documentation needed (listed below).

*****Required Documentation*****

Certified Birth Certificate (Not Hospital Copy)

Immunization Papers (Shot Record)

Current Custody Papers (if applicable)

Name/District and Phone Number of Last School Attended

Parent – Driver’s License

*Proof and Verification of Student Residency ****please see below for acceptable documents***

IEP and ETR (if applicable)

Most Recent Grade Card

****Ohio Revised Code, Section 3314.11 Verification of Residency, effective: September 28, 2018:**

- (E) for purpose of this section, the following documents may serve as evidence of primary residence:
 - A deed, mortgage, lease, current home owner’s or renter’s insurance declaration page, or current real property tax bill;
 - A utility bill or receipt of utility installation issued within ninety days of enrollment;
 - A paycheck or pay-stub issued to the parent or student within ninety days of the date of enrollment that includes the address of the parent’s or student’s primary residence;
 - The most current available bank statement issued to the parent or student that includes the address of the parent’s or student’s primary residence;
 - Any other official document issued to the parent or student that included the address of the parent’s or student’s primary residence. The superintendent of public instruction shall develop guidelines for determining what qualifies as an “official document” under this division.

