

eSV–OV: Enrolling A New Student

SF Article: 000008350

These instructions are intended for districts to provide to parents after the parents have created their accounts in **OneView**. Once the parents have created an account, they will be able to enroll their students and fill out forms.

Parents will be directed to contact the district for assistance.

Enrolling A New Student:

- Starting from **Portal Home**
- Click on **Enroll New Student(s)** blue button



Enroll New Student(s)

- You will then click on "**Enroll A New Student**" or view and edit existing Enrollment Forms below.

Click the blue button below to begin



ENROLL A NEW STUDENT

- Enter the **student's information**
- **Click Begin Enrollment**
- Please **complete** as many fields in the **Enrollment Form** as possible. Once the form is completed click **Save & Submit To District**.
 - **Note:** Use **Save**, if you have not completed the form and need to come back to it later.



FORM ACTIONS



PRINT



SAVE & SUBMIT TO DISTRICT

If the form is **missing required information** you will receive a notification and will need to add or

correct the items listed in **red text**.

There are errors with your form that must be corrected before saving. The details are listed below and the fields needing attention are highlighted.

- Mother's Maiden Name is required.
- An Ethnicity Disclosure Acceptance is required (in Part Two)
- Please provide a valid student birth city (in Part Three)
- Please provide a valid student Street Address (in Part Three)
- Please provide a valid student City (in Part Three)
- Please provide a valid student Zipcode (in Part Three)
- Please provide a valid student Phone Number (in Part Three)
- Please make a valid student legal guardian selection (in Part Three)
- Please make a valid student lives with selection (in Part Three)
- Please make a valid student Biological Parent Relationship selection (in Part Three)
- Please make a valid Relationship To Child selection (in Part Three)
- Parent/Guardian #1 First Name is required. (Part Four)
- Parent/Guardian #1 Last Name is required. (Part Four)
- If Parent/Guardian #1 has a different address than the student, you must provide it. (Part Four)
- Parent/Guardian #1 requires at least 1 (one) phone # to submit the form. (Part Four)
- Please make a valid Consent to EMA selection. (Part Eight)
- At least 1 (one) emergency contact is required to submit the enrollment form. (Part Eight)
- An answer for Parent Agreement is required (Agreements)
- An answer for Parent Agreement is required (Agreements)
- Please provide your eSignature Name to authorize submission of this form at the bottom.
- Please provide a date to authorize submission of this form at the bottom.

Once you have made **updates or corrections** you may attempt to resubmit the form using the **Save & Submit** button again.

Once an **Enrollment Form** has been **approved**, you will receive a notification via email. Should the district need additional information, you may also receive an email alerting you to this. If you require assistance with these forms, please contact your child's District directly.