



# Mount Vernon City Schools

## Kindergarten

> **REGISTRATION**

<u>School</u>	<u>Date</u>	<u>Times</u>	<u>Phone</u>
<b>Wiggin Street Elementary</b>	<b>April 24</b>	<b>8:00 AM - 1:30 PM</b>	<b>740-427-4262</b>
East Elementary	April 25	8:00 AM - 1:30 PM	740-393-5985
<b>Pleasant Street Elementary</b>	<b>April 30</b>	<b>8:30 AM - 2:00 PM</b>	<b>740-393-5990</b>
Pleasant Street Elementary	May 1	8:30 AM - 2:00 PM	740-393-5990
<b>Columbia Elementary</b>	<b>May 2</b>	<b>8:00 AM - 1:30 PM</b>	<b>740-393-5975</b>
Dan Emmett Elementary	May 5	8:00 AM - 1:30 PM	740-393-5950
<b>Twin Oak Elementary</b>	<b>May 7</b>	<b>8:00 AM - 1:30 PM</b>	<b>740-393-5970</b>
Twin Oak Elementary	May 8	8:00 AM - 1:30 PM	740-393-5970

**You will also need the following identification and personal documents to complete the registration along with your student. Parents can upload these documents when completing the OneView registration or email them to the school secretary before kindergarten screening.**

- **Photo ID of Parent/Guardian enrolling student**
- **Child's Original Birth Certificate**
- **Proof of Residency in one of these forms:**

1. **mortgage statement**
2. **utility bills: gas/electric/water**
3. **lease**
4. **deed**
5. **property tax statement**

- **Immunization Requirements**
- **Current IEP/504 Plan (if applicable)**
- **Current Documentation of Custody (if applicable).** In accordance with Ohio Revised Code 3313.67.2 and the Missing Children's Act, the parent/guardian must provide a certified copy of the divorce decree and parenting plan allocating parental rights and responsibilities and/or other documents assigning custody or guardianship.



**Scan to Start Enrollment**  
**Computer Recommended**  
**([www.mvcsd.us](http://www.mvcsd.us)) For Families**  
**New Student Enrollment**

**Please contact your home attendance area building or registrar, Deb Doup if you have questions about the registration process. [dedoup@mvcsd.us](mailto:dedoup@mvcsd.us) 740.397.7422 x 6000**



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## Kindergarten

> **REGISTRATION**

There are three steps to our registration for kindergarten students new to the district for the upcoming school year.

Parents must complete Step 1 and Step 2 online to enroll their kindergarten students.

**STEP 1 - CREATE** a new "OneView" parent account.

If you currently have a "OneView" account, access the [OneView Parent Portal](#) and log in.

If you do not have an account, select [OneView Parent Portal](#) to create a new account.

- Once you select [Create A New Account], you will be asked to fill out a brief form including personal information and account access information.
- When finished creating your account, click [Register and Begin].

**STEP 2 - COMPLETE** the online registration.

From the Parent Dashboard, select [ADD STUDENT].

- Select [New to the District].
- Fill out all data fields and select, [Begin New Enrollment].



Scan to Start Enrollment

Please fill out all information on the form. Required fields are highlighted in bold. When you have completed the form, click the blue [SAVE & SUBMIT] button at either the top or the bottom of the form to securely transmit your student information to the school district.

**YOU MUST CLICK THE [SAVE & SUBMIT] BUTTON ON THE LAST PAGE TO FINISH THE REGISTRATION.**

If you are enrolling a new student, please download the Immunization Form and the Student Health Form, or you can request a hard copy from Deb Doup at Central Office.

Please allow approximately 30 minutes to complete the District's new online registration form. Make sure you finish all of the pages of the online registration using a desktop or laptop computer. **DO NOT ATTEMPT TO ENROLL ON A MOBILE DEVICE.**

Have the following information ready:

- home numbers and email addresses for work and home,
- student health information,
- emergency contact information, the names and contact numbers of two emergency contacts other than a parent(s)/guardian(s) — trusted local adults the school can contact if the parent(s)/guardian(s) cannot be reached.

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