



MOUNT VERNON CITY SCHOOL DISTRICT
NEW TO THE DISTRICT
OPEN ENROLLMENT PROCESS

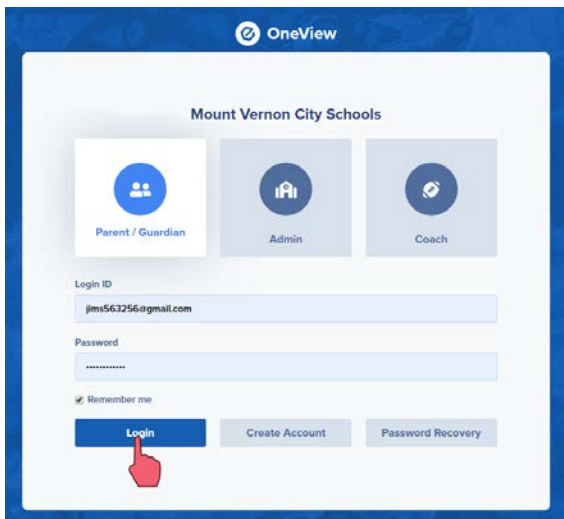
New to the district open enrollment intent guidelines are as follows (please note that no paper applications will be accepted – all open enrollment intent requests are to be done online).

BEFORE YOU BEGIN Please allow approximately 5 minutes for the completion of the District’s open enrollment request form. Once the open enrollment form has been submitted to the District, you will receive notification of the status of the request. **Once accepted, you will have to select |New to the District| and complete the District Enrollment Form.**

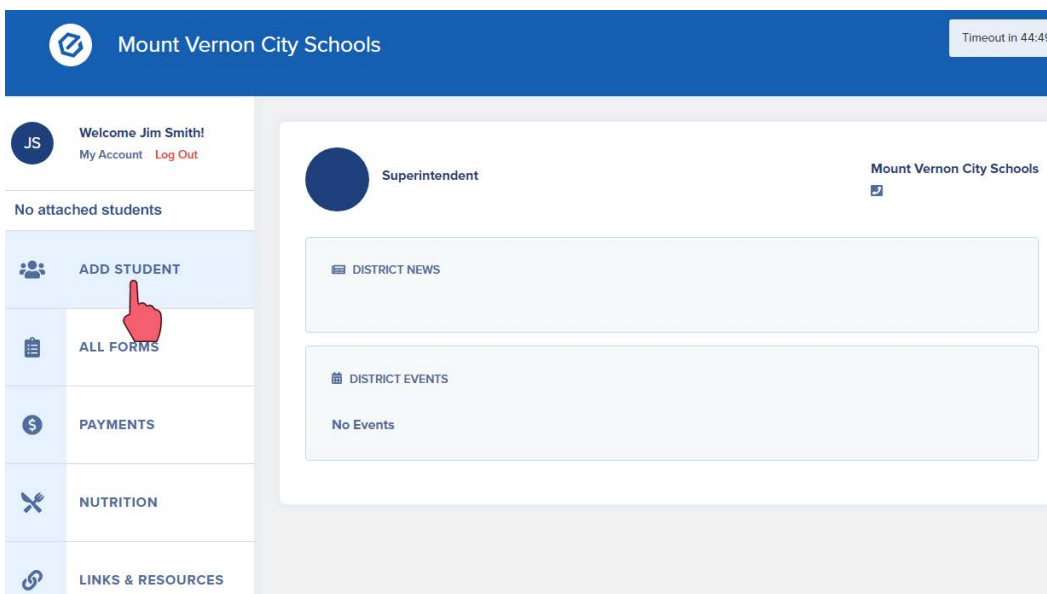
Start at the district website, www.mvcsd.us then hover over **|FOR FAMILIES|** and select **|Parent Portal|** in the pull down menu.



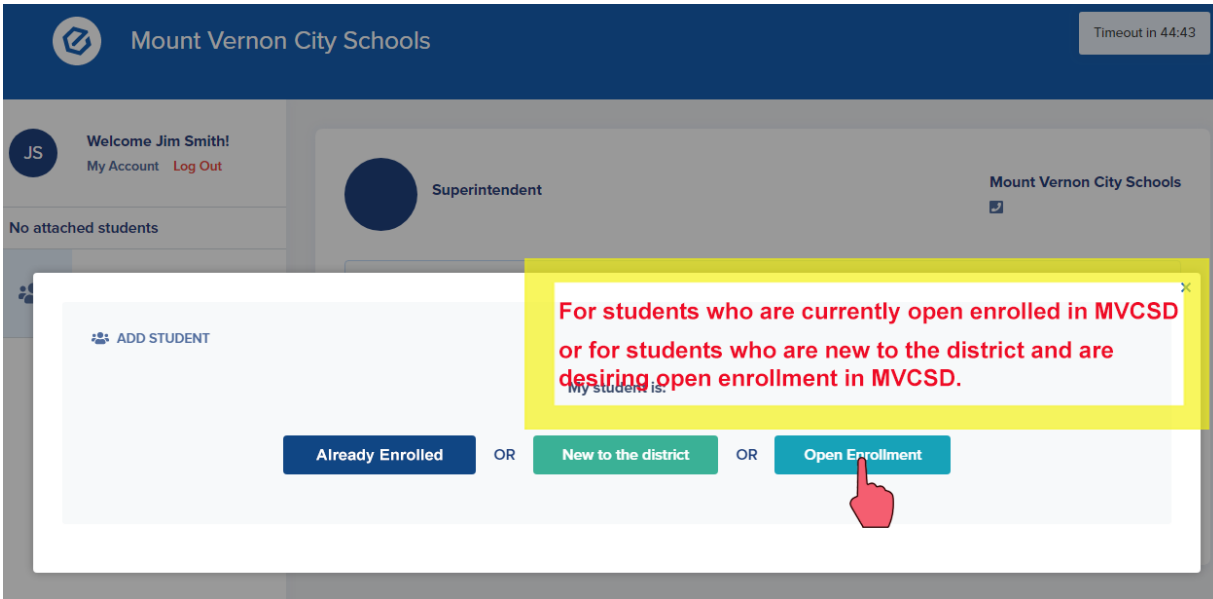
You will be taken to the OneView Parent Login page. Log in with your **Login ID and Password**.
If this is your first time you will need to click on |Create Account|



From the parent dashboard, select **|ADD STUDENT|**.



Select **|Open Enrollment|** for students who are new to the district and are desiring open enrollment in MVCSD.



Fill out all data fields for your student, then select **|Begin New Enrollment|**.

The screenshot shows the 'ADD STUDENT' form. The form is titled 'ADD STUDENT' and has a sub-section for 'Open Enrollment'. The fields are: 'First Name' (Dan), 'Last Name' (Smith), 'Date of Birth' (9/24/2008), and 'Enrolling Grade' (06). A 'Begin Open Enrollment' button is located at the bottom right of the form, with a red hand icon pointing to it.

Completely fill out all information on the Open Enrollment Document.

- You may click **|Save|** (located at the top and bottom of the document) to save your information and fill out at a later time.
- When complete, be sure to click **|Save and Submit|** to submit the enrollment form to the district office.

The screenshot shows the 'OPEN ENROLLMENT' form. At the top, there is a 'Form Status: Not yet submitted to district' message. Below this, there are three buttons: 'Print', 'Save & Submit', and 'Clear/Reset Form'. A note states: 'Fields marked in bold and with an asterisk (*) are required to complete this application form.' The form is divided into two sections: 'Student's Name' and 'Student's Address'. The 'Student's Name' section has three fields: 'Student's First Name*' (Dan), 'Student's Middle Name*' (empty), and 'Student's Last Name*' (Smith). The 'Student's Address' section has four fields: 'Street Address*' (300 Newark Road), 'City*' (Mount Vernon), 'State*' (OH), and 'Zipcode*' (43028).

Demographic Information

Gender* Age*

Ethnicity* Date Of Birth*

Enrollment Information

CURRENTLY ATTENDING this Year?* At which building is student currently enrolled at:

Home District of Residence* Expected Grade Level For 2019-2020 School Year*

School/Building Last Attended* Has this student been expelled or suspended from school?*

Does this student have an IEP for special education?*

Status EMIS STATUS

SSID

Please select the building(s) requested for your child in order of preference.

Parents, select the buildings(s) requested in order of preference.

Transportation Notice:

Transportation Notice **Contact the Transportation Department to see if transportation options are available.**

The Mount Vernon City Schools is not obligated to provide transportation for open enrollment students; however, if you live near an established bus stop which serves the school that you have applied for and there is available seating, you may register a request with the Transportation Department at (740) 393-5995 or email tconant@mvcsl.us. If the bus stop is private property, you will also need the owner's permission.

Please notify the Superintendent's Office if you move from this address. Also, if you move from your present residence and wish to continue open enrollment in the building your child is currently attending, your request may be denied due to class sizes at the time of your request.

At the bottom of the form type in your name (eSignature).
 Finally, click **| Save and Submit |** to have the form submitted to the district office.

By my electronic signature below, I affirm that the foregoing information is true and accurate. I further understand and agree that providing false or inaccurate information will void this application

Parent/Guardian Signature* Date*

Home Phone: Work Phone:

Cell Phone: Email Address:

Click Save & Submit to submit the form to the District Office.

You will receive a message that your open enrollment application has been submitted to the District.

OPEN ENROLLMENT CONFIRMATION

Open Enrollment Confirmation

Thank you for continuing to open enroll your student in our district.

Due to the fact that we typically have a large number of move-ins to the District over the summer months and early August, please be aware that your request for open enrollment may be re-evaluated based on class size. Continued enrollment requests may also be re-evaluated for poor attendance, frequent tardiness, and discipline issues.

Once you have been notified that you have been accepted for Open Enrollment, you will have to select **| New to the District |** and **complete the District Enrollment Form.**