



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

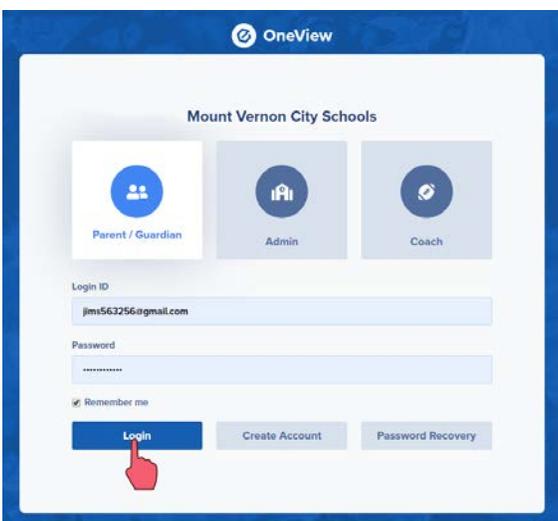
**New to the district open enrollment intent guidelines are as follows (please note that no paper applications will be accepted – all open enrollment intent requests are to be done online).** For ease of use, complete the online registration using a desktop or laptop computer. Do not attempt to enroll on a mobile device.

**BEFORE YOU BEGIN,** Please allow approximately 5 minutes to complete 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 must select |New to the District| and complete the District Enrollment Form.**

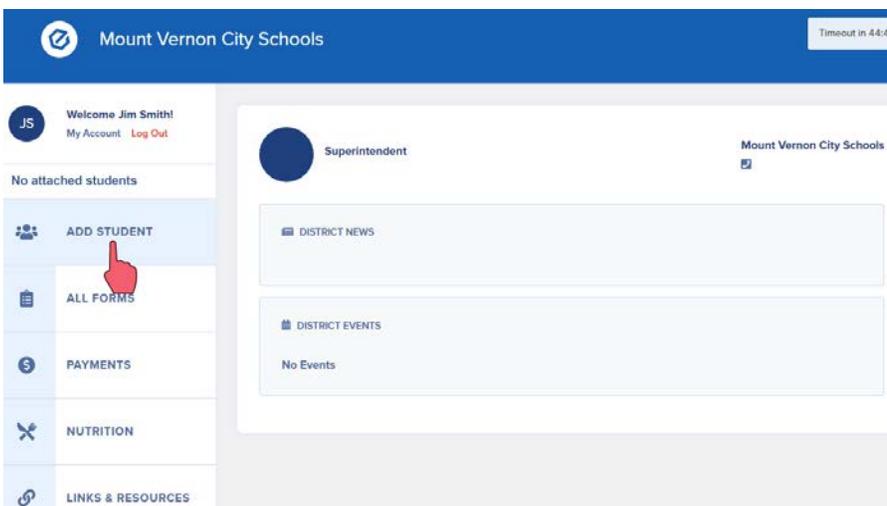
Start at the district website, [www.mvczd.us](http://www.mvczd.us), then hover over **|FOR FAMILIES|** and select **|Parent Portal|** in the pull-down menu.



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.

Mount Vernon City Schools

Welcome Jim Smith!  
My Account Log Out

Superintendent

Mount Vernon City Schools

No attached students

ADD STUDENT

For students who are currently open enrolled in MVCSD or for students who are new to the district and are desiring open enrollment in MVCSD.

My student is:

Already Enrolled OR New to the district OR Open Enrollment

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

ADD STUDENT

Open Enrollment

First Name  
Dan

Last Name  
Smith

Date of Birth  
9/24/2008

Enrolling Grade  
06

Begin Open Enrollment

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.

OPEN ENROLLMENT

Form Status: Not yet submitted to district

Print Save & Submit Clear/Reset Form

Fields marked in bold and with an asterisk (\*) are required to complete this application form.

Student's Name

Student's First Name\* Dan Student's Middle Name\* Student's Last Name\* Smith

Student's Address

Street Address\* 300 Newark Road City\* Mount Vernon

State\* OH Zipcode\* 43028

**Demographic Information**

Gender\*  
Male

Age\*  
11

Ethnicity\*  
White, Non-Hispanic

Date Of Birth\*  
09 24 2008

**Enrollment Information**

CURRENTLY ATTENDING this Year?\*  
No

At which building is student currently enrolled at:  
Wilson Middle School

Home District of Residence\*  
Newark

Expected Grade Level For 2019-2020 School Year\*  
07

School/Building Last Attended\*  
Wilson Middle School

Has this student been expelled or suspended from school?\*No

Does this student have an IEP for special education?\*No

Status

EMIS STATUS

SSID

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

Columbia East Twin Oak 1 Middle School Career Center

Dan Emmett Pleasant Wiggin Street High School

**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@mncsd.us](mailto:tconant@mncsd.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 submit the form 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\*  
James Smith

Date\*  
8/1/2019

Home Phone:  
740-522-8989

Work Phone:  
740-511-2222

Cell Phone:  
740-522-8989

Email Address:  
jms563256@gmail.com

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

Print Save & Submit Clear/Reset Form

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.

Close

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.**