

## Enrolling a new Student.

To get started on enrolling a new student from the dashboard homepage click on “Add Student.”

The screenshot shows a dashboard with a left sidebar and a main content area. The sidebar contains a user profile for Grant Wright (GW) with links for 'My Account' and 'Log Out', followed by profiles for Pear Allen (PA) and Leif Andrews (LA). The 'ADD STUDENT' button is highlighted with an orange oval. Below it is the 'ALL FORMS' button. The main content area features an 'Announcements' section with two bullet points about enrollment forms for the 2019-20 school year, and a 'Superintendent' profile for Jason Dee (JD) with his email address. Below that is a 'DISTRICT NEWS' section with a new article announcement.

Please complete as many fields in the form as possible. Once the form is completed click on the red box labeled “SAVE & SUBMIT TO DISTRICT.”



If the form is missing required information you will receive a notification and will need to add or correct the information highlighted by blue boxes.



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

- A valid selection indicating if your student is currently attending eSchoolView is required.
  - A home district of residence for the student is required.
    - Please type in an age for your child.
  - Please provide a valid student Street Address (in Part One)
    - Please provide a valid student City (in Part Three)
    - Please provide a valid student Zipcode (in Part Three)
  - Please type in a valid school/building last attended by your child.
  - Please make a selection to the question regarding an IEP plan for your child.
  - Please make a selection to the question regarding past expulsion or suspension of your child.
  - Please provide your name and electronic signature to authorize submission of this form at the bottom.

Once you have made updates or corrections you may attempt to resubmit the form.