



# MOUNT VERNON CITY SCHOOL DISTRICT CONTINUING OPEN ENROLLMENT PROCESS

**Continuing Open Enrollment is for students who are currently attending Mount Vernon School District and desire to continue open enrollment with the District. Instructions for completing the form 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.

Start at the district website, [www.mvczd.us](http://www.mvczd.us) then click the Parent Icon



at the top menu bar.

- You will be taken to the Parents Information Page.
- From this page click the MVCSD Parent Portal.



You will be taken to the OneView Parent Login page.

Log in with your **Login ID and Password**.

From the parent dashboard, select **|YOUR STUDENT|** who is currently open enrolled in Mount Vernon City Schools.

Select **|Returning Open Enrollment|** for students who are currently Open Enrolled in MVCS and desire to continue open enrollment in MVCS.

The screenshot shows the OneView portal for Mount Vernon City Schools. The user is logged in as Jim Smith. The main content area displays a list of forms for student DAN SMITH. The 'Returning Open Enrollment' form is highlighted in orange, and a red arrow points to it. A yellow box with the text 'Select Returning Open Enrollment.' is overlaid on the form. The form list includes: Athletics (02/21/2020), Student Emergency Medical Form (07/30/2019), District Authorizations Form (08/26/2019), Returning Open Enrollment (07/29/2019), and Family Free/Reduced Lunch Form (07/29/2019). The bottom of the page shows the school information for Mount Vernon High School and the Building Administrator Scott Will.

Fill out all data fields for your student, then select **|Save and Submit|**.

The screenshot shows the 'Returning Open Enrollment' form in progress. The form contains the following information: Student Name: DAN SMITH, Gender: M, Building & Grade Level: Mount Vernon Middle School / 06, Date of Birth: 9/24/2008, Primary Phone: (740)-522-8989, Student Email: 26dsmith@stu.mvcsd.us. The Residential Address is 300 Newark Road, Mount Vernon 53050. The Current District of Residence is School District Where You Reside. The Expected Grade Level for the 2020-2021 School Year is 07. The form also includes questions about expelling, IEP, foster placement, and mid-year moves. The building selection section is highlighted with a yellow box and the text 'Parents, select the building(s) requested in order of preference.' The building options are Columbia, East, Twin Oak, Middle School, Career Center, Dan Emmett, Pleasant, Wiggin Street, and High School. The Electronic Signature & Authorization section is also visible, with a digital signature of James Smith and a date of 3/2/2020. A yellow box highlights the 'Save & Submit' button, with a red arrow pointing to it and the text 'Select |Save & Submit|'.

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

The screenshot shows a confirmation message titled 'OPEN ENROLLMENT CONFIRMATION'. The message text reads: '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.' A red 'Close' button is located at the bottom of the message.