

Open Enrollment Guidelines

<https://mountvernon.esvportal.com>



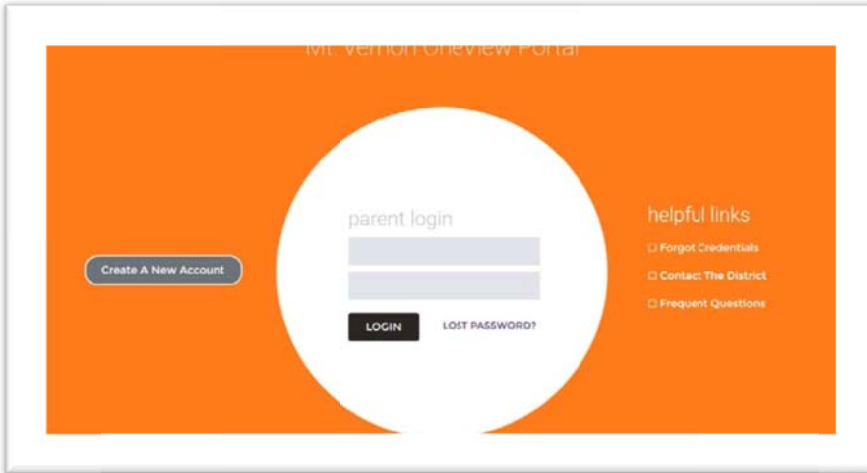
Start at the district website, www.mvczd.us then click the Parent Icon at the top menu bar.

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.



If you already have an account, log in with your username and password. If this is your first time, you will need to click on [Create A New Account].

Please fill in all information requested for your personal account.

Create your account by providing your

NAME

EMAIL ADDRESS

PARENT LOGIN ID – this is created by you and not supplied by the District

PARENT PASSWORD

FORGOT PASSWORD QUESTION/ANSWER, and a PIN CODE.

(The PIN code is used for verification and can any 4 or 5 digit number)

Then click “Register & Begin” to get started.

A confirmation email will be sent to the parent once they create their account.

Start the Open Enrollment Process

From the enrolled student dashboard, select Enroll New Students.

The screenshot shows the 'Enrolled Student Dashboard' for a parent account. At the top left is the Mount Vernon City Schools logo. To the right are 'Dashboard Homepage' and 'Log Out' buttons. The main heading is 'Enrolled Student Dashboard' and 'MY PARENT ACCOUNT' with a 'Last Access: 3/20/2017 at 10:20 AM' timestamp. Below this are three main menu items: 'Submit & View Online Forms', 'Enroll New Student(s)', and 'Manage My Students'. A red arrow points to the 'Enroll New Student(s)' button with the text 'Select Enroll New Student(s)'. At the bottom, there is a small note: 'Do not yet have any enrolled students attached to your account. Attach students to your account now also enroll a new student using the "Enroll Student" tab.'

Select Open Enroll A Student

This page provides instructions for creating a new online enrollment form for a new student. It includes a blue button for 'Enroll A New Student' and a red button for 'Open Enroll A Student', with a red arrow pointing to the latter and the text 'Select Open Enroll A Student'. There is also a 'Helpful Links' section.

Completely fill out all information on the Open Enrollment Document.

The page displays a message that the application form is not yet available, with a return date of April 3rd, 2017 at 7:30 AM. It includes instructions and a note about the application process. The form fields are as follows:

- Is Student **CURRENTLY ATTENDING** Mt. Vernon City Schools For the current 2016-17 School Year? (Please Select...)
- Student's Home District of Residence*
- Student's First Name*, Student's Middle Name*, Student's Last Name*
- Street Address*, City*, State* (OH), Zip-Code*
- Gender* (Male), Age*, Ethnicity* (White, Non-Hispanic), Date Of Birth* (01 / 01 / 2017)
- Expected Grade Level For 2017-2018 School Year* (KG)
- School/Building Last Attended*
- Has this student been expelled or suspended from school? (Please Select...)

At the bottom of the form type in your Parent/Guardian Signature and contact information. Finally, click |Save and Submit to the District|

This section contains the 'Parent/Guardian Signature*' field and contact information fields: Home Phone, Work Phone, Cell Phone, and Email Address. At the bottom, there is a blue bar labeled 'FORM ACTIONS' containing three buttons: 'PRINT', 'SAVE & SUBMIT TO DISTRICT', and 'CLEAR FORM'.