

MOUNT VERNON CITY SCHOOL DISTRICT
NEW OPEN ENROLLMENT APPLICATION FOR 2018-2019

New open enrollment application guidelines for the 2018-2019 school year are as follows (please note that no paper applications will be accepted – all open enrollment requests are to be done online).

If you are not currently open enrolled and would like to open enroll for the 2018-2019 school year, please follow these guidelines.



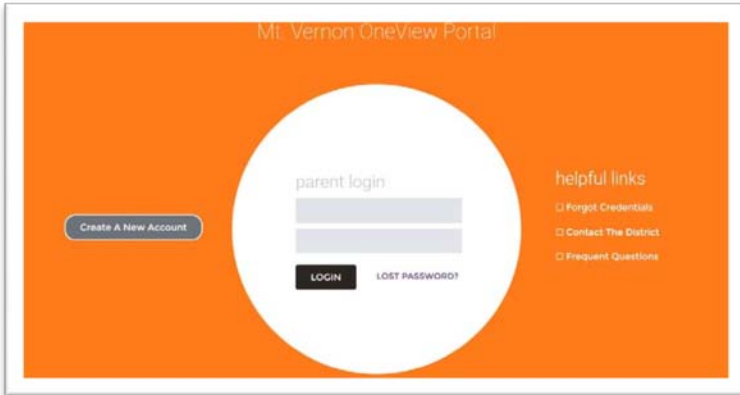
Start at the district website, www.mvczd.us then click the Parent Icon **PARENTS** at the top menu bar.

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]**.

If you have to create a new account, please fill in all information requested for your personal account.

Create your account by providing your
NAME

EMAILADDRESS – very important

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.

To start the Intent for Open Enrollment Process

From the enrolled student dashboard, select **|Enroll New Student(s)|**.

Select **|Open Enroll A Student|**

Completely fill out all information on the Open Enrollment Document. Students who are not presently open enrolled and would like to be considered for open enrollment status select **|No|**.

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

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