

Head Start PreK to Circleville Kindergarten Checklist

DOCUMENTS NEEDED PRIOR TO REGISTRATION

- Photo ID for Parent or Guardian
- Copy of Student's Birth Certificate
- Student's Immunization Records
- Custody Orders
- 2 Proofs of Residency (cannot be two of same item)
 - Official lease/rental agreement
 - Property tax statement
 - Utility Bill (within last 30 days)
 - Mortgage coupon/closing statement
 - Ohio Driver's License with current address
 - Special Circumstance form with notary seal

HOW TO CREATE AN ACCOUNT

1. From the Menu, Select "Parent Resources - Student Registration - OneView Portal"
2. Select "Create Account" from the left side of the screen beside the white circle
3. Type in your first and last name. Type in your email address. Select "I am here to enroll" or "I have students already in the district" if you have older children already attending Circleville City Schools.
4. Type in your own parent username and parent password of your choosing. Tip: Use your email address which may be helpful in remembering your username. Then type in your password again.
5. Create a password question and question answer for account recovery such as "What is your mother's maiden name?"
6. Create your own four digit pin code such as an address or your birth month and date (Ex. 1208)
7. Select "Register and Begin" to move on to registration.

HAVE QUESTIONS?

Call our enrollment specialist Stephanie Bivens at 740-474-4340 at Circleville City Schools or send us an email to enroll@cvcasd.com).

SCAN THE QR CODES BELOW FOR STEP-BY-STEP VIDEOS ON HOW TO ENROLL



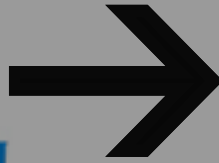
How to create an account



How to enroll a new student



Create an Account



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HOW TO ENROLL YOUR STUDENT

1. Select "Enroll New Student(s)" on the left side of the screen in the purple box to begin, then select the blue box that says Enroll a new student.
2. Type in your student's first name, last name, date of birth, and enrolling grade level (Kindergarten). Then select "Begin new enrollment"
3. In part One, type in your student's information
4. In part Two, type in your student's language, race, and ethnicity information
5. In part Three, type in your student's residential information
6. In part Four and Five, type in both guardian's information. If only one guardian move from step four to step 6 after entering guardian information.
7. In part Six, type in PICCA Head Start for previous school name and identify if your student.
8. In part Seven, type in your student's transportation needs. Will they need busing to school? What days of the week will they need transportation?
9. In part Eight, type in your student's emergency contact information (these are ADDITIONAL emergency contacts beyond primary guardians/parents so there is no need to type in parents names again).
10. In Part Nine, please review each box or handbook link (blue link) and select if you agree to or do not agree to the school policies. To do this, select the tan drop down box and select I agree or I do not agree or Not Applicable.
11. In Part Ten, type your name and date and select the red "Save and Submit" option to send to the district for review. **After you complete, call our district office at 740-474-4340 to drop off required documents in person.**

At any time, you can select save and return later to gather information, take a break, or to call the school and ask for more help. To do this, select the blue Save & Return Later button at the top or the bottom of the page.

