Enrollment Online

New Student Form

Parent Guide

Dayton School District #8

Steps for Enrollment Online Process

1. Create an **e-mail** account if you do not have one.
   - Top 5 Free E-mail Services Providers:
   - Gmail, Outlook, Yahoo, AIM and Mail.com

2. Create a Login Account in Enrollment Online (must be legal guardian).

3. Log in to Register.

4. Complete the **New Student Form** and submit.

5. For additional information or if you have any questions, please call your resident school.

What is Enrollment Online?
Enrollment Online is an eSchoolPLUS module that allows parents or guardians to electronically begin the enrollment process by completing the standard Registration Form online for returning or new to district students. This process will allow the parent to complete the basic student information with the added benefit of being able to copy over basic contact information from one form to another when enrolling multiple children.

Enrollment Online Account Registration Process
The enrollment process for new to district and current or returning students is a bit different. Nonetheless, both require a **valid e-mail address** in order to receive important notifications.
If you are new to the district and are enrolling a student for the first time, make sure to create a valid e-mail account prior to starting the enrollment process.

New to District
If your child has **never** attended a school in the **Dayton School District**, then he or she is considered new to district. In order for you as the parent or guardian to be able to enroll your child using **Enrollment Online** you **must** follow the next steps:

Navigate to to the following LINK to being the online enrollment process:

https://datenrollment.spihost.com

Once you are in the **Online Student Enrollment** screen:
1. **Click** the **Select Language** drop down menu to select a language.

2. **Click** the **Register New Account** link seen highlighted below to register for an account:
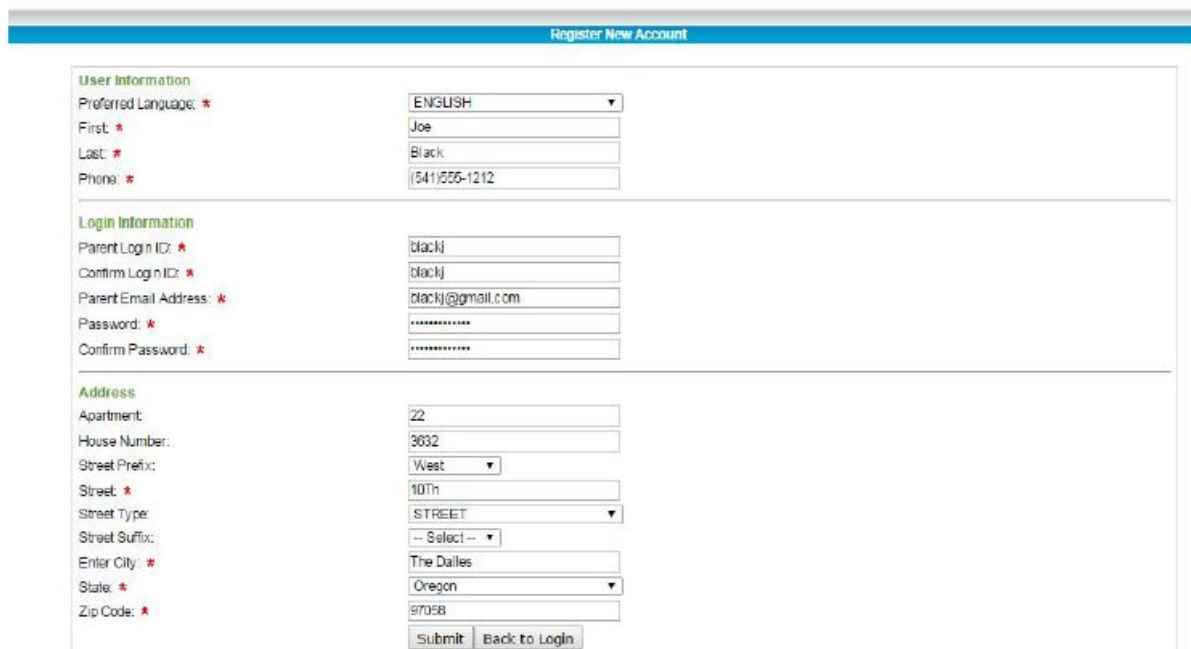
You will be taken to the registration screen where you complete the Registration Information.

3. Fill out the required fields marked with a red asterisk * in order to submit the **Register New Account** form as seen below:

4. Click the **Submit** button once all of the required fields have been completed.

Do not select the option to **"Remember your password"** on your browser.

 Note: If the **Parent Login ID** you've selected already exists in the system, you will receive the following warning:
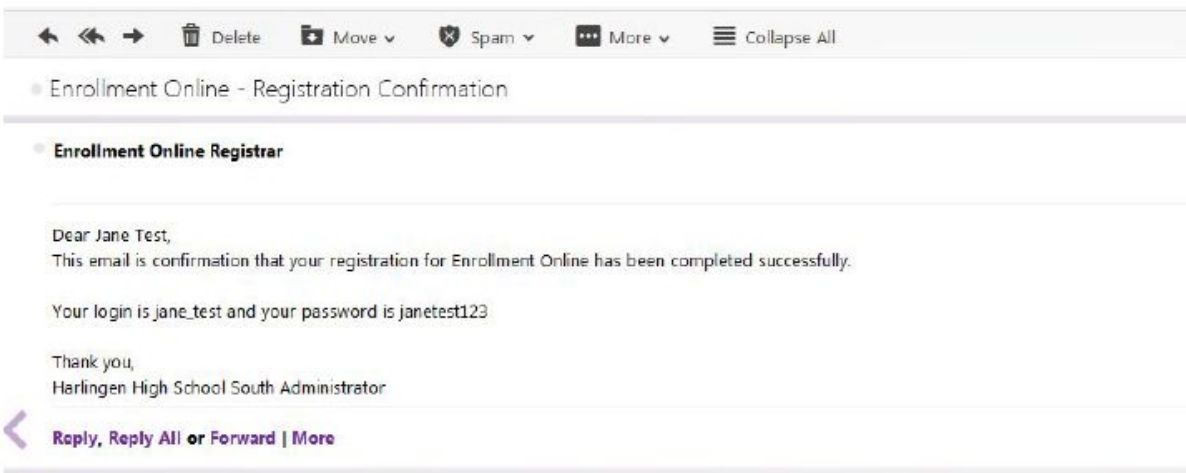
Register New Account
Login ID already exists, please enter another Login ID.

Choose another Parent Login ID, fill out the Password fields and click Submit once again.

Login Information

Parent Login ID: *	jane_test
Confirm Login ID: *	jane_test
Parent Email Address: *	jane_testing@yahoo.com
Password: *	••••••••••
Confirm Password: *	••••••••••

Example

You will receive a confirmation message that your account has been created via e-mail (the e-mail address you entered in the **Parent E-mail Address** field).

↩ ⇇ → 🗑 Delete 📥 Move ⌄ ⊗ Spam ⌄ ••• More ⌄ ☰ Collapse All

Enrollment Online - Registration Confirmation

Enrollment Online Registrar

Dear Jane Test,
This email is confirmation that your registration for Enrollment Online has been completed successfully.

Your login is jane_test and your password is janetest123

Thank you,
Harlingen High School South Administrator

Reply, Reply All or Forward | More

 If you do not see it in your inbox, please check your SPAM or JUNK box.
Once the account registration process has been completed, you will be taken to the **Enrollment Online screen.**

 Create a New Enrollment Online Application
Once you have registered for an account in **Enrollment Online**, you will be taken to the online enrollment screen.
1. Click the **New Application** button:

2. Click the **Go** button to start.

Important Note: Once you have started a student's application form, we recommend you complete the enrollment process and submit the application to insure you registration Information is available to copy to each new enrollment application (**in case you will be enrolling multiple children**).

You will have the option to **copy basic demographic information** (address, telephone numbers, contacts, etc) from an existing application by selecting **Copy basic information from** option once you have submitted **at least one** enrollment application.

Once you click the **Go** button, the **New Student Information Form** appears in the screen.

3. Click the **Show All Sections** link seen below to expand all of the sections:

Student information Tab:
Complete all required sections marked with a red asterisk *. Each section contains fields with Tool Tips (instructions hints) for completing the information in each of the fields. These appear by holding the cursor over the specific field as seen below:

4. Fill out the rest of the section as seen in the example below:
 Note: If your child will not be attending school on the first day **of school**, please specify under **Which day will your child begin attending class section.**

5. Once you have completed this section click the **Save** button prior to continuing onto the next section.
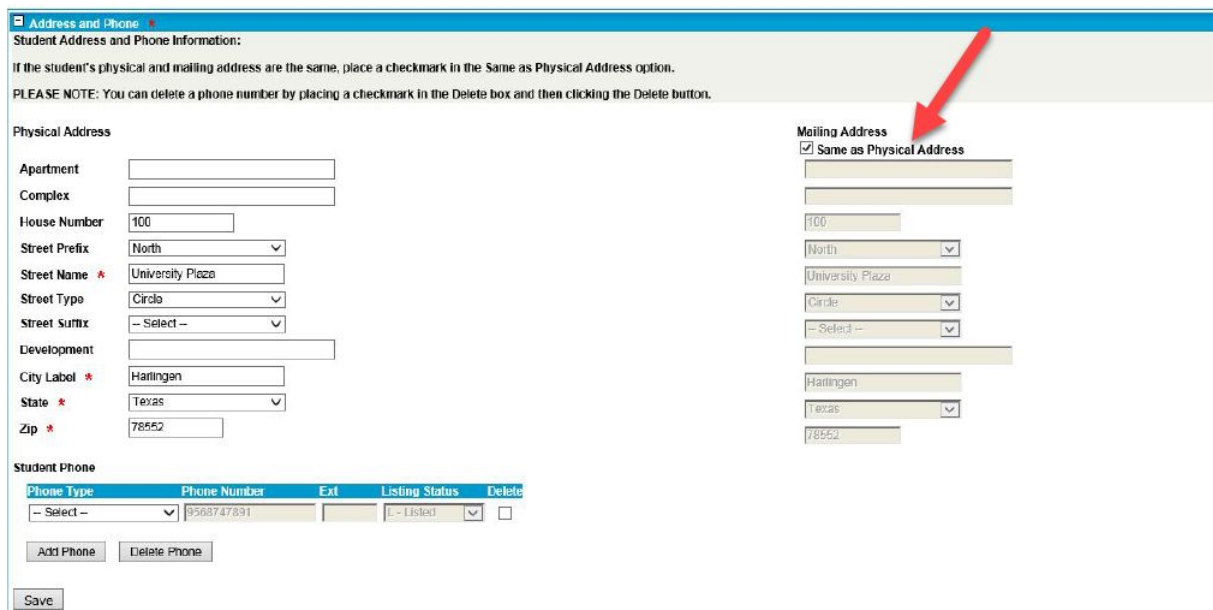
Once you hit the **Save** button, you should see a message reading **Record saved successfully** at the very top of the section as seen below:

Record saved successfully

Address and Phone:
This section is associated with the student's physical address and the priority contact phone to reach the parent or guardian. The **Enrollment Online** system has already pre-populated this section based on what you entered when registering for an account.

6. If the physical and mailing addresses are different, **uncheck** the **Same as Physical Address** box and enter the correct mailing address:

Student Phone:
7. Under **Phone Type,** select the type of phone number (**Home**, **mobile**, **work**, **etc**).
 Make sure to add a Home (Primary Number) for the student.

Important! Dayton School district requires each student phone have a priority phone

so we know which to call first. The guardian the student lives with also must have a priority phone.

To add another phone, click on **Add Phone.**
8. Click the **Save** button once you have completed the section.

Contact Information:
Contact information is required for the parents, guardians and emergency contacts. Once you click the **Add Contact** button, the guardian information will default from the parent's login registration page for Guardian 1 only.

9. Click the **Add Contact** button.

10. Complete the required fields (*) and the **Relationship** fields below for the **Parent/Guardian** contacts first and then **Emergency** contact.

Under **E-mail Address**, if you would like to use a different e-mail address to receive notifications, please change the information in that field.

Contact Address:
The information was entered by the system based on the student's physical address assuming it is the same for the parent/guardian.

11. If the address is different, **uncheck** the **Same as Student's physical address box** and complete the fields with the correct address.

Contact Phone:
The information was entered by the system based on the phone number provided when registering for an **Enrollment Online** account.

12. Select a **Phone Type** (Home, cell, work, etc). If your contact number is different you will need to enter a valid number under **Phone Number.**

13. Select a **Listing Status** of phone number entered.

The **Add Phone** button allows for the entering of additional phone numbers for the contact.

14. Click the **Add Phone** button to add another number. When the button is clicked, an addition row appears for a new number to be entered as seen above.

Deleting a phone number:
To delete a phone number, check the **Delete** box and then click the **Delete Phone** button.
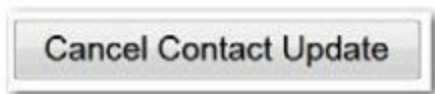
Contact Types
15. Select what type of contact is applicable (**Guardian**, **Emergency**, **Other**).

In the case of the **Parent/Guardian**, the system defaults to Guardian for the first contact added.

16. Once you are done entering information for the contact, click the **Save** button.
If you wish to discard all of the information entered, click the **Cancel Contact Update** button:

17. Click **Add Contact** to add the **Emergency** contact information.

Once both Guardian and Emergency contacts have been added, the **Contact Information** section should look similar to the screen below:

Contact Priority Adjustment:
 Note: In the case of **two Guardians**, you can adjust the priority of the contact by clicking the arrows to move the contact up or down:

 **The contact at the top has priority 1.**
Deleting a Contact:
There are two different ways to delete a contact:
 Click the **Cancel Update Contact** button next to the **Save** button.
 Click on the **x** for the contact listed as seen below:

Edit/View Contact Information:
To edit/view the information you entered for any contact, click on the **Edit/View** icon next

to the contact listed.

Additional Information

18. Enter the information below for the student's place of birth, previous school attended and physician's information. If the student **was not** born in the **United States**, leave the **State** field blank.

Additional Information

19. Enter the information below for the student's Language use, internet access, and communication.

20. Once you are done, click the **Save** button.

Documents

This section contains additional documents pertaining to the **Additional Information** section which you can download to complete prior to coming to school.

To download the documents

21. Click the **Download** link next to each document.
A window prompting you to Open/Save the document will appear.

22. Click **Open with Adobe Acrobat** X.X (default) in order to download or **Save File** to save the document to your machine.

23. Repeat the process for the remaining documents.

🞏 **Complete the Enrollment Online Process**

1. Once you have completed all of the required sections in the form, click the **Save** button at the bottom.

2. Read the **Agreement** statement at the bottom of the form.

3. Click the box next to **I Agree**. This is an electronic signature indicating that you agree the information provided is accurate.

BY CLICKING 'I AGREE', YOU ARE CONFIRMING THAT THE INFORMATION ENTERED IS CORRECT.

☐ **I Agree**

To submit please select 'I Agree'

Print   Submit

This application and any files transmitted with it are for the sole use of the district, and may contain confidential and privileged information. The district is not responsible for any fraudulent applications or inaccurate information. Any unauthorized review, use, disclosure, dissemination, forwarding, printing or copying of this application or any action taken in reliance on this application is strictly prohibited and may be unlawful.

Once you click the box next to **I Agree**, the **Print** and **Submit** buttons become enabled as seen below:

☑ **I Agree**

To submit please select 'I Agree'

Print   Submit

4. Click the **Print** button to print a copy of the form for your records.

5. Click the **Submit** button to submit the form to the campus registrar.

If any additional information is required, you will be contacted via telephone or e-mail.

 Remember to either bring or upload the proof of residency in the form of a utility bill and the student immunization records in addition to any additional documentation required by the district.

 Exit Enrollment Online
If you need to exit **Enrollment Online Site** at any time, follow the next steps:
1. Click the **Save** button at the bottom of the form.
2. Click the **Log Out** button found on the far right hand side of the blue menu bar:

To Log Back In After Login Out:
1. Click the **here** hyperlink as seen below:

2. Enter the credentials you used to register for an account in step **6** of **Create an account in Enrollment Online**.

3. Click the **Login** button.

 Complete a Saved Form
To continue where you left off on a saved form, follow the next steps:
Once you have successfully logged in to **Enrollment Online**, you should see the **Saved Application** for your student:

1. Click on **Edit** for the application you wish to continue making changes.

2. Continue with the form and make sure to click the **Save** button to save any changes.

3. Refer to the **Complete the Enrollment Online Process** to sign and submit the form.