

**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 begin 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.



**Existing User Login**

Select Language : -- Select --  
 Parent Login ID : \* English  
 Password : \*

Login

[Register New Account](#)  
[Forgot Password?](#)

2. Click the **Register New Account** link seen highlighted below to register for an account:



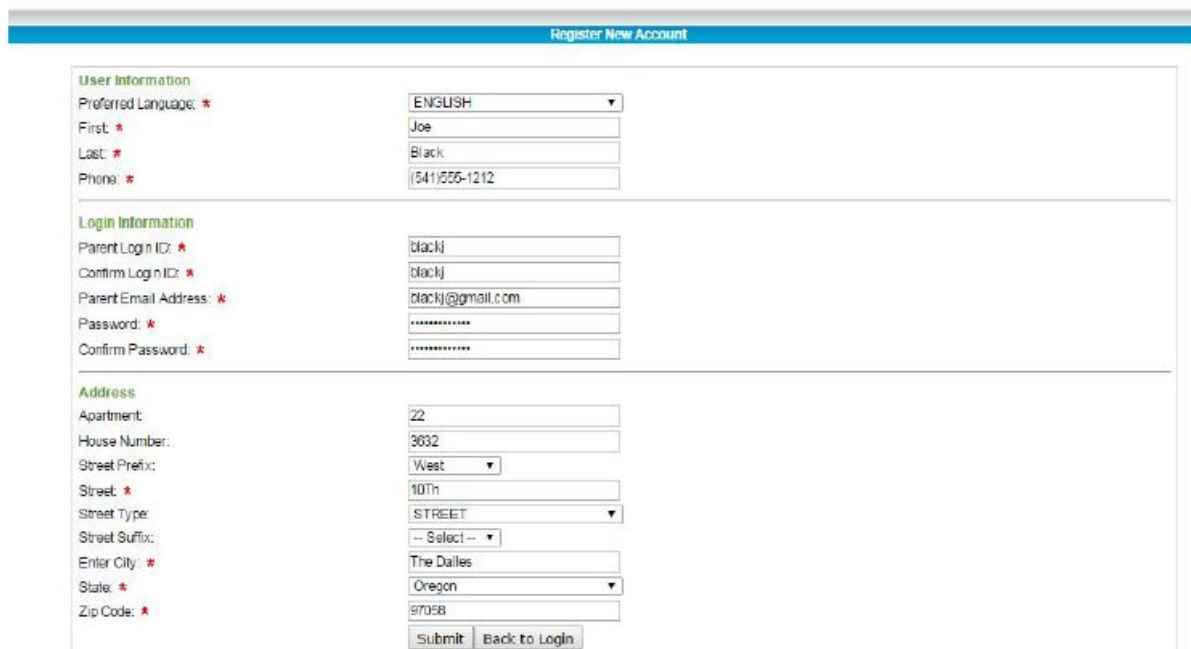
Password : \*

Login

[Register New Account](#)  
[Forgot Password?](#)

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:



**Register New Account**

**User Information**

Preferred Language: \* ENGLISH

First: \* Joe

Last: \* Black

Phone: \* (541)555-1212

**Login Information**

Parent Login ID: \* blackj

Confirm Login ID: \* blackj

Parent Email Address: \* blackj@gmail.com

Password: \* .....

Confirm Password: \* .....

**Address**

Apartment: 22

House Number: 3632

Street Prefix: West

Street: \* 10Th

Street Type: STREET

Street Suffix: -- Select --

Enter City: \* The Dalles

State: \* Oregon

Zip Code: \* 97058

Submit Back to Login

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:



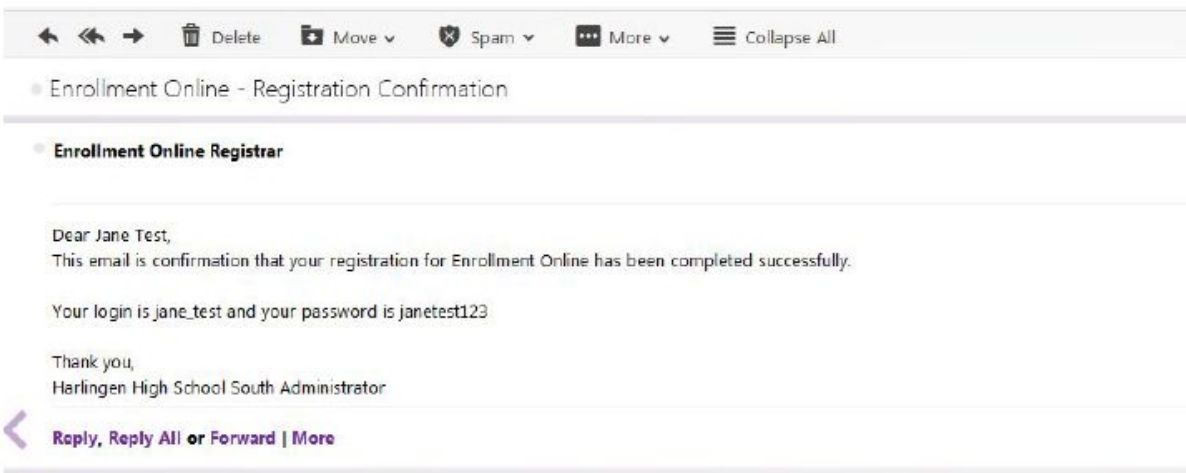
**Choose another Parent Login ID, fill out the Password fields and click Submit once again.**

 A screenshot of a registration form titled "Login Information". The form contains five input fields:
 

- Parent Login ID: \* (text input with value "jane\_test")
- Confirm Login ID: \* (text input with value "jane\_test")
- Parent Email Address: \* (text input with value "jane\_testing@yahoo.com")
- Password: \* (password input with 10 dots)
- Confirm Password: \* (password input with 10 dots)

 To the right of the form, the word "Example" is written in large, light red, semi-transparent text.

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).



**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:

## New Application

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.

The screenshot shows a section titled '2016 High Sch' with a checkbox labeled 'Copy basic information from' and a 'Go' button below it.

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:

2016 High School and Middle School New Student Registration Form - 2016 High School and Middle School New Student Registration Form  
 Instruction: Click on 'Show All Sections' to expand all the sections. Click on 'Hide All Sections' to collapse all the sections.  
[Show All Sections](#) [Hide All 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:

The screenshot shows the 'Student information Tab' with various fields. A red arrow points to a tooltip that appears over the 'First Name' field, which reads: 'Student's legal first name as it appears in Birth Certificate.' The form includes fields for school year (2013-14, 2014-15), day of attendance, grade, first name, middle name, last name, generation, nickname, gender (Male, Female), and birth date.

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.

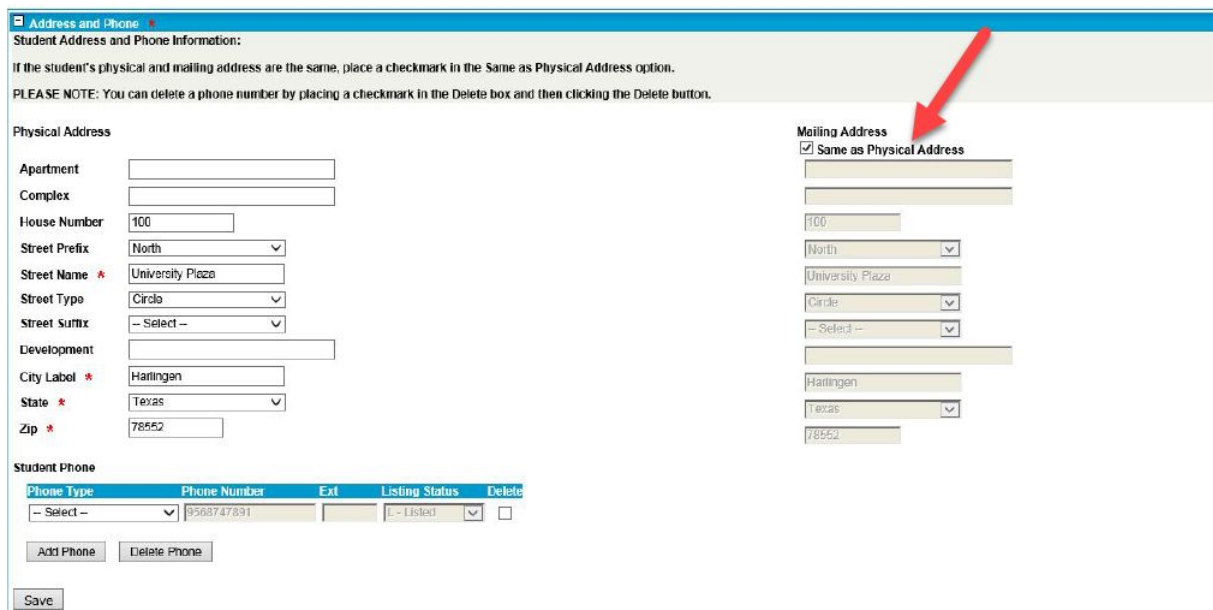
Once you hit the **Save** button, you should see a message reading **Record saved successfully** at the very top of the section as seen below:

**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:



**Address and Phone**

Student Address and Phone Information:

If the student's physical and mailing address are the same, place a checkmark in the Same as Physical Address option.

PLEASE NOTE: You can delete a phone number by placing a checkmark in the Delete box and then clicking the Delete button.

Physical Address		Mailing Address	
Apartment	<input type="text"/>	<input checked="" type="checkbox"/> Same as Physical Address	<input type="text"/>
Complex	<input type="text"/>	<input type="text"/>	<input type="text"/>
House Number	100	100	<input type="text"/>
Street Prefix	North	North	<input type="text"/>
Street Name *	University Plaza	University Plaza	<input type="text"/>
Street Type	Circle	Circle	<input type="text"/>
Street Suffix	-- Select --	-- Select --	<input type="text"/>
Development	<input type="text"/>	<input type="text"/>	<input type="text"/>
City Label *	Hartlingen	Hartlingen	<input type="text"/>
State *	Texas	Texas	<input type="text"/>
Zip *	78552	78552	<input type="text"/>

**Student Phone**

Phone Type	Phone Number	Ext	Listing Status	Delete
-- Select --	9568747891		L - Listed	<input type="checkbox"/>

Add Phone Delete Phone

Save

### 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.

Student Phone

Phone Type	Phone Number	Ext	Listing Status	Delete
-- Select -- Home(Primary Number) Home2 Mobile Pager Text1 Work Work2	9568747891		L - Listed	<input type="checkbox"/>
	None			

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.

Contact Information

When entering Contact Information, please include the following: 1. First and Last Name 2. Relationship 3. Address, if different from student 4. Check the Contact Type (Guardian, Emergency, etc)

No contacts currently exist for this student

**Add Contact** Click the Add Contact button to add yourself and any other additional contacts for the student.

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 Address**

**Same as Student's mailing address** If different from student's physical address uncheck and enter correct address.

Apartment

Complex

House Number

Street Prefix

Street Name

Street Type

Street Suffix

Development

City

State

Zip

### 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.

**Contact Phone**

Phone Type	Phone Number	Ext	Listing Status	Delete
Home(Primary Number)	(956)000-0000		Listed	<input type="checkbox"/>

Select Listed or Unlisted for the phone number.

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

**Contact Phone**

Phone Type	Phone Number	Ext	Listing Status	Delete
Home(Primary Number)	(956)000-0000		Listed	<input type="checkbox"/>
-- Select --			Listed	<input type="checkbox"/>

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.

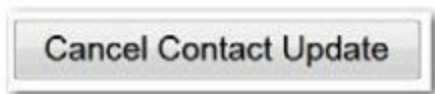
### Contact Types

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:

Title	First Name	Last Name	Contact Type	Adjust Priority	Edit/View	Delete	Status
MRS	Jane	Doe	Guardian	↓			New
MR	John	Doe	Emergency	↑			New

**Example**

### 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:

Title	First Name	Last Name	Contact Type	Adjust Priority	Edit/View	Delete	Status
MRS	Jane	Test	Guardian	↓			New
MR	James	Test	Emergency	↑			New

### 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**

Please fill out completely. Remember to SAVE.

<input type="checkbox"/> Does your student have a Parent or Guardian that will be an active member of the Armed Forces or full-time National Guard for the upcoming school year (Check box if Yes)	<input type="checkbox"/> Does your student have a Parent or Guardian that will be an active member of the Armed Forces or full-time National Guard for the upcoming school year (Check box if Yes)
Physician's Name *	<input style="width: 90%;" type="text"/>
Physician's Phone Number *	<input style="width: 90%;" type="text"/>
Previous School Attended *	<input style="width: 90%;" type="text"/>
Student's Birth City *	<input style="width: 90%;" type="text"/>
Student's Birth State *	-- Select --
Student's Birth Country *	<input style="width: 90%;" type="text"/>

## Additional Information

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

**Additional Questions**

Please fill out completely. Remember to SAVE.

What language(s) does your child hear or use regularly in your household (i.e. spoken, media, music, literature, etc.) *	<input style="width: 90%;" type="text"/>
Describe the language(s) your child understands *	<input style="width: 90%;" type="text"/>
What language(s) do adults most frequently use when speaking/conversing to your child? *	<input style="width: 90%;" type="text"/>
What language(s) does your child CURRENTLY speak/express most frequently outside of school? *	<input style="width: 90%;" type="text"/>
Does your child frequently participate in cultural activities that are in a language other than English? Please list the activity and how often your child participates in the activity (e.g., once/week, 2 times/week, once a month, etc.). *	<input style="width: 90%;" type="text"/>
Is there anything else you think the school should know about your child's language use (e.g., what language did your child speak/express from ages 0-4; did your child have speech classes; did your child attend a bilingual pre-school, etc.)? *	<input style="width: 90%;" type="text"/>
Does your student have access to internet at home? *	<input style="width: 90%;" type="text"/>
How would you like your child's school to communicate with you? *	<input style="width: 90%;" type="text"/>
How would you anticipate your child will get to and from school? *	<input style="width: 90%;" type="text"/>
Please list any health conditions that may affect your child at school. *	<input style="width: 90%;" type="text"/>

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

Download

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:

**Instruction:**  
Applications that you have saved display in the list below. If the application has a status of 'Submitted,' the school can now review it. You can view it, but will not be able to make changes. The application will not be available to the school until you choose the Submit option at the bottom of the application. To add an application for another child you select to the new application by selecting the 'Copy basic information from' option.

**Saved Applications**

First Name	Last Name	Status	Last Modified Date	Edit
Robert	Test	Saved, but not submitted	06/26/2014	<a href="#">Edit</a>

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.