Switzerland of Ohio School District
Kindergarten Registration & Screening Overview

Do you have a child that will be 5 before August 1, 2020?
Then it is time to sign up for KINDERGARTEN!!

Registration-This is the first step for your child and family to enter the world of Kindergarten!
<mark>***Your child must be 5 years old before August 1, 2020.**</mark>

You will need to provide the following for your Student: (please wait for further information about submitting these documents)

- **Official Birth Record**
- **Up-to date Immunization Records**
- **Legal Custody Papers (if applicable)**
- **Proof of Residence (example-utility bill)**
- **Photo ID (Parent/Legal Guardian)**
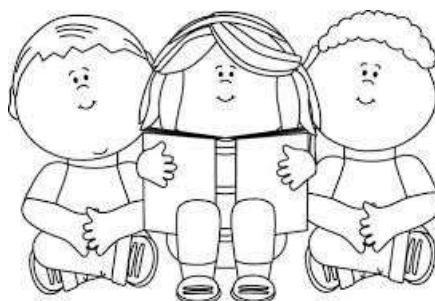
At this time the in person registration is postponed until further notice. The district will accept online registration through OneView. This is the preferred method. (see directions below) If you do not have internet access, you may call the school in which you reside in order to have information mailed to your home. When calling, please leave a message with the following information:

> **Parent/guardian's name**
> **Student's name**
> **Mailing address**
> **Email**
> **Phone number where you can be reached.**

Beallsville:	**740-926-1302**
Woodsfield	**740-472-0953**
River:	**740-483-1358**
Powhatan:	**740-795-5665**
Skyvue:	**740-567-3312**

The district requests that parents/guardians complete the registration process now and will be in touch if and when an in-person registration day can be scheduled.

Regardless of what occurs this spring, plans are still in place for the Kindergarten Screening day to be held on Monday, August 3, 2020. Parents/Guardians will be given an appointment time in the next few weeks.

See directions below to register your child online. (preferred method, but if you do not have access to internet, please contact your school and leave a message - see information above)

Online Student Registration Directions

Go to https://switzerland.esvportal.com/

Do you already have an existing account for another child currently enrolled in the district?

If no - go to **Step 1 - Create an Account**
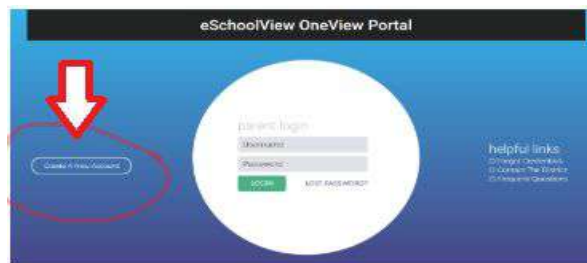

If yes - Login to your existing account and proceed to **Step 2**

Step 1 - Create an Account

Instructions for Creating an Account in OneView
a. Click on the 'Create A New Account'

b. Fill in the Personal Information
c. Create your own
   - Password
   - Security question/answer
   - Pin Code

(Please create a username & password that you will be able to easily remember for ongoing use)

Step 2
Is your child currently attending Preschool in one of the Switzerland of Ohio Elementary Schools?

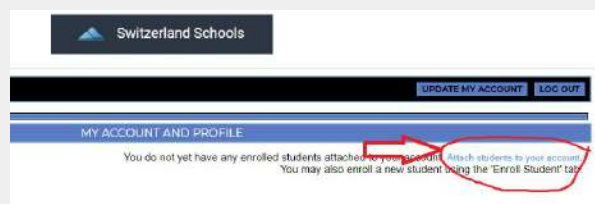| **If no** - follow instructions for column A (left side below)	**If yes** - follow instructions for column B (right side below)
⬇	⬇
NO - STEP 2 My child does **not** attend Preschool in the Switzerland of Ohio District Elementary Schools.	**YES - STEP 2** My child currently attends PreSchool at either Beallsville, Powhatan, River Skyvue or Woodsfield Elementary.
Step 2 - Enroll a New Student Click on Enroll A New Student - blue button (you will see this twice) 	**Step 2 - Attach student to your account** Click on the blue *Attach student to your account* below **Follow Option #2** Provide Student Details You will need your child's lunch number for Student Number. If you do not have your child's lunch number you will need to contact the school before continuing. Grade Level = PS

Link A Student To My Account
Option #1: Use An Invitation Code
If you have a district-provided student invitation code, please type it below and your student will be linked to your account for access.
Code: [ ] Attach

Option #2: Provide Student Details
If you do not have an invitation code, please provide us with the following information about your student. If a valid match is found your student will be linked to your account.
Student Last Name: [ ]
Grade Level: PS ▾
Date of Birth: January ▾ / 01 ▾ / 2015 ▾
Student Number: [ ] I don't have this
Attach

Step 3 - Enter New Student Complete the information and click on Begin New Enrollment - <u>it is important that you enter the correct birthdate and year in order to match the student.</u> Enrolled Student Dashboard Viev **Enroll A Student At Switzerland Schools** You may use this area to create a new online enrollment form application for a NEW st aware that the application process requests a great deal of information from you. You school district. Come back to this page to check the status of your new enrollment ap **Click the blue button below to begin** **ENROLL A NEW STUDENT** To Begin, type in Your new student's first name, last Name and date of birth: First Name: [ ] Last Name: [ ] Date of Birth: 01 ▾ / 01 ▾ / 2019 ▾ Enrolling Grade: KG ▾ Begin New Enrollment **Existing Student Enrollments**	**Step 3 - Submit & View Online Forms** Click on Submit & View Online Forms MY ACCOUNT AND PROFILE Submit & View Online Forms ⟵ Enroll New Student(s) **Click on Student Demographics and EMA under Student Information Form 2019-20*** My Online Forms Available To Submit: For each of the forms listed below, you may review the form, fill out the information requested, and submit your responses to the district for approval electronically. Student Information Form 2019-20* Form Name/Title Status Student Demographics and EMA New/Not Yet Started
Step 4 - Complete Form Please complete entire form Make sure that you complete all information. Building - select building in your attendance area (if you will be requesting to open enroll to another school, the registration still needs to be completed for the school in which you reside.	**Step 4 - Complete Form** Some of the information will auto populate since your child currently is enrolled in one of our district Preschools. Part One you will need to verify that the information is correct. STUDENT DEMOGRAPHIC & EMERGENCY MEDICAL AUTHORIZATION Part One: Student Demographic Information (Please Review Carefully) Student Name: Gender: Building & Grade Level: SWITZERLAND ELEMENTARY - Grade PS Date of Birth: Is the above information correct? Please Select... ▾ ⟵ Residential Address: ☐ I have changes to make to this residential address Different Mailing Address? No ▾ ⟵ **Verify Yes or No**

PART ONE: STUDENT INFORMATION:

Please select **2020-21** under Enrollment Is For

- Make sure you have chosen the appropriate answer in all dropdown boxes - some default to an answer and may not reflect your child Example: The default county is Monroe, but you may live in Belmont, Noble...

  After completing the entire form and Electronic Signature click Save & Submit to District.

Please complete entire form click Save and Submit to District

- Make sure you have chosen the appropriate answer in all dropdown boxes - some default to an answer and may not reflect your child Example: The default county is Monroe, but you may live in Belmont, Noble...

Please remember your username and password for this account.

This account will be used to update student information and agreement forms in the fall. Any information you have entered now will auto populate in the future which will greatly reduce the duplicate information on paper that you supply each school year for your child(ren).

If you have any questions, please contact the school and leave a message and someone will get back to you.