

# Completing Annual Forms in OneView

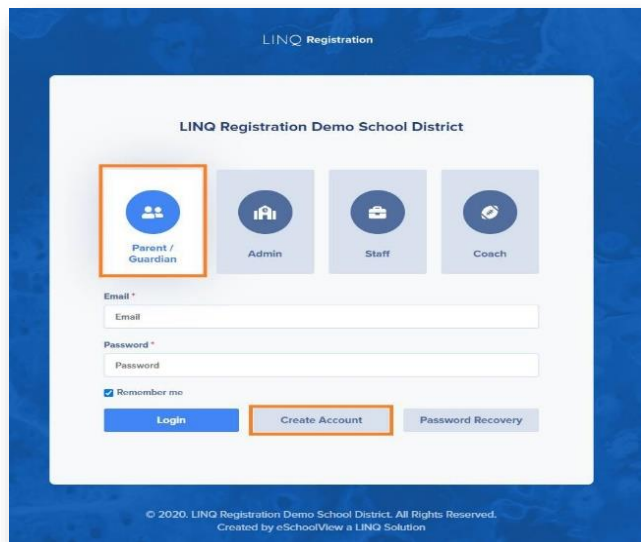
Completing your child’s annual “beginning of the year” forms is a simple online process using our **OneView Parent Portal**. While this process is simple, it does take some time so you should allow yourself a few minutes to complete the process. You will have to complete this process for each child attending New Bremen Schools.

Most parents should already have an account in our OneView Parent Portal (i.e. you already have children attending New Bremen Schools or you have already enrolled your children using the OneView Parent Portal), and, therefore, you can skip the first section of these instructions, called **The Account Creation Process**. For most of you, you will start at the second section of these instructions, called **Completing the Annual Forms Process**. If you do not have any students currently attending New Bremen Schools, or you have never used our OneView Parent Portal, then you must start at **The Account Creation Process**.

To access our OneView Parent Portal, go to our website at [www.newbremenschools.org](http://www.newbremenschools.org), select **Parents** in the black bar at the top and then click on **OneView Parent Portal** in the menu that appears.

## The Account Creation Process (you can skip this process if you have used the OneView Parent Portal previously)

To create a new account, go to our OneView Parent Portal, click on Parent and then click the **Create Account** button.



You will be directed to a form to enter your account information. We recommend

completing all fields; however, just fields in **bold** are required.

Tips:

- Provide an **email address** you use regularly.
- Your email address will also serve as your **parent Login ID**.
- The **Pin Code** field is where you create a **4-digit PIN code** – *this is very important* and we may use it to confirm your identity.

### New Account Instructions

[Content goes here]

To get started, you will need to register as a prospective parent with our district. Please provide all information below and click the 'Register' button at the bottom to register and get yourself set up. Fields in **bold** are required.

<p><b>Personal Information</b></p> <p><b>First Name</b> <input type="text"/></p> <p><b>Last Name</b> <input type="text"/></p> <p><b>Email Address (Also used to log in)</b> <input type="text"/></p> <p><b>Alternate Email</b> <input type="text"/></p> <p><b>Phone Number</b> <input type="text"/></p>	<p><b>Account Information</b></p> <p><b>Password</b> <input type="text"/></p> <p><b>Confirm Password</b> <input type="text"/></p> <p><b>Security Question</b> <input type="text"/></p> <p><b>Security Question Answer</b> <input type="text"/></p> <p><b>PIN Code</b> <input type="text"/></p>
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Register & BeginGo Back

Once you have completed all of the required fields, click **Register & Begin**

## Completing the Annual Forms Process

*You should have already created a OneView Parent Portal account prior to completing the following process.*

Be aware that completing your annual forms requires a great deal of information from you. Most of this information will already appear on the forms and you will simply have to verify it, however, should you need to stop before submitting the forms, you can save and return to your application many times before you officially submit it to the school district.

To get started with **completing your annual forms**, login to the OneView Parent Portal. (If you do not remember your password, click the Password Recovery button.) Once logged in, choose the first child you wish to work with on the left side of the Parent Dashboard. To enter the form, click the box for “Emergency Medical Form, Student Demographics & Parental Agreements”



**Complete Part One** which asks you to verify your child’s name, gender, grade level, birthday and address.

**Complete Part Two**, which deals with additional information about your child including where he/she was born, their student phone number, any siblings they have attending New Bremen Schools and who they live with. *\*\*PLEASE NOTE: Entering a number in the “Student Phone #” box enrolls that number into our mass-notification system, called TEC. If you want your child to receive notifications from us on their cell phone (including weather-related delays and cancellations, please make sure you enter their cell phone number in the box. If your child does not have a cell phone, or you do not want them to receive notifications from us, please leave this box blank. DO NOT enter a parent number in this box)*

**Complete Part Three** which deals with your child’s parent/guardian information. This

section also includes information on legal custody orders if that applies to this child. In this section, you will also complete contact information for your child. *\*\* You will specify in this section if you want us to use your home, work or cell phone numbers to receive mass-notifications from us. In this section, you will confirm/enter your contact numbers and also enroll those numbers into our mass-notification system, called TEC, by checking boxes corresponding to which numbers you wish to enroll. PLEASE NOTE: If you do not enroll any contact numbers into this system, you will NOT receive mass-notifications from us, including any emergency notifications. We HIGHLY RECOMMEND you check the appropriate boxes to receive these notifications from us.*

**Complete Part Four** which deals with your Emergency Contacts for your child.

**Complete Part Five** which deals with medical issues your child may have and whether it is okay for us to give them certain medications.

**Complete Part Six** which deals with your consent to, or refusal for us to, provide emergency medical treatment for your child in the event that it should be necessary. If you grant consent, you will need to enter the names of your family doctor, dentist, specialist and hospital.

**Complete Part Seven** which deals with school policies and agreements. This section is where you can read our Student Handbook, Anti-Bullying Policy, Drug Testing Policy, Internet Safety Policy, Chromebook Policy, Accident Insurance, etc. This part contains a lot of information and will take some time to go through.

**Complete Part Eight** which is your Electronic Signature and Authorization.

As stated above, if at any time you need to stop completing this form and come back to finish it, you can press the Save button. **However, once you have completed the entire form, please click Save & Submit to submit the form to us.**

Once you have submitted the form to us, this process is complete and you can go back and complete this same process for your other children (if that applies).