

Enrolling a New Student

Enrolling a child into New Bremen Schools 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 use this process to enroll a student into any grade at New Bremen Schools, including children who are enrolling into kindergarten.

Enrolling a student is a 2–step process.

Step 1 is to create an account within our OneView Parent Portal

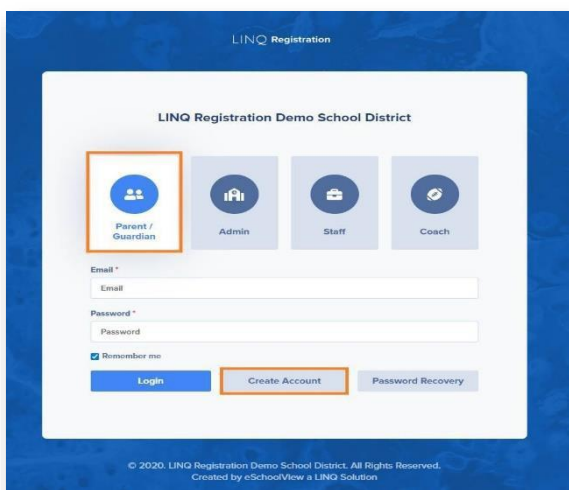
Step 2 is to enroll your student

If you already have an account in our OneView Parent Portal (i.e. you already have children attending New Bremen Schools), you can skip **The Account Creation Process** and start at **The Enrollment Process**. If you do not have any students 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, select **Parents** in the gray bar at the top and then click on **OneView Parent Portal** in the menu that appears.

The Account Creation Process

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

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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.

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

Register & Begin Go Back

Once you have completed all of the required fields, click **Register & Begin** and continue on to **The Enrollment Process**.

The Enrollment Process

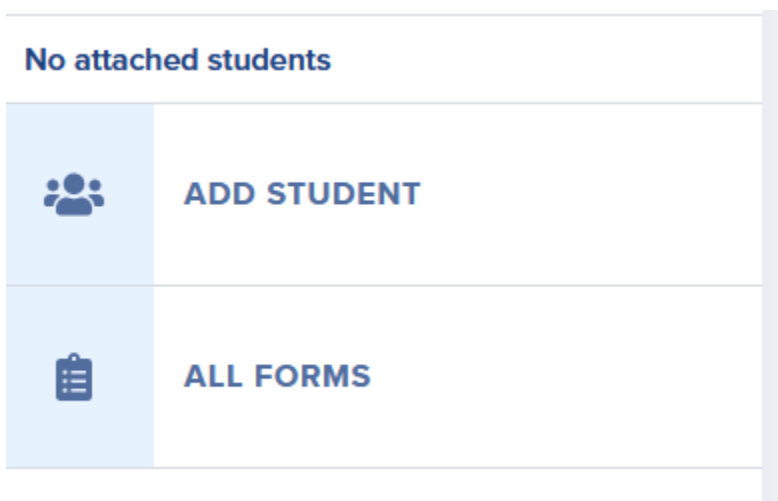
You should have already created a OneView Parent Portal account prior to completing the enrollment process.

Be aware that the enrollment process requests a great deal of information from you. You may save and return to your application many times before you officially submit it to the school district.

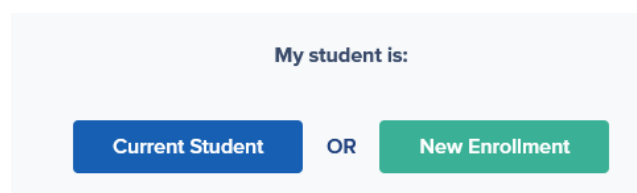
To complete the enrollment process, we also require the following documentation to be uploaded into the OneView Parent Portal and you may want to gather this documentation before starting this process:

- Student Birth Certificate
- Student Immunization Record
- Proof of Residency Documentation (rental agreement, utility bill, etc.)
- Custody Papers (if applicable)

To get started with **enrolling a new student**, login to the OneView Parent Portal and click on the **Add Student** button found on the left side of the Parent Dashboard



You will be asked if your student is a **Current Student** or a **New Enrollment**. Choose **New Enrollment**.

A screenshot of a selection screen titled "My student is:". There are two buttons: a blue button labeled "Current Student" and a green button labeled "New Enrollment", separated by the word "OR".

The first window will ask for your child's name, date of birth and which grade they will be enrolled into. *Please enter their name as it appears on their birth certificate.* For Kindergarten Screening, please choose the grade "KG" in the "Enrolling Grade" box.

Click **Begin New Enrollment**

Begin New Enrollment

Complete Part One which are questions regarding your child's name, gender, birthplace, enrollment information, etc. *Important Note for Kindergarten Screening parents: Make sure you choose **KG** for the Grade Level, **New Bremen Elementary** for Building and **Next School Year** for the school year.*

* Enrolling Grade Level	* Building	* Enrollment Is For
KG	NEW BREMEN ELEMENTARY	Next School Year

Complete Part Two, which deals with language, race and ethnicity.

Complete Part Three which deals with residential address, mailing address, phone numbers and custody information (if applicable). If your child has a custody arrangement, you will be required to provide that documentation to the school and you will be asked to upload that documentation into the OneView Parent Portal in a later step. ***PLEASE NOTE: Entering a number in the "Student Phone #" box enrolls that number into our mass-notification system, called TEC. The TEC system is what we use for sending weather-delay messages, important information meant for large groups of parents/students and for emergency notifications. If you want your child to receive these notifications on their cell phone, 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 PUT A PARENT NUMBER IN THIS BOX.)*

Complete Parts Four and Five which deal with parent/legal guardian information. ***In this section, you will specify if you want to enroll your home, work or cell phone numbers into our mass-notification system, called TEC. You will first enter your home, work and cell numbers into the form and then specify which of those numbers, if any, you want enrolled into our mass-notification system. You will do this by checking boxes corresponding to which numbers you wish to enroll.*

Complete Part Six which deals with information about your child's previous school. *For Kindergarten Screening students only: if your child attended pre-school at the ABC Center, complete all of the questions in this section. If he/she did not attend the ABC Center, make sure you check the box for **Check this box if your child did not attend any school previously** and do not complete any other boxes in Part Six.*

Complete Part Seven which deals with transportation needs. Complete this section to the best of your knowledge at the time of enrollment. We understand that you may not know this information yet and/or that your transportation needs may change before your child starts school.

Complete Part Eight which deals with Emergency Contacts, Medical Information and Medical Authorization

Complete Part Nine which deals with school policies and agreements. This part can be confusing for parents of Kindergarten Screening students or for parents who are enrolling their child during the summer because it requires parents to read and accept the *current* school-year policies even though your child is not yet attending school at New Bremen. If you are enrolling a child during the summer, this part will most likely be blank. Otherwise, follow the instructions on the screen to accept these policies now – you (and all other New Bremen parents) will be required to complete this section again at the beginning of next school year. At that time, these policies will be updated to reflect the current school year.

Complete Part Ten which is your Electronic Signature and Authorization. This section also includes an area for you to include any other information about your child that you feel is necessary for the school to know.

As stated above, if at any time you need to stop completing this enrollment 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 and to move on to the next section.**

After clicking **Save and Submit**, you will be brought to a section where you can upload required documentation.

Additional Documents Needed

To complete the registration process, we require the following documentation to be uploaded into the OneView Parent Portal:

- Student Birth Certificate
- Student Immunization Record
- Proof of Residency Documentation
- Custody Papers (if applicable)

Please upload a copy of these documents into the appropriate section using the **Attach A Document** button and then follow the onscreen instructions.

Document Name/Description	Upload
Immunization Record	Attach A Document
Student Birth Certificate	Attach A Document
Proof Of Residency Document (Rental agreement, utility bill, etc.)	Attach A Document
Legal and/or Custodial Documents (if applicable)	Attach A Document

Once an **Enrollment Form** has been submitted and **approved**, you will receive a notification via email. Should the district need additional information, you may also receive an email alerting you to this.