

MYSCHOOL ONLINE ENROLLMENT (OE) REQUEST CHECK LIST

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| <input type="checkbox"/> UIC | <input type="checkbox"/> SpEd (Y/N) | <input type="checkbox"/> GRADE LEVEL | <input type="checkbox"/> COURSE CHOICES |
| <input type="checkbox"/> DOB | <input type="checkbox"/> ELL (Y/N) | <input type="checkbox"/> RACE & ETHNICITY | <input type="checkbox"/> ORIGINAL CREDIT or CREDIT RECOVERY |
| <input type="checkbox"/> TRANSCRIPT | <input type="checkbox"/> 504 (Y/N) | <input type="checkbox"/> ADDRESS | <input type="checkbox"/> PARENT/STUDENT CONTACT INFO. |

IMPORTANT NOTES:

- If a student is interested in more than one KISD program, or they currently or previously attend(ed) a program on the KISD campus, they are entered once into the OE site and subsequent requests are added to their online record/history. (Ex/ Please do not enter a student once for MySchool and start a new enrollment for KCTC, instead, search for the student and choose the additional program they're interested in.);
- Consider transportation availability;
- Confirm student's resident address is within your district's boundaries. (Exception: School of Choice or Section 6 Release);
- Send all enrollment communications to MySchool Counselor, Deborah VanDyke at deborahvandyke@kentisd.org;
- Enrollment resources can be found on the [For Schools](#) page of our wesbsite;
- Enrollments are accepted M-F throughout the year;
- A mandatory orientation is scheduled Wednesday, Thursday & Friday from 12:00 – 2:00 PM at MySchool following enrollment approval.

Steps	Notes
1. Begin at https://oe.kentisd.org	
2. Click on "Sign IN" or "Register"	<ul style="list-style-type: none"> ▪ The email entered will be used for enrollment communications
3. Click on "Student Search" Tab <i>(Or "Student List" Tab if you know student has previously been entered into the OE Site)</i>	<ul style="list-style-type: none"> ▪ DOB and one other piece of information is required, then Click on "Search" ▪ Click "Select" next to student's name or "Add a new student" only after you have checked spelling or data entry accuracy ▪ Click on "enter Enrollment Request" and make selections from the drop down choices