

## ONLINE ENROLLMENT AND REGISTRATION FOR 2018-2019

**The Oak Grove R-VI School District will open online registration for the 2018-2019 school year starting on July 16.** Enrollment forms and student information that parents/guardians need to submit at the beginning of the school year will be completed online. Online registration will be available when parents/guardians log in to their Parent Portal accounts.

Online registration is a more convenient way for parents/guardians to enroll their child/children. The parent/legal guardian of a family with more than one child in the school district can update and complete the family registration forms one time (such as address, phone numbers, etc.), and the information can be applied to all children in the family. Additionally, there will be online student-specific forms to verify individual student birth dates, grade level, and other information that is associated with each particular student without having to complete the entire enrollment packet for each student. During the online registration window, the registration process can be completed when and where it is convenient for the parent/guardian. The parent listed as Household Parent 1 in the SIS Parent Portal is the parent that the system allows to log in and complete the forms.

In July, parents/guardians of returning students will receive an email with instructions on how to log in and complete the online registration. During the August enrollment period, families without access to a computer or mobile device can use school computers or publicly available computers at public libraries to log into Parent Portal and complete the online registration.

The majority of you already have a SIS Parent Portal login so you will not need to create a new account to complete your online enrollment.

### **IMPORTANT:**

- **Log in NOW and update your email address if it has changed recently.**
- **Proof of Residency is still required annually and must be completed in person during our Proof of Residency times in August.**
- **The parent listed as Household Parent 1 is the parent email and login that the system allows to complete online registration.**
- **If you are the parent of a student who is currently enrolled in the Oak Grove School District and do not have a Parent Portal account, please call the school that your child attends and request a login. All Parent Portal users need a valid email address.**

If you have questions, please call your school's secretary or email [tmatson@oakgrove.k12.mo.us](mailto:tmatson@oakgrove.k12.mo.us)