# **Back to School Forms**

#### STEP #1: LOG IN TO YOUR ACCOUNT-

To fill out Back to School forms, log in to your parent portal in OneView, or "Create a New Account" if you haven't done so yet. You can access the Parent Portal by returning to our home page and choosing the "Registration" button.



#### STEP #2: SUBMIT AND VIEW ONLINE FORMS -

Once logged in, you will see the landing page with a drop down listing your student(s). Noting which student you are working on (see student name listed to the right - make sure you have the desired student account from the drop down as you may have multiple kids to choose from in the drop down window). Once the desired account is selected, click on "Submit & View Online Forms."



### STEP #3: CHECK STATUS OF FORMS -

Noting which student you are working on, confirm the status of your Student Demographic and EMA Form. These are the annually required Back to School forms. If you have successfully Submitted your Back to School Form, your status will read "Submitted" or "Approved." If it doesn't, please proceed to Step #4 to fill out your Back to School forms. \*If you have more than one student in the district, you must fill out a Back to School form for each student. Be sure to change the student name in the student account drop down to check the status of each of your students Back to School forms.



## STEP #4: SUBMIT BACK TO SCHOOL FORMS -

To submit your student(s) back to school form, go to Submit & View Online Forms. \*You must do this for each student. Choose the Student Demographics and EMA form. Once you complete the form, you can "Save & Submit to District." If you are unable to complete the form in one sitting, you may choose "Save" to return and complete at a later time. Again, the form must be SAVED and SUBMITTED to go to the building office. You will get an email confirming you have successfully submitted your form, and you will now see the status of your form changed to "submitted" (refer to step #3)

Still need help? Contact the Administration office 419-221-0807 ext 6147.

