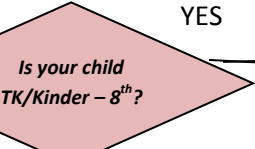
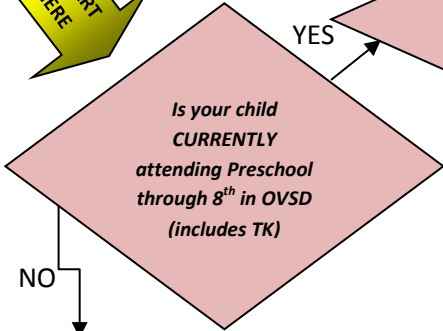




# PARENT PROCEDURES FOR PRE -ENROLLING STUDENTS



If your child is CURRENTLY in TK/Kinder – 8<sup>th</sup> at OVSD (NOT Preschool) you do NOT need to do anything in Aeries AIR In AUGUST, you will need to Re-Register in the AERIES Parent portal at <https://portal.ovsd.org>

**ALL age-appropriate preschool students need to officially Pre-Enroll in Kindergarten at OVSD for 2016-17 using Aeries AIR & finish enrolling at the appropriate school. CURRENTLY attending preschool in OVSD (OVPP, Pleasant View, and Oak View PS) –**

You will receive a letter in the mail with special instructions. We have already created logins and passwords for you as well as entered 75% of your information! Follow the steps in the letter and continue **at the first question on the second page of this document**. You DO NOT need to create a login!

*NOTE: NOT attending preschool in OVSD – follow ALL procedures below*

### AIR Login/Address Verification

1. Go to <https://air.ovsd.org>
2. Click “Enroll a New Student”
3. Select “Current Year” or “Pre-Enrollment”; Click NEXT
4. On the Required Information Screen read what you will need and then Click NEXT
5. Enter Create new account Info; Click “Create account”
6. On the “Terms of Service” screen, read the terms of use, click on “I agree” and then Click NEXT
7. Enter child’s name, birthdate, verify the grade enrolling info the computer gives you; Click NEXT
8. Enter Address Info (After you type the street number and start typing the street name, choices will appear below. Drag down and click on the correct address when it appears)



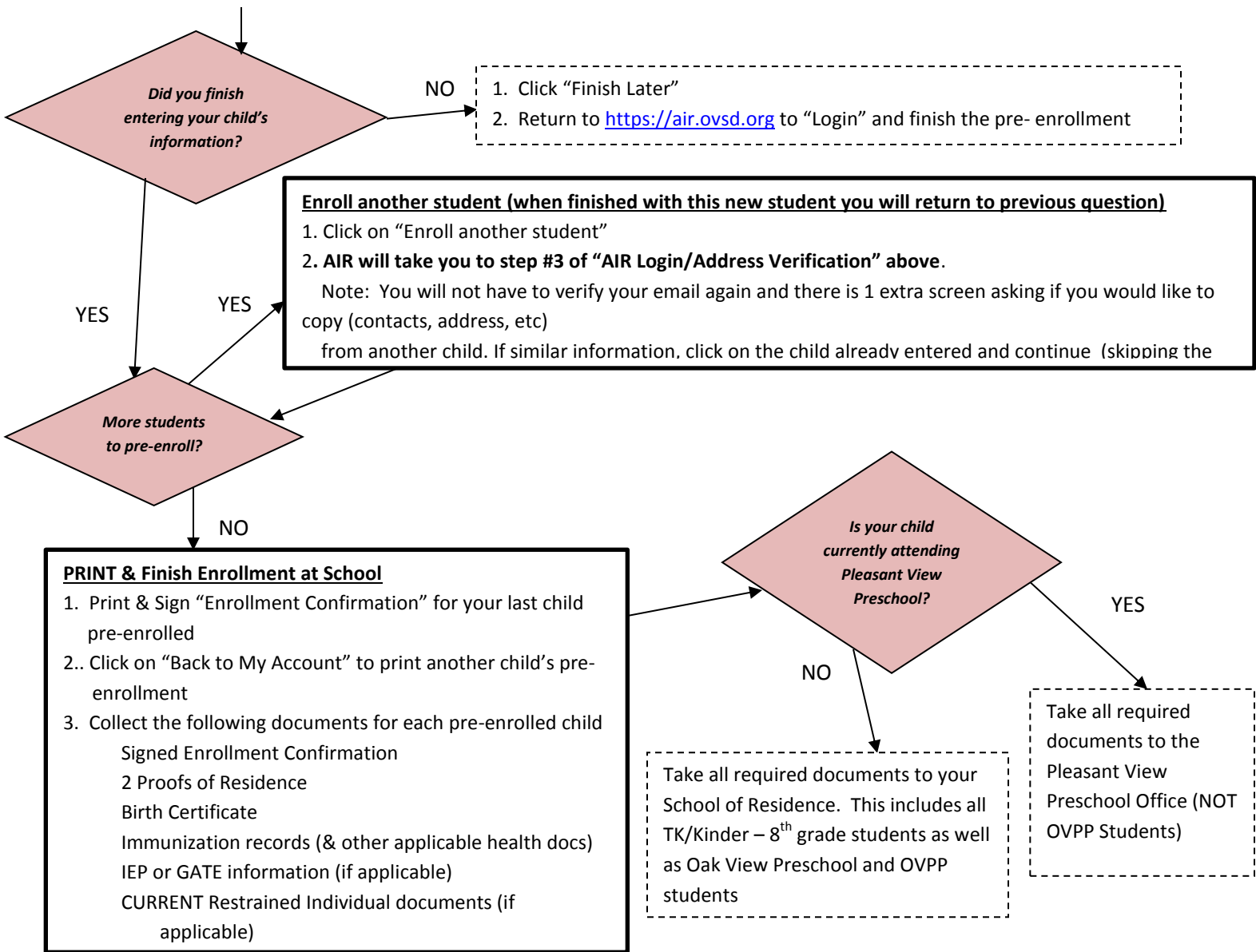
Call the District or school office to check the address if you think this is an error. If your child is attending OVSD on an Interdistrict Transfer, please refer to your Transfer Approval letter.

- ### Verify Email
1. On the “Student Address” screen; Click NEXT
  2. The “Account Created” screen will instruct you to log in in to the email service used for the account
  3. Open email from “OVSD Internet Registration” (check SPAM or Junk folder if you do not see it in your inbox)
  4. In the email, Click on “Click Here” (returns you to Aeries AIR if you opened your email on the same computer)



- ### Student General Information Entry
1. On “New account email verification” screen,; Click NEXT
  2. Enter child’s gender, home phone, birth info, race, parent ed level; Click NEXT
  3. Answer 4 language questions; Click NEXT
  4. Enter Parent/guardian information (must enter at least 1); Click NEXT
  5. Enter information on restrained individuals if applicable; Click NEXT
  6. Enter emergency contacts (must enter 1, suggest 2); Click NEXT
  7. Enter other District enrollment and school enrollment dates; Click NEXT
  8. Answer supplemental questions; Click NEXT
  9. Read over & edit enrollment information; Click “Finish and Submit” (no more edits)
  10. DO NOT PRINT UNTIL YOU HAVE PRE-ENROLLED ALL YOUR CHILDREN! FOLLOW STEPS BELOW!

- ### Email Verified on another device/computer
1. On bottom right of screen; Click on “Home”
  2. Click on “Enroll a New Student”
  3. Select year to enroll; Click NEXT
  4. On Required Information Screen; Click NEXT
  5. On “Terms of Serv”; Click “I agree” & NEXT
  6. Enter child’s name, birthdate, grade enrolling info; Click NEXT
  7. Enter address info (when typing choose address prompted by the system); Click NEXT
  8. On “New Enrollment Added”; Click NEXT
  9. Enter Child info starting at Step #2



**\*\*\*NOTE\*\*\***  
 If you printed before enrolling a second student:  
 1. Return to <https://air.ovsd.org>  
 2. Click "Enroll a New Student"  
 3. Select "Current Year" or "Pre-Enrollment"; Click NEXT  
 4. On the Required Information Screen, Click NEXT  
 5. Enter EXISTING user info; Click "Login"  
 6. Select the student to use previous data from; Click NEXT  
 7. Continue as before but you will bypass having to verify your email!

**FREQUENTLY ASKED QUESTIONS:**

***What if my child attended school in OVSD in a previous year but is not currently enrolled?***

You should still pre-enroll using Aeries AIR. This will help us update contact and address information for your child. When your enrollment is finished at their School of Residence, we will pull in their history from your previous enrollment in OVSD!

***My child currently attends preschool at Pleasant View and will be placed in Special Ed next year for kindergarten. What do I need to do?***

Follow the procedures in the letter you will receive in the mail. As listed above in the flowchart, when you are finished with the pre-enrollmentonline and have gathered all o the documents listed, you will return them to the Pleasant View School Office.

***What if I created my own login and also received a letter in the mail with login information?***

The login we created for you was to help save you steps. Choose ONE login to finish the pre-enrollment process and print the Enrollment Confirmation.