

WELCOME TO ENROLLMENT ONLINE

*** Please read all directions before beginning ***

*** Guardian must have a valid email address for submission process***

These forms become part of your child's permanent cumulative record file. They must be accurate with LEGAL information for the student, AS WELL as for the guardian(s) and other contact(s). When completing these forms, please keep in mind:

- **We need the FULL LEGAL name of your child**
- **Contact information should ONLY be listed as parent or step-parent if the contact is LEGALLY the parent or step-parent.**

To complete the enrollment process parents/guardians still need to provide to the student's school the following documentation:

- **Student immunization/vaccination records**
- **Proof of residency (utility bill, phone bill)**
- **Birth certificate**

Please make the school aware you have completed the enrollment application online. You will need to provide the name and address of the last school the student attended if applicable.

If you have any questions please contact:

Veneta Elementary

Lorie Haffner – 541-935-8225 or lhaffner@fernridge.k12.or.us

Elmira Elementary

Dawn Northey – 541-935-8214 or dnorthey@fernridge.k12.or.us

District Office Student Services

Becky Dube' – 541-935-2253 ext. 1210 or rdube@fernridge.k12.or.us

ENROLLMENT ONLINE INSTRUCTIONS

1. On the right side of your schools home page, under Quick Links, select Online Registration.
2. Create a Login and Password and enter it here.

Existing User Login

Select Language : -- Select --

Parent Login ID : *

Password : *

[Register New Account](#)

[Forgot Password?](#)

3. Select Register New Account. Fill in completely. Red asterisks are required.

User Information	
Preferred Language: *	<input type="text" value="-- Select --"/>
First: *	<input type="text"/>
Last: *	<input type="text"/>
Phone: *	<input type="text"/>
<hr/>	
Login Information	
Parent Login ID: *	<input type="text"/>
Confirm Login ID: *	<input type="text"/>
Parent Email Address: *	<input type="text"/>
Password: *	<input type="text"/>
Confirm Password: *	<input type="text"/>
<hr/>	
Address	
Apartment:	<input type="text"/>
House Number:	<input type="text"/>
Street Prefix:	<input type="text" value="-- Select --"/>
Street: *	<input type="text"/>
Street Type:	<input type="text" value="-- Select --"/>
Street Suffix:	<input type="text" value="-- Select --"/>
City: *	<input type="text"/>
State: *	<input type="text" value="Oregon"/>
Zip Code: *	<input type="text"/>
<input type="button" value="Submit"/> <input type="button" value="Back to Login"/>	

4. Click on Submit. A new screen will appear asking you if you would like to fill out a NEW application for a student NEW to the district. Click on Go.

Saved Applications


New Application

2018-19 New Student Online Regi: ▼

Copy basic information from

Go

5. Fill application out completely. If you need more time, you may save your application and come back to it later. Remember, if you save, you **must** go back to finish the application and Submit to the school for verification.
6. Uploaded Documents – these forms are fillable right from your computer. Simply download the form, save to your device, fill it out, then upload back to Online Enrollment. You may also download these forms, fill out, print and then return to your student’s school when finishing the registration process.

 **Documents**

Items can be Uploaded here

[Click here to upload new file](#)

Admin Uploaded Files

Title	
Permission Form	Download
Page 5 of Student Handbook	Download
Parent Compact	Download
Language Survey	Download

7. You will receive a confirmation email from the school when your application has been received and verified. When the school secretary reviews your student's enrollment form, they will do one of three things. Accept the form, meaning it has been filled out correctly, you provided ALL additional documentation and no other information is required. Form pending, there are corrections and/or more information that is needed to complete the registration process. Denied form, the secretary did not approve the form. You will be notified via email with further instructions.

Frequently Asked Questions (FAQ)

▪ What is Enrollment Online?

- Enrollment Online is a web-based portal for parents and guardians to submit an application to enroll New students and Update current students in the Fern Ridge School District. It does not replace the need to go to the building to complete the registration process, but it does allow the form to be submitted electronically, reduces paperwork and makes the process more efficient.

▪ Is my child's information secure?

- Yes. Users are required to enter a unique Parent Login ID and Password in order to log in to the system. We are a hosted/protected site using PowerSchool K-12 Education and Willamette ESD services.

▪ What steps are involved when using Enrollment Online?

- Creating an account
- Submitting an enrollment application via Enrollment Online
- Receiving an email from the school secretary acknowledging receipt of the form. If your email states form is pending or denied, log back in to Enrollment Online, make appropriate corrections, re-submit your form and/or bring to the school additional documentation. If you still have questions contact your school secretary.