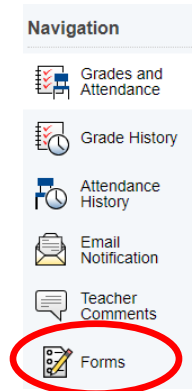


ENROLLMENT EXPRESS (FORMS)

On the left navigation screen, select Forms .



Select Preferences if you would like notifications when your Forms have been approved

Enrollment

Enroll Form Listing for Name, Fake Student

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Preferences

Enable Parent Notifications
Yes No

User Selected Language:
English

Save Cancel

Preferences

Enable Parent Notifications
Yes No

Notification Email
To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"

User Selected Language:
English

Save Cancel

This screen will show you the forms that will need to be entered/updated for your student. Depending on if your student is new or returning, the appropriate forms will be displayed that you will need to complete.

Click the first link in blue. This will open the first form you need to complete. Please note that new students have different forms than returning students, so your tabs may look different.

The screenshot shows a navigation bar with tabs labeled A - Demographics, B - Birth Verification, C - Residency Verification, D - Previous Enrollment and Records Release, and E - Academic History. Below the tabs is a 'Form ribbon' with a left arrow and the text 'Form ribbon'. To the right of the ribbon is an 'Archive header' with a left arrow and the text 'There are 2 previous responses to this form. Archive header'. Below the ribbon and header is a text box explaining that the form is for entering student personal information, home address, and mailing address, and that age is calculated based on the date of birth. The main form is titled 'Student Information' and contains several fields: 'First Name *' (Brittney), 'Last Name *' (Kakac), 'Middle Name', 'Home Phone *' (1-555-555-2968) with a 'Formatting hint' icon, 'DOB *' (01/20/2004) with a calendar icon, and 'Graduation Year'. There are also labels for 'Age' and 'Gender' which are partially visible.

Above the form is the Form Ribbon. This allows you to move between forms within a category without having to return to the Ecollect Forms page. Use the arrows on either end of the ribbon to scroll to see more forms.

Just below the Form Ribbon is the Archive Header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

The rest of the page is the form itself. Fields with the * icon are required fields. They must be filled out in order for the form to be submitted.

A form can have one of four statuses, indicated within the status column.

Legend

Icons - Form Empty - Form Approved / Populated - Form Not Approved - Form Rejected

The status of Empty indicates that the form has not yet been submitted; Submitted indicates that the form has been successfully submitted.

Enrollment is complete once the Payment form and all preceding forms have been submitted (displaying a green leaf), and all forms are approved.

M - Payment

You can use this form to pay this student's outstanding balance, which includes this year's enrollment fee and any unpaid fees from previous school years. Submitted

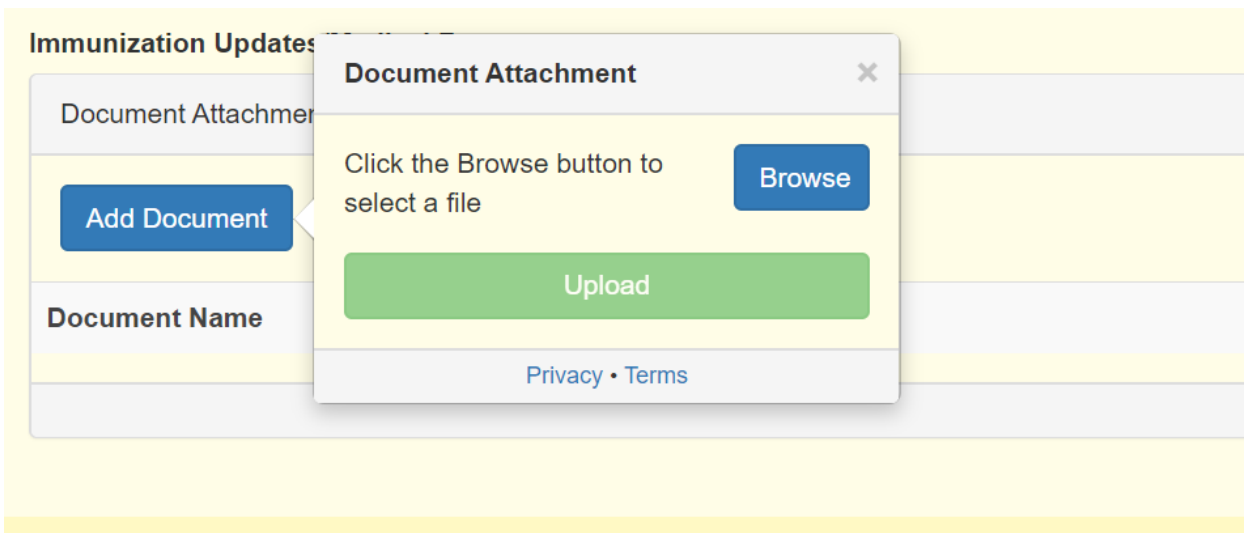
UPLOAD A DOCUMENT INTO ENROLLMENT EXPRESS VIA COMPUTER

To upload a file into Enrollment Express (utility bills, birth certificates, guardian paperwork, etc.) you will need to follow the steps below:

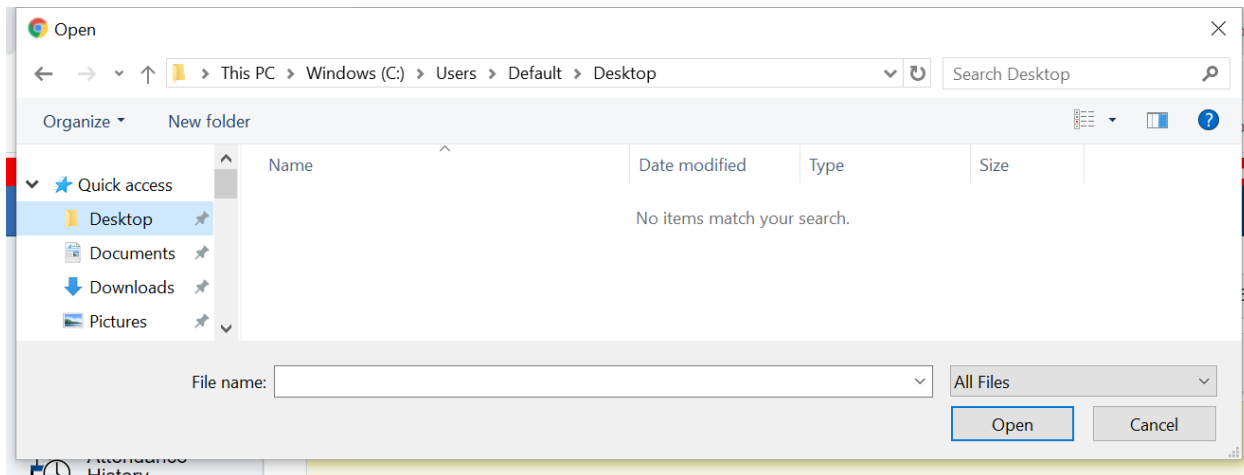
1. The document will need to be saved to a folder on your computer.
2. Click on ADD DOCUMENT.



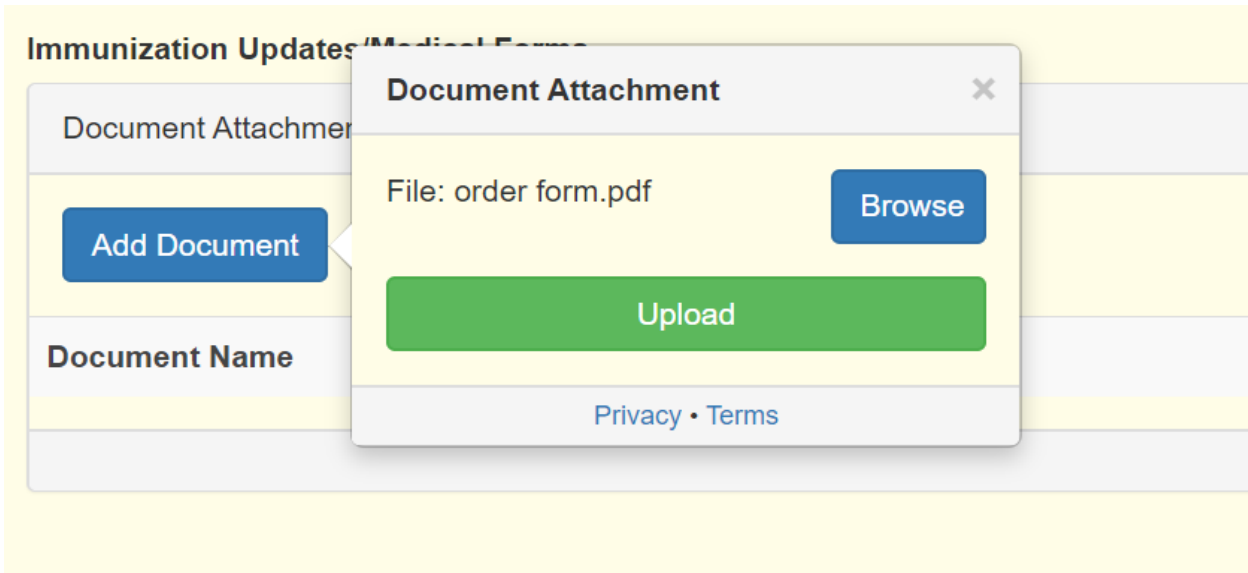
3. Click on BROWSE to search for your saved document on your computer.





4. Choose the document and click OPEN.



- Once you have attached the document the file name will show and you will then click on **UPLOAD**.



- The document will show under Document Name once you have successfully attached it. You will have to upload each document separately (5 MG Max)

Document Attachment		
Document Name	User	Upload Date
 order form.pdf 	https://pschool.bssd.net/oid/guardian/leighahring	07/30/2020 11:29:11 AM

SAVE FOR LATER VS. SUBMIT

Save for Later

Submit ▲

SAVE VS. SUBMIT

Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity.

When to Save:

- You need to step away from the computer
- You do not have all the required information but have filled out some of the information

When to Submit:

- You are ready to send the form to the school/district

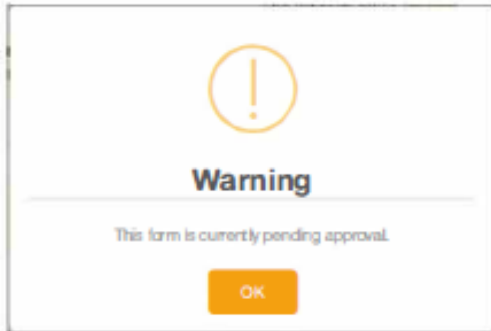
Save for Later


Submit ▲

APPROVAL OF ENROLLMENT FORM


APPROVAL

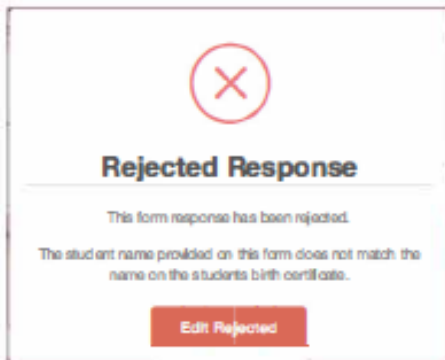
A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.



The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the Ecollect Forms page, a pending form will have the status of  Pending and the row will be highlighted yellow.

If the form is approved, the status will be  Approved and the form background return to white.

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be  Rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.



Click the Edit Rejected button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.