

Transcript: Four Steps to Enrollment (has package)

[Transcript \(Video\)](#)

[Transcript \(Video with Audio Description\)](#)

[Transcript \(Audio Description\)](#)

Transcript (Video)

00:00:00.000

(gentle music)

00:00:05.338

Welcome to the K12 Parent Portal.

00:00:07.632

Here you'll be guided through the enrollment process,

00:00:10.260

which consists of four steps:

00:00:12.595

Step one: provide basic information about your student.

00:00:16.433

Step two: confirm your choice of school.

00:00:20.061

Step three: provide more detailed information

00:00:23.314

by answering admissions questions, and

00:00:25.942

Step four: submit required documentation.

00:00:29.863

If you have questions at any point

00:00:31.614

during the enrollment process,

00:00:33.158

you may speak with an enrollment consultant

00:00:35.535

by clicking the “Click to Chat” link

00:00:38.163

or dialing the toll-free number that appears

00:00:40.206

in the upper right-hand corner of the Parent Portal.

00:00:43.710

If you have applied to a K12-powered school in the past,

00:00:47.213

the Parent Portal may find your previous applications.

00:00:50.800

If so, you will see them under the “Your Student(s)” section.

00:00:54.763

If your student is already enrolled in a K12-powered school

00:00:58.767

and you are seeking enrollment in another K12-powered school,

00:01:02.562

you may request a transfer

00:01:04.189

by clicking on the “Request Transfer” button.

00:01:08.359

This will allow you to begin the four-step process

00:01:12.030

previously outlined.

00:01:13.990

When transferring between K12-powered schools,

00:01:17.076

keep in mind that enrollment in the new school

00:01:20.455

cannot be finalized

00:01:21.956

until your student is officially withdrawn

00:01:24.042

from the currently-enrolled school.

00:01:27.337

Transfer is not guaranteed

00:01:29.339

if the new school is not accepting students at that time.

00:01:33.009

If you've submitted a prior application

00:01:35.261

for your student that was canceled,

00:01:37.305

you may submit a new application

00:01:39.349

by clicking on the "Start New Application" button.

00:01:43.061

Any answers to admissions questions

00:01:44.896

that you've previously submitted

00:01:46.523

will carry forward to the new application for you to review.

00:01:51.402

To enroll another student,

00:01:52.946

you may click on the “Enroll Another Student” button.

00:01:57.534

In step one, you’ll enter basic information

00:02:00.078

about your student.

00:02:02.330

Once you’ve completed all required fields,

00:02:04.749

click the “Continue” button.

00:02:07.544

In step two, you’ll select the school.

00:02:11.005

The Parent Portal automatically displays school options

00:02:14.092

based on the state and zip code you indicated

00:02:16.553

in your student’s physical address,

00:02:18.429

the grade level you selected,

00:02:20.014

and school availability.

00:02:21.933

You may use the “Filter Schools” dropdown

00:02:24.811

to view private or public school options specifically.

00:02:30.150

In some cases, you may desire to apply to a school

00:02:33.069

in a different state or county.

00:02:35.488

To do this, you would check the box that says

00:02:38.783

“I would like to select a different State or County.”

00:02:42.412

Two dropdowns will appear

00:02:44.205

for you to enter new state and county options.

00:02:47.167

Once you’ve entered new information,

00:02:48.960

the Parent Portal will display available schools

00:02:51.546

for the state and county you indicated.

00:02:54.424

Please note, your ability to enroll your students

00:02:57.218

in a different state or county

00:02:58.887

will depend on applicable state rules and regulations.

00:03:02.891

If you want to learn more about a school,

00:03:06.019

click on the “i” icon for school information.

00:03:10.231

A pop-up will appear containing specific school information

00:03:14.277

and a link to their website.

00:03:16.863

Once you've decided which school to apply for,

00:03:19.365

check the box to the left of the school's name

00:03:21.993

and select your desired school year and enrollment term.

00:03:26.497

Once you are sure of your selection,

00:03:28.958

click the "Submit Application" button.

00:03:32.211

In step three, you'll provide more detailed information

00:03:35.798

by answering a series of admissions questions.

00:03:39.469

The admissions questions are divided into five sections:

00:03:43.348

Family Information, Academic History,

00:03:46.809

Learning Coach, Student Detail, and Certification.

00:03:51.814

While completing admissions questions,

00:03:54.317

you may save your responses at any time

00:03:56.778

by clicking the "Save All" button at the bottom of the page

00:04:01.950

do this if you need to leave the application

00:04:04.494

and complete it at a later time.

00:04:06.120

Once you've answered all questions in a section,

00:04:08.998

click the plus sign icon to begin completing questions

00:04:11.626

in the next section.

00:04:14.045

You may encounter questions requesting

00:04:16.214

that you enter school district information

00:04:18.925

To select a student's school district,

00:04:20.969

start typing the first few letters

00:04:23.429

of the school district name in the box.

00:04:25.890

You'll then see a list of matching school districts appear.

00:04:29.686

Select the appropriate school district from the list

00:04:32.689

by clicking on it.

00:04:34.399

Upon clicking the "Save", "Save All", or "Submit" button,

00:04:38.903

question sections will be updated to show either a green checkmark

00:04:43.616

or a number within a red circle.

00:04:46.411

The green checkmark indicates that there are no

00:04:49.122

missed questions or errors within that section.

00:04:53.167

A number within a red circle indicates the amount of

00:04:56.629

missed questions or errors within a section

00:05:00.049

that you will be required to update.

00:05:02.927

After clicking the plus sign to expand a section,

00:05:06.472

questions requiring an update will be highlighted in red.

00:05:11.936

Once all application questions have been answered,

00:05:14.772

click "Submit" to submit the application.

00:05:18.776

Once you click Submit, you'll not be able to go back again

00:05:22.238

and edit your application responses

00:05:24.699

without speaking to an Enrollment Consultant.

00:05:27.744

Please review all responses carefully

00:05:30.496

before submitting your application.

00:05:33.583

Once you click Submit, the Parent Portal

00:05:35.710

may take a moment to process your submission.

00:05:38.671

When complete, the portal will display a pop-up confirmation

00:05:42.216

that you have submitted the application.

00:05:45.094

Clicking the "Next" button within the pop-up

00:05:47.555

will bring you to step four.

00:05:51.142

Pending the school you applied to,

00:05:52.852

you will likely have an admissions call

00:05:54.687

with an Enrollment Consultant

00:05:56.147

to review application information,

00:05:58.358

admissions documents, school policies,

00:06:01.360

potential waitlists, and any other next steps

00:06:04.530

the school may require prior to approval.

00:06:08.076

In step four, you'll submit additional documentation

00:06:11.496

needed to finalize enrollment.

00:06:14.040

This list of documentation will vary

00:06:16.834

depending on your school selection.

00:06:19.462

Please note that some schools in the Parent Portal

00:06:23.007

skip step four.

00:06:25.384

If this is the case, you'll instead be brought to a page

00:06:28.846

displaying information regarding specific steps

00:06:32.058

that the school would like you to take

00:06:34.185

in order to move forward with the enrollment process.

00:06:37.688

A list of compliance documents for step four

00:06:40.233

can now also be accessed in the future

00:06:42.652

from the main page of your Parent Portal account,

00:06:45.738

by following the link labeled "Provide Compliance Items."

00:06:50.326

To find out more about a particular item on the list,

00:06:52.954

click on its name.

00:06:55.248

You'll then be presented

00:06:56.666

with details regarding the document,

00:06:58.751

including a description, a visual example,

00:07:01.796

as well as basic guidelines

00:07:03.339

on what documents can be accepted by the school

00:07:05.883

to fulfill the requirements.

00:07:08.636

Depending on the type of document,

00:07:10.805

you'll usually see buttons to Upload a file for processing,

00:07:14.308

View and Sign electronically, or View and Print forms

00:07:18.396

that must be physically signed before submitting.

00:07:21.524

To return to the document list,

00:07:23.484

you can click the "Return To Compliancy

00:07:25.820

Document List" button.

00:07:27.864

Some types of items are not permitted to be uploaded

00:07:30.908

via the Parent Portal.

00:07:32.785

If an item does not display a button to upload

00:07:35.329

or sign electronically, please use one of the alternate

00:07:38.416

submission methods displayed at the bottom

00:07:40.877

of the compliance document list.

00:07:44.005

After completing electronic forms

00:07:45.673

or uploading files directly via the Parent Portal,

00:07:48.718

you'll see the status update to "Received"

00:07:51.679

while they await processing.

00:07:54.056

You'll also see statuses update

00:07:56.309

as documents you submit are processed.

00:08:00.062

Once all required documents have been accepted,

00:08:03.191

your main Parent Portal page will update to display a link

00:08:06.903

for you to Review Next Steps to complete

00:08:09.238

while your account is reviewed for approval.

00:08:12.533

The time it takes for your application to be approved

00:08:15.077

once all documents have been accepted

00:08:17.246

can vary depending on the school you selected

00:08:19.832

and the academic history of your student.

00:08:23.085

Specific questions can be answered

00:08:25.129

by an Enrollment Consultant,

00:08:27.006

by calling the enrollment center at 888-273-7431

00:08:34.847

or by clicking to chat.

00:08:37.725

It's recommended that all families

00:08:39.519

review the Resources tab from the menu of options

00:08:43.022

on your Parent Portal account.

00:08:45.358

Here, you can gain access to helpful information

00:08:48.152

and connect to important K12

00:08:50.071

or school-specific resources like customer support.

00:08:54.492

Once your student's enrollment is approved,

00:08:56.661

you'll see the status of the application

00:08:59.205

update in your Parent Portal,

00:09:00.831

and can click the Access the OLS link

00:09:03.376

next to the approved application,

00:09:05.211

which will display information needed

00:09:07.129

for registration in the online school.

00:09:09.840

You can return to the Parent Portal at any time

00:09:12.677

by navigating to parentportal.k12.com

00:09:17.056

and logging in using the username and password

00:09:19.600

you set up when creating your account.

00:09:22.228

Specific questions can be answered

00:09:24.438

by an Enrollment Consultant,

00:09:26.065

by calling the enrollment center at 888-273-5567.

Transcript (Video with Audio Description)

00:00:00.000

(gentle music)

00:00:03.670

K12 Quick Tours: Four Steps to Enrollment

00:00:06.965

An instructional video with off-camera narration.

00:00:09.676

As the narrator guides the viewer through the webpages,

00:00:12.387

graphics including colorful arrows, circles, squares, and brackets

00:00:16.516

highlight and outline areas of interest.

00:00:19.436

Welcome to the K12 Parent Portal.

00:00:21.730

Here you'll be guided through the enrollment process,

00:00:24.357

which consists of four steps:

00:00:26.693

Step one: provide basic information about your student.

00:00:30.530

Step two: confirm your choice of school.

00:00:34.159

Step three: provide more detailed information

00:00:37.412

by answering admissions questions, and

00:00:40.039

Step four: submit required documentation.

00:00:43.960

If you have questions at any point

00:00:45.712

during the enrollment process,

00:00:47.255

you may speak with an enrollment consultant

00:00:49.632

by clicking the “Click to Chat” link

00:00:52.260

or dialing the toll-free number that appears

00:00:54.304

in the upper right-hand corner of the Parent Portal.

00:00:57.807

If you have applied to a K12-powered school in the past,

00:01:01.311

the Parent Portal may find your previous applications.

00:01:04.898

If so, you will see them under the “Your Student(s)” section.

00:01:08.860

If your student is already enrolled in a K12-powered school

00:01:12.864

and you are seeking enrollment in another K12-powered school,

00:01:16.659

you may request a transfer

00:01:18.286

by clicking on the “Request Transfer” button.

00:01:22.457

This will allow you to begin the four-step process

00:01:26.127

previously outlined.

00:01:28.087

When transferring between K12-powered schools,

00:01:31.174

keep in mind that enrollment in the new school

00:01:34.552

cannot be finalized

00:01:36.054

until your student is officially withdrawn

00:01:38.139

from the currently-enrolled school.

00:01:41.434

Transfer is not guaranteed

00:01:43.436

if the new school is not accepting students at that time.

00:01:47.106

If you’ve submitted a prior application

00:01:49.359

for your student that was canceled,

00:01:51.402

you may submit a new application

00:01:53.446

by clicking on the “Start New Application” button.

00:01:57.158

Any answers to admissions questions

00:01:58.993

that you’ve previously submitted

00:02:00.620

will carry forward to the new application for you to review.

00:02:05.500

To enroll another student,

00:02:07.043

you may click on the “Enroll Another Student” button.

00:02:11.631

In step one, you’ll enter basic information

00:02:14.175

about your student.

00:02:16.427

Once you’ve completed all required fields,

00:02:18.847

click the “Continue” button.

00:02:21.641

In step two, you’ll select the school.

00:02:25.103

The Parent Portal automatically displays school options

00:02:28.189

based on the state and zip code you indicated

00:02:30.650

in your student's physical address,

00:02:32.527

the grade level you selected,

00:02:34.112

and school availability.

00:02:36.030

You may use the "Filter Schools" dropdown

00:02:38.908

to view private or public school options specifically.

00:02:44.247

In some cases, you may desire to apply to a school

00:02:47.167

in a different state or county.

00:02:49.586

To do this, you would check the box that says

00:02:52.881

"I would like to select a different State or County."

00:02:56.509

Two dropdowns will appear

00:02:58.303

for you to enter new state and county options.

00:03:01.264

Once you've entered new information,

00:03:03.057

the Parent Portal will display available schools

00:03:05.643

for the state and county you indicated.

00:03:08.521

Please note, your ability to enroll your students

00:03:11.316

in a different state or county

00:03:12.984

will depend on applicable state rules and regulations.

00:03:16.988

If you want to learn more about a school,

00:03:20.116

click on the “i” icon for school information.

00:03:24.329

A pop-up will appear containing specific school information

00:03:28.374

and a link to their website.

00:03:30.960

Once you’ve decided which school to apply for,

00:03:33.463

check the box to the left of the school’s name

00:03:36.090

and select your desired school year and enrollment term.

00:03:40.595

Once you are sure of your selection,

00:03:43.056

click the “Submit Application” button.

00:03:46.309

In step three, you'll provide more detailed information

00:03:49.896

by answering a series of admissions questions.

00:03:53.566

The admissions questions are divided into five sections:

00:03:57.445

Family Information, Academic History,

00:04:00.907

Learning Coach, Student Detail, and Certification.

00:04:05.912

While completing admissions questions,

00:04:08.414

you may save your responses at any time

00:04:10.875

by clicking the "Save All" button at the bottom of the page

00:04:16.047

do this if you need to leave the application

00:04:18.591

and complete it at a later time.

00:04:20.218

Once you've answered all questions in a section,

00:04:23.096

click the plus sign icon to begin completing questions

00:04:25.723

in the next section.

00:04:28.142

You may encounter questions requesting

00:04:30.311

that you enter school district information

00:04:33.022

To select a student's school district,

00:04:35.066

start typing the first few letters

00:04:37.527

of the school district name in the box.

00:04:39.988

You'll then see a list of matching school districts appear.

00:04:43.783

Select the appropriate school district from the list

00:04:46.786

by clicking on it.

00:04:48.496

Upon clicking the "Save", "Save All", or "Submit" button,

00:04:53.001

question sections will be updated to show either a green checkmark

00:04:57.714

or a number within a red circle.

00:05:00.508

The green checkmark indicates that there are no

00:05:03.219

missed questions or errors within that section.

00:05:07.265

A number within a red circle indicates the amount of

00:05:10.727

missed questions or errors within a section

00:05:14.147

that you will be required to update.

00:05:17.025

After clicking the plus sign to expand a section,

00:05:20.570

questions requiring an update will be highlighted in red.

00:05:26.034

Once all application questions have been answered,

00:05:28.870

click "Submit" to submit the application.

00:05:32.874

Once you click Submit, you'll not be able to go back again

00:05:36.336

and edit your application responses

00:05:38.796

without speaking to an Enrollment Consultant.

00:05:41.841

Please review all responses carefully

00:05:44.594

before submitting your application.

00:05:47.680

Once you click Submit, the Parent Portal

00:05:49.807

may take a moment to process your submission.

00:05:52.769

When complete, the portal will display a pop-up confirmation

00:05:56.314

that you have submitted the application.

00:05:59.192

Clicking the “Next” button within the pop-up

00:06:01.652

will bring you to step four.

00:06:05.239

Pending the school you applied to,

00:06:06.949

you will likely have an admissions call

00:06:08.785

with an Enrollment Consultant

00:06:10.244

to review application information,

00:06:12.455

admissions documents, school policies,

00:06:15.458

potential waitlists, and any other next steps

00:06:18.628

the school may require prior to approval.

00:06:22.173

In step four, you'll submit additional documentation

00:06:25.593

needed to finalize enrollment.

00:06:28.137

This list of documentation will vary

00:06:30.932

depending on your school selection.

00:06:33.559

Please note that some schools in the Parent Portal

00:06:37.105

skip step four.

00:06:39.482

If this is the case, you'll instead be brought to a page

00:06:42.944

displaying information regarding specific steps

00:06:46.155

that the school would like you to take

00:06:48.282

in order to move forward with the enrollment process.

00:06:51.786

A list of compliance documents for step four

00:06:54.330

can now also be accessed in the future

00:06:56.749

from the main page of your Parent Portal account,

00:06:59.836

by following the link labeled "Provide Compliance Items."

00:07:04.423

To find out more about a particular item on the list,

00:07:07.051

click on its name.

00:07:09.345

You'll then be presented

00:07:10.763

with details regarding the document,

00:07:12.849

including a description, a visual example,

00:07:15.893

as well as basic guidelines

00:07:17.437

on what documents can be accepted by the school

00:07:19.981

to fulfill the requirements.

00:07:22.733

Depending on the type of document,

00:07:24.902

you'll usually see buttons to Upload a file for processing,

00:07:28.406

View and Sign electronically, or View and Print forms

00:07:32.493

that must be physically signed before submitting.

00:07:35.621

To return to the document list,

00:07:37.582

you can click the “Return To Compliancy

00:07:39.917

Document List” button.

00:07:41.961

Some types of items are not permitted to be uploaded

00:07:45.006

via the Parent Portal.

00:07:46.883

If an item does not display a button to upload

00:07:49.427

or sign electronically, please use one of the alternate

00:07:52.513

submission methods displayed at the bottom

00:07:54.974

of the compliance document list.

00:07:58.102

After completing electronic forms

00:07:59.770

or uploading files directly via the Parent Portal,

00:08:02.815

you’ll see the status update to “Received”

00:08:05.776

while they await processing.

00:08:08.154

You’ll also see statuses update

00:08:10.406

as documents you submit are processed.

00:08:14.160

Once all required documents have been accepted,

00:08:17.288

your main Parent Portal page will update to display a link

00:08:21.000

for you to Review Next Steps to complete

00:08:23.336

while your account is reviewed for approval.

00:08:26.631

The time it takes for your application to be approved

00:08:28.883

once all documents have been accepted

00:08:31.344

can vary depending on the school you selected

00:08:33.930

and the academic history of your student.

00:08:37.183

Specific questions can be answered

00:08:39.227

by an Enrollment Consultant,

00:08:41.103

by calling the enrollment center at 888-273-7431

00:08:48.945

or by clicking to chat.

00:08:51.822

It's recommended that all families

00:08:53.616

review the Resources tab from the menu of options

00:08:57.119

on your Parent Portal account.

00:08:59.455

Here, you can gain access to helpful information

00:09:02.250

and connect to important K12

00:09:04.168

or school-specific resources like customer support.

00:09:08.589

Once your student's enrollment is approved,

00:09:10.758

you'll see the status of the application

00:09:13.302

update in your Parent Portal,

00:09:14.929

and can click the Access the OLS link

00:09:17.473

next to the approved application,

00:09:19.308

which will display information needed

00:09:21.227

for registration in the online school.

00:09:23.938

You can return to the Parent Portal at any time

00:09:26.774

by navigating to parentportal.k12.com

00:09:31.153

and logging in using the username and password

00:09:33.698

you set up when creating your account.

00:09:36.325

Specific questions can be answered

00:09:38.536

by an Enrollment Consultant,

00:09:40.162

by calling the enrollment center at 888-273-5567.

Transcript (Audio Description)

00:00:03.670

Descriptor Narrator: K12 Quick Tours: Four Steps to Enrollment

00:00:06.965

Descriptor Narrator: An instructional video with off-camera narration.

00:00:09.676

Descriptor Narrator: As the narrator guides the viewer through the webpages,

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Descriptor Narrator: highlight and outline areas of interest.