

Transcript: Four Steps to Enrollment (new)

[Transcript \(Video\)](#)

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

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

Transcript (Video)

00:00:00.000

(gentle music)

00:00:05.380

Welcome to the K12 Parent Portal.

00:00:07.924

Now that you've created a legal guardian account,

00:00:10.635

you'll be guided through the enrollment process,

00:00:13.012

which consists of four steps.

00:00:15.056

Step one: provide basic information about your student.

00:00:18.893

Step two: confirm your choice of school.

00:00:22.522

Step three: provide more detailed information

00:00:25.775

by answering admissions questions, and

00:00:28.403

Step four: submit required documentation.

00:00:32.323

To begin step one, click the “Start Enrollment Now” button.

00:00:37.370

If you have questions at any point

00:00:39.122

during the enrollment process,

00:00:40.665

you may speak with an enrollment consultant

00:00:43.042

by clicking the “Click to Chat” link

00:00:45.670

or dialing the toll-free number that appears

00:00:47.714

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

00:00:51.509

In step one, you’ll enter basic information

00:00:54.054

about your student.

00:00:56.014

Once you’ve completed all required fields,

00:00:58.391

click the “Continue” button.

00:01:01.311

In step two, you’ll select a school.

00:01:04.355

The Parent Portal automatically displays school options

00:01:07.692

based on the state and zip code you indicated

00:01:09.903

in your student's physical address,

00:01:12.072

the grade level you selected, and school availability.

00:01:16.201

You may use the "Filter Schools" dropdown

00:01:18.661

to view private or public school options specifically.

00:01:23.500

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

00:01:26.753

in a different state or county.

00:01:29.798

To do this, you would check the box that says

00:01:32.509

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

00:01:36.221

Two dropdowns will appear for you to enter

00:01:38.306

new state and county options.

00:01:40.975

Once you've entered new information,

00:01:42.769

the Parent Portal will display available schools

00:01:45.021

for the state and county you indicated.

00:01:48.066

Please note: your ability to enroll your students

00:01:50.819

in a different state or county

00:01:52.529

will depend on applicable state rules and regulations.

00:01:57.450

If you want to learn more about a school,

00:01:59.828

click on the “i” icon for school information.

00:02:03.706

A pop-up will appear containing specific school information

00:02:08.086

and a link to their website.

00:02:10.338

Once you’ve decided which school to apply for,

00:02:13.216

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

00:02:15.802

and select your desired school year and enrollment term.

00:02:19.973

Once you are sure of your selection,

00:02:22.392

click the “Submit Application” button.

00:02:25.895

In step three, you will provide more detailed information

00:02:29.399

by answering a series of admissions questions.

00:02:33.069

The admissions questions are divided into five sections:

00:02:36.990

Family Information, Academic History,

00:02:40.368

Learning Coach, Student Detail, and Certification.

00:02:45.832

While completing admissions questions,

00:02:47.834

you may save your responses at any time

00:02:50.295

by clicking the “Save All” button at the bottom of the page

00:02:55.466

do this if you need to leave the application

00:02:58.011

and complete it at a later time.

00:03:00.388

Once you’ve answered all questions in a section,

00:03:02.599

click the plus sign icon to begin completing questions

00:03:05.560

in the next section.

00:03:08.021

You may encounter questions requesting

00:03:10.189

that you enter school district information

00:03:12.901

To select a student's school district,

00:03:14.944

start typing the first few letters

00:03:17.405

of the school district name in the box.

00:03:19.866

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

00:03:23.661

Select the appropriate school district from the list

00:03:26.664

by clicking on it.

00:03:28.958

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

00:03:33.463

question sections will be updated to show either a green checkmark

00:03:38.176

or a number within a red circle.

00:03:40.970

The green checkmark indicates that there are no

00:03:43.681

missed questions or errors within that section.

00:03:47.727

A number within a red circle indicates the amount of

00:03:51.189

missed questions or errors within a section

00:03:54.609

that you will be required to update.

00:03:57.487

After clicking the plus sign to expand a section,

00:04:01.032

questions requiring an update will be highlighted in red.

00:04:05.078

Once all application questions have been answered,

00:04:08.081

click "Submit" to submit the application.

00:04:11.960

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

00:04:15.672

and edit your application responses

00:04:17.882

without speaking to an enrollment consultant.

00:04:21.135

Please review all responses carefully

00:04:24.097

before submitting your application.

00:04:26.641

Once you click Submit, the Parent Portal may take a moment

00:04:29.602

to process your submission.

00:04:31.938

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

00:04:35.733

that you have submitted the application.

00:04:38.653

Clicking the "Next" button within the pop-up

00:04:40.947

will bring you to step four.

00:04:44.075

Pending the school you apply to,

00:04:45.952

you will likely have an admissions call

00:04:47.912

with an enrollment consultant

00:04:49.664

to review application information,

00:04:51.749

admissions documents, school policies,

00:04:55.128

potential waitlists and any other next steps

00:04:57.839

the school may require prior to approval.

00:05:01.509

In step four, you'll submit additional documentation needed

00:05:05.305

to finalize enrollment.

00:05:07.348

This list of documentation will vary

00:05:10.226

depending on your school selection.

00:05:13.104

Please note that some schools in the Parent Portal

00:05:16.149

skip step four.

00:05:18.568

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

00:05:20.945

to a page displaying information regarding specific steps

00:05:25.158

that the school would like you to take

00:05:26.993

in order to move forward with the enrollment process.

00:05:30.496

The list of compliance documents for step four

00:05:32.957

can now also be accessed in the future

00:05:35.877

from the main page of your Parent Portal account

00:05:38.504

by following the link labeled "Provide Compliance Items."

00:05:43.092

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

00:05:45.762

click on its name.

00:05:47.972

You'll then be presented with details regarding

00:05:50.475

the document, including a description,

00:05:53.019

a visual example, as well as basic guidelines

00:05:56.272

on what documents can be accepted by the school

00:05:58.649

to fulfill the requirements.

00:06:01.652

Depending on the type of document,

00:06:03.488

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

00:06:07.325

View and Sign electronically, or View and Print forms

00:06:11.412

that must be physically signed before submitting.

00:06:14.540

To return to the document list,

00:06:16.501

you can click the "Return To Compliancy

00:06:18.836

Document List” button.

00:06:20.880

Some types of items are not permitted to be uploaded

00:06:23.925

via the Parent Portal.

00:06:25.802

If an item does not display a button to upload

00:06:28.346

or sign electronically, please use one of the alternate

00:06:31.432

submission methods displayed at the bottom

00:06:33.893

of the compliance document list.

00:06:37.021

After completing electronic forms

00:06:38.689

or uploading files directly via the Parent Portal,

00:06:41.734

you’ll see the status update to “Received”

00:06:44.695

while they await processing.

00:06:47.073

You’ll also see statuses update

00:06:49.325

as documents you submit are processed.

00:06:52.995

Once all required documents have been accepted,

00:06:55.540

your main Parent Portal page will update

00:06:58.251

to display a link for you to Review Next Steps to complete

00:07:01.796

while your account is reviewed for approval.

00:07:05.133

The time it takes for your application to be approved

00:07:07.593

once all documents have been accepted can vary

00:07:10.805

depending on the school you selected

00:07:12.640

and the academic history of your student.

00:07:15.852

Specific questions can be answered

00:07:17.687

by an enrollment consultant by calling the enrollment center

00:07:21.899

at 888-273-7431

00:07:28.281

or by clicking to chat.

00:07:30.783

It's recommended that all families review the Resources tab

00:07:34.745

from the menu of options on your Parent Portal account.

00:07:38.458

Here, you can gain access to helpful information

00:07:41.377

and connect to important K12 or school-specific resources

00:07:45.173

like customer support.

00:07:47.675

Once your student's enrollment is approved,

00:07:49.719

you'll see the status of the application update

00:07:52.054

in your Parent Portal and can click

00:07:54.140

the Access the OLS link next to the approved application,

00:07:58.186

which will display information needed for registration

00:08:00.897

in the online school.

00:08:02.940

To enroll another student, you can click

00:08:05.151

the Enroll Another Student button

00:08:07.403

on the main Parent Portal page,

00:08:09.405

which will begin the same four step process

00:08:11.616

previously outlined.

00:08:14.035

After a student has been enrolled in a K12-powered school,

00:08:17.330

there may be circumstances in which

00:08:19.499

you would like to transfer to another K12-powered school,

00:08:23.419

for example, when a family moves to a new state.

00:08:26.714

To request a transfer, click the "Request Transfer" button.

00:08:30.593

This will allow you to submit an application

00:08:33.221

for the transfer that follows the same four step process.

00:08:37.850

When transferring between K12-powered schools,

00:08:41.437

keep in mind that enrollment in the new school

00:08:44.690

cannot be finalized until your student

00:08:46.609

is officially withdrawn from the currently-enrolled school.

00:08:51.030

Transfer is not guaranteed if the new school

00:08:53.616

is not accepting students at that time.

00:08:56.535

If your student's enrollment application is canceled,

00:08:59.705

you'll be able to submit a new application

00:09:02.124

by clicking on the "Start New Application" button.

00:09:05.836

Any answers to admissions questions

00:09:07.463

that you've previously submitted will carry forward

00:09:10.549

to the new application for you to review.

00:09:14.387

You can return to the Parent Portal at any time

00:09:17.390

by navigating to parentportal.k12.com

00:09:21.644

and logging in using the username and password

00:09:24.272

you set up when creating your account.

00:09:27.233

Specific questions can be answered

00:09:28.859

by an enrollment consultant by calling the enrollment center

00:09:32.238

at 888-273-5567.

Transcript (Video with Audio Description)

00:00:00.000

(gentle music)

00:00:03.837

K12 Quick Tours: Four Steps to Enrollment

00:00:06.923

An instructional video with off-camera narration.

00:00:09.634

As the narrator guides the viewer through the webpages,

00:00:12.345

graphics including colorful arrows, circles, squares, and brackets

00:00:16.474

highlight and outline areas of interest.

00:00:19.394

Welcome to the K12 Parent Portal.

00:00:21.646

Now that you've created a legal guardian account,

00:00:24.649

you'll be guided through the enrollment process,

00:00:27.027

which consists of four steps.

00:00:29.070

Step one: provide basic information about your student.

00:00:32.907

Step two: confirm your choice of school.

00:00:36.536

Step three: provide more detailed information

00:00:39.789

by answering admissions questions, and

00:00:42.417

Step four: submit required documentation.

00:00:46.337

To begin step one, click the “Start Enrollment Now” button.

00:00:51.384

If you have questions at any point

00:00:53.136

during the enrollment process,

00:00:54.679

you may speak with an enrollment consultant

00:00:57.057

by clicking the “Click to Chat” link

00:00:59.684

or dialing the toll-free number that appears

00:01:01.728

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

00:01:05.523

In step one, you’ll enter basic information

00:01:08.067

about your student.

00:01:10.028

Once you've completed all required fields,

00:01:12.405

click the "Continue" button.

00:01:15.325

In step two, you'll select a school.

00:01:18.369

The Parent Portal automatically displays school options

00:01:21.706

based on the state and zip code you indicated

00:01:23.917

in your student's physical address,

00:01:26.085

the grade level you selected, and school availability.

00:01:30.215

You may use the "Filter Schools" dropdown

00:01:32.675

to view private or public school options specifically.

00:01:37.514

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

00:01:40.767

in a different state or county.

00:01:43.812

To do this, you would check the box that says

00:01:46.523

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

00:01:50.235

Two dropdowns will appear for you to enter

00:01:52.320

new state and county options.

00:01:54.989

Once you’ve entered new information,

00:01:56.783

the Parent Portal will display available schools

00:01:59.035

for the state and county you indicated.

00:02:02.080

Please note: your ability to enroll your students

00:02:04.833

in a different state or county

00:02:06.543

will depend on applicable state rules and regulations.

00:02:11.464

If you want to learn more about a school,

00:02:13.842

click on the “i” icon for school information.

00:02:17.720

A pop-up will appear containing specific school information

00:02:22.100

and a link to their website.

00:02:24.352

Once you've decided which school to apply for,

00:02:27.230

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

00:02:29.816

and select your desired school year and enrollment term.

00:02:33.987

Once you are sure of your selection,

00:02:36.406

click the "Submit Application" button.

00:02:39.909

In step three, you will provide more detailed information

00:02:43.413

by answering a series of admissions questions.

00:02:47.083

The admissions questions are divided into five sections:

00:02:51.004

Family Information, Academic History,

00:02:54.382

Learning Coach, Student Detail, and Certification.

00:02:59.846

While completing admissions questions,

00:03:01.848

you may save your responses at any time

00:03:04.309

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

00:03:09.480

do this if you need to leave the application

00:03:12.025

and complete it at a later time.

00:03:14.402

Once you've answered all questions in a section,

00:03:16.613

click the plus sign icon to begin completing questions

00:03:19.574

in the next section.

00:03:22.035

You may encounter questions requesting

00:03:24.204

that you enter school district information

00:03:26.915

To select a student's school district,

00:03:28.958

start typing the first few letters

00:03:31.419

of the school district name in the box.

00:03:33.880

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

00:03:37.675

Select the appropriate school district from the list

00:03:40.678

by clicking on it.

00:03:42.972

Upon clicking the “Save”, “Save All”, or “Submit” button,

00:03:47.477

question sections will be updated to show either a green checkmark

00:03:52.190

or a number within a red circle.

00:03:54.984

The green checkmark indicates that there are no

00:03:57.695

missed questions or errors within that section.

00:04:01.741

A number within a red circle indicates the amount of

00:04:05.203

missed questions or errors within a section

00:04:08.623

that you will be required to update.

00:04:11.501

After clicking the plus sign to expand a section,

00:04:15.046

questions requiring an update will be highlighted in red.

00:04:19.092

Once all application questions have been answered,

00:04:22.095

click “Submit” to submit the application.

00:04:25.974

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

00:04:29.686

and edit your application responses

00:04:31.896

without speaking to an enrollment consultant.

00:04:35.149

Please review all responses carefully

00:04:38.111

before submitting your application.

00:04:40.655

Once you click Submit, the Parent Portal may take a moment

00:04:43.616

to process your submission.

00:04:45.952

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

00:04:49.747

that you have submitted the application.

00:04:52.667

Clicking the "Next" button within the pop-up

00:04:54.961

will bring you to step four.

00:04:58.089

Pending the school you apply to,

00:04:59.966

you will likely have an admissions call

00:05:01.926

with an enrollment consultant

00:05:03.678

to review application information,

00:05:05.763

admissions documents, school policies,

00:05:09.142

potential waitlists, and any other next steps

00:05:11.853

the school may require prior to approval.

00:05:15.523

In step four, you'll submit additional documentation needed

00:05:19.319

to finalize enrollment.

00:05:21.362

This list of documentation will vary

00:05:24.240

depending on your school selection.

00:05:27.118

Please note that some schools in the Parent Portal

00:05:30.163

skip step four.

00:05:32.582

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

00:05:34.959

to a page displaying information regarding specific steps

00:05:39.172

that the school would like you to take

00:05:41.007

in order to move forward with the enrollment process.

00:05:44.510

The list of compliance documents for step four

00:05:46.971

can now also be accessed in the future

00:05:49.891

from the main page of your Parent Portal account

00:05:52.518

by following the link labeled "Provide Compliance Items."

00:05:57.106

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

00:05:59.776

click on its name.

00:06:01.986

You'll then be presented with details regarding

00:06:04.489

the document, including a description,

00:06:07.033

a visual example, as well as basic guidelines

00:06:10.286

on what documents can be accepted by the school

00:06:12.663

to fulfill the requirements.

00:06:15.666

Depending on the type of document,

00:06:17.502

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

00:06:21.339

View and Sign electronically, or View and Print forms

00:06:25.426

that must be physically signed before submitting.

00:06:28.554

To return to the document list,

00:06:30.515

you can click the "Return To Compliancy

00:06:32.850

Document List" button.

00:06:34.894

Some types of items are not permitted to be uploaded

00:06:37.939

via the Parent Portal.

00:06:39.816

If an item does not display a button to upload

00:06:42.360

or sign electronically, please use one of the alternate

00:06:45.446

submission methods displayed at the bottom

00:06:47.907

of the compliance document list.

00:06:51.035

After completing electronic forms

00:06:52.703

or uploading files directly via the Parent Portal,

00:06:55.748

you'll see the status update to "Received"

00:06:58.709

while they await processing.

00:07:01.087

You'll also see statuses update

00:07:03.339

as documents you submit are processed.

00:07:07.009

Once all required documents have been accepted,

00:07:09.554

your main Parent Portal page will update

00:07:12.265

to display a link for you to Review Next Steps to complete

00:07:15.810

while your account is reviewed for approval.

00:07:19.147

The time it takes for your application to be approved

00:07:21.607

once all documents have been accepted can vary

00:07:24.819

depending on the school you selected

00:07:26.654

and the academic history of your student.

00:07:29.866

Specific questions can be answered

00:07:31.701

by an enrollment consultant by calling the enrollment center

00:07:35.913

at 888-273-7431

00:07:42.295

or by clicking to chat.

00:07:44.797

It's recommended that all families review the Resources tab

00:07:48.759

from the menu of options on your Parent Portal account.

00:07:52.471

Here, you can gain access to helpful information

00:07:55.391

and connect to important K12 or school-specific resources

00:07:59.187

like customer support.

00:08:01.689

Once your student's enrollment is approved,

00:08:03.733

you'll see the status of the application update

00:08:06.068

in your Parent Portal and can click

00:08:08.154

the Access the OLS link next to the approved application,

00:08:12.200

which will display information needed for registration

00:08:14.911

in the online school.

00:08:16.954

To enroll another student, you can click

00:08:19.165

the “Enroll Another Student” button

00:08:21.417

on the main Parent Portal page,

00:08:23.419

which will begin the same four step process

00:08:25.630

previously outlined.

00:08:28.049

After a student has been enrolled in a K12-powered school,

00:08:31.344

there may be circumstances in which

00:08:33.513

you would like to transfer to another K12-powered school,

00:08:37.433

for example, when a family moves to a new state.

00:08:40.728

To request a transfer, click the “Request Transfer” button.

00:08:44.607

This will allow you to submit an application

00:08:47.235

for the transfer that follows the same four step process.

00:08:51.864

When transferring between K12-powered schools,

00:08:55.451

keep in mind that enrollment in the new school

00:08:58.704

cannot be finalized until your student

00:09:00.623

is officially withdrawn from the currently-enrolled school.

00:09:05.044

Transfer is not guaranteed if the new school

00:09:07.630

is not accepting students at that time.

00:09:10.549

If your student's enrollment application is canceled,

00:09:13.719

you'll be able to submit a new application

00:09:16.138

by clicking on the "Start New Application" button.

00:09:19.850

Any answers to admissions questions

00:09:21.477

that you've previously submitted will carry forward

00:09:24.563

to the new application for you to review.

00:09:28.401

You can return to the Parent Portal at any time

00:09:31.404

by navigating to parentportal.k12.com

00:09:35.658

and logging in using the username and password

00:09:38.286

you set up when creating your account.

00:09:41.247

Specific questions can be answered

00:09:42.873

by an enrollment consultant by calling the enrollment center

00:09:46.252

at 888-273-5567.

Transcript (Audio Description)

00:00:03.837

K12 Quick Tours: Four Steps to Enrollment

00:00:06.923

An instructional video with off-camera narration.

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As the narrator guides the viewer through the webpages,

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graphics including colorful arrows, circles, squares, and brackets

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highlight and outline areas of interest.