SANDUSKY CITY SCHOOLS

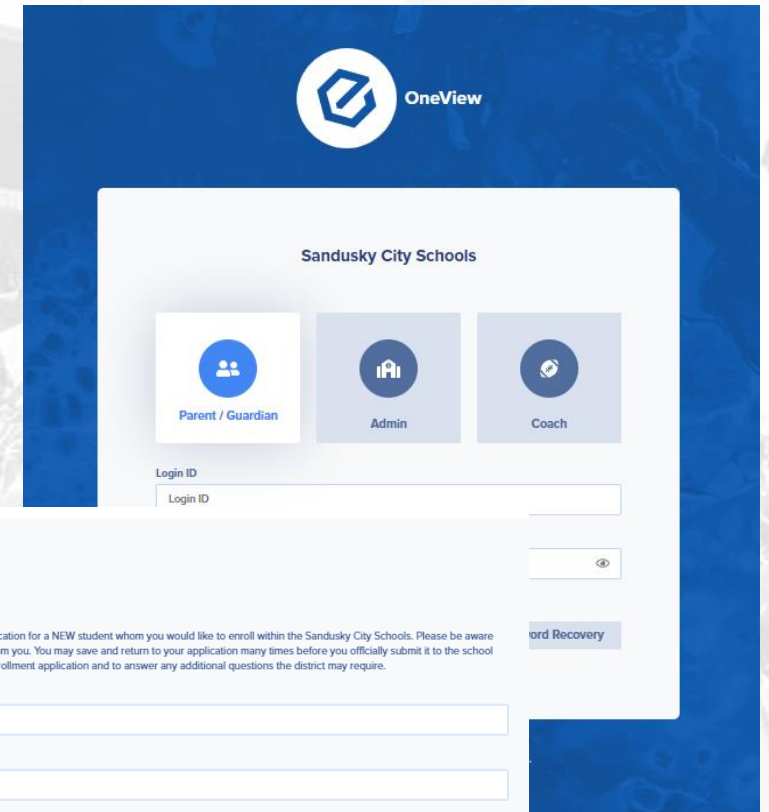# One View Presentation

December 14, 2020

Introduction & Welcome

Brooke Austin
District Information & Web Communications

What is One View?

- One View is the District's online registration and emergency medical form software.

- Parents can enroll their child through our portal on any device, (tablet, phone, computer) anywhere.

One View Key Features

- Photo upload functionality allows parents to upload student documents by taking a photo or screenshot of the document and attaching it to the online enrollment from (this includes items like utility bills, IDs, proof of residency, custody papers, etc.)

Additional Documents Needed

The following items are required before your student may attend classes at Sanudusky City Schools. Please provide the below-requested documents as soon as possible.

Student Health Documents

Document Name/Description	Required To Enroll?	Download Template	Upload Note: Clicking one of the upload buttons below will save the information that you have entered so far.
Student Birth Certificate	Yes Upload or Bring To Appt.	N/A - Obtain from the Ohio Dept. of Health or other agency	36361859_10103522822013542_1591511152418881536_n.jpg (Previously Uploaded) [Replace Document] Per O.R.C. 3313.672, we must have the official birth certificate within 14 days of entry. If not received by the 14th school day, the school shall notify the law enforcement agency having jurisdiction of the possibility that the pupil may be a missing child as defined in Revised Code Section 2901.50. The child will either be withdrawn or tuition payment will be collected.
Immunization Record	Yes Upload or Bring To Appt.	Blank Immunization Form	[Attach A Document]
Student Health Record	Yes Upload or Bring To Appt.	Blank Student Health Form	[Attach A Document]

One View Key Features

- **Student Document Library** allows all staff with a login to see the information digitized that would otherwise be in the cumulative folders attached to the student

One View Key Features

- Parents do not have to come into the building to register their child unless they want to or need help with their documents.

- There is an appointment feature that allows us to send a confirmation to the parent of their upcoming appointment

Administrative Form Actions

| Admin Save Changes | Appointment Scheduling | Approve | Deny/Return | Delete |

Assign / Manage Appointments For Enrolling Student

Appointment Date

Appointment Time

12   00   AM

Appointment Location

Notes/Additional Info:

☐ Send an email with appointment details, changes or cancellation to parent

Save Appointment   **Cancel Appointment**

One View Key Features

- It also allows us to digitize **Emergency Medical Forms** for current students, so secretaries do not have to type them all in by hand and they sync with our Student Information System after the form has been approved and looked over by district personnel. Parents can update information for their child at any point during the year. The system will notify the building secretary that there has been a change that needs to be approved.
  - For parents returning to One View, they will just need to verify that information in the system is correct and submit it for approval each school year. It should take 5-7 minutes to complete each school year)

464 students found.

	Notify Selected	Approve Selected	Deny Selected	Note Selected Paper Forms	Export Selected	Manually Export Student Data	Create Group

Toggle All	Student Status	Student Name	Grade	Form Status	Last Activity	Alert(s)	
☐	ACTIVE RES		02				
☐	ACTIVE RES		01				
☐	ACTIVE RES		02	Approved	11/2/2020	-SIS SYNC-	View Form
☐	ACTIVE RES		01	Denied/Returned	9/30/2020		View Form
☐	ACTIVE RES		02				
☐	ACTIVE RES		01	Saved	9/2/2020	Demo	
☐	ACTIVE RES		01				
☐	ACTIVE RES		02	Denied/Returned	11/11/2020		View Form
☐	ACTIVE RES		02				

Example of a student demographic change

One View Key Features

- Run reports such as student health history, Parent/Student Agreements (photos, field trips, technology, etc.) contacts, and even pull the entire building's EMF's or pull them by class/activity digitally

One View Key Features

- Athletics can also use this for EMFs and there is a separate Coach Portal for that information

Communications

- We can communicate directly with parents by sending information to the email addresses they have on file through their One View account, this also allows us to send reminders for information they may be missing, information that needs updated, or we can also invite parents if we have their email address on file through the system

    - One account can be used for all students in a family

Communications

Communication History					
Subject	**Date/Time**	**Recipients**	**Created By**		
Message Subject Line	Unsent	2 accounts	Brooke Austin	Edit	Remove
Sandusky City Schools's OneView Parent Portal - Invitation To Log In	Unsent	0 accounts	Brooke Austin	Invite	Remove

Email Parents

Send A Communication Out

Send Parent Invitations

Moving Forward…

- We will be requiring **ALL** students to sign up for this for next year if they have not already. (It was launched in the Fall of 2020.)

- It has the functionality to turn **all** of our district forms electronically if we decide to do that in the future and we will be able to run reports for these responses as well.

Staff Forms

Staff Forms

Existing Staff Forms

Staff Access

Provide the direct link/URL provided below to staff members to grant them access to the OneView Staff Forms Portal. First, you'll need to create an account for them by clicking the 'Manage Staff Accounts' link to the right.

https://scs.esvportal.com/StaffForms/Login.aspx

Management

Manage Staff Accounts

Add Staff Form

Registration & Enrollment Hub

This page is located under the 'District' dropdown menu and a link on every individual school page as well as the 'parent page.

- Tutorials

- Links

- School Information

- Currently getting secretary feedback for this to ensure we have everything parents need in one place.