



*Sandusky*  
CITY SCHOOLS

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# One View Presentation

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December 14, 2020



# Introduction & Welcome

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**Brooke Austin**

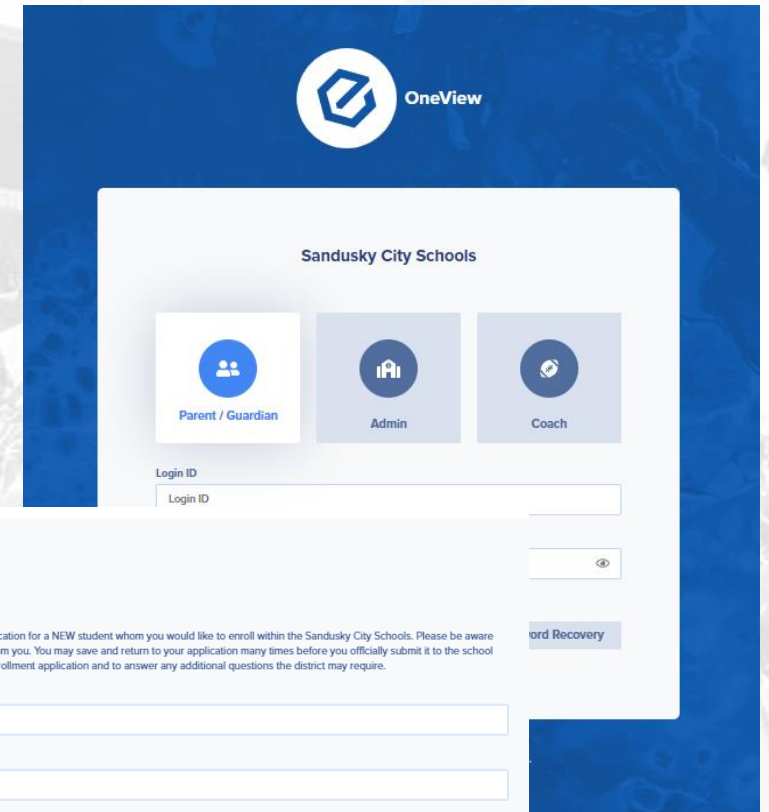
**District Information & Web Communications**

*Be the best you!*



# 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.



**ADD STUDENT**

Enroll a New Student

You may use this area to create a new online enrollment form application for a NEW student whom you would like to enroll within the Sandusky City Schools. Please be aware that the application process requests a great deal of information from you. You may save and return to your application many times before you officially submit it to the school district. Come back to this page to check the status of your new enrollment application and to answer any additional questions the district may require.

First Name

Last Name

Date of Birth

Enrolling Grade

[Word Recovery](#)

[Begin New Enrollment](#)

you!



# 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 Sandusky City Schools. Please provide the below-requested documents as soon as possible.

### Student Health Documents

<u>Document Name/Description</u>	<u>Required To Enroll?</u>	<u>Download Template</u>	<u>Upload</u> <b>Note: Clicking one of the upload buttons below will save the information that you have entered so far.</b>
Student Birth Certificate	Yes Upload or Bring To Appt.	N/A - Obtain from the Ohio Dept. of Health or other agency	<a href="#">36361859_10103522822013542_1591511152418881536_n.jpg (Previously Uploaded)</a> <input type="button" value="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.	<a href="#">Blank Immunization Form</a>	<input type="button" value="Attach A Document"/>
Student Health Record	Yes Upload or Bring To Appt.	<a href="#">Blank Student Health Form</a>	<input type="button" value="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

## Sandusky City Schools

Parent Portal Admin Home :: Student File Link List :: Attach File To Student

Welcome Brooke Austin

[Go Back](#)

Attach A File To The Student

Student:   
Title:   
Description:

Click the 'Browse' button below to find a document on your local computer and then click the 'Attach File To Student' button to attach it to this Student. Only text, image, and PDF documents are allowed at this time, and only files under 5 MB will be accepted for security and storage reasons.

No file chosen

[Attach File To Student](#)

### Files From Forms

Title	Description
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### Files Attached To Student

Title	Description		
	Photos, BC, ID, ReportCards, Immun, HealthHistory	<a href="#">View</a>	<a href="#">Remove</a>

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[Get Help](#)  
[Created by eSchoolView](#)



# 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](#)

<a href="#">Toggle All</a>	Student Status	Student Name	Grade	Form Status	Last Activity	Alert(s)	
<input type="checkbox"/>	ACTIVE RES		02				
<input type="checkbox"/>	ACTIVE RES		01				
<input type="checkbox"/>	ACTIVE RES		02	Approved	11/2/2020	-SIS SYNC-	<a href="#">View Form</a>
<input type="checkbox"/>	ACTIVE RES		01	Denied/Returned	9/30/2020		<a href="#">View Form</a>
<input type="checkbox"/>	ACTIVE RES		02				
<input type="checkbox"/>	ACTIVE RES		01	Saved	9/2/2020	Demo	<a href="#">View Form</a>
<input type="checkbox"/>	ACTIVE RES		01				
<input type="checkbox"/>	ACTIVE RES		02	Denied/Returned	11/11/2020		<a href="#">View Form</a>
<input type="checkbox"/>	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

Reports

**Generate Reports**

Select Reporting Year

2020-21

**Generated Reports**

- [Master List EMA \(District-Wide CSV Export\)](#)
- [Master List Contacts \(District-Wide CSV Export\)](#)
- [Master List Health History \(District-Wide CSV Export\)](#)
- [Parent/Student Agreements Master List](#)

**Generate Additional Reports for Reporting Year**

List Of Parent/Student Agreements by Building

The Sandusky Primary School

Agreement Answer Report (By Building and Agreement)

The Sandusky Primary School | Please Select...

Athletics

All

**Open Report**

EMA By Grade				
The Sandusky Primary School	The Early Learning Academy	SANDUSKY HIGH SCHOOL	SANDUSKY MIDDLE SCHOOL	The Sandusky Intermediate School
01	KG	09	06	03
02	PS	10	07	04
KG		11	08	05
		12		06

EMA By Building
<a href="#">The Sandusky Primary School</a>
<a href="#">The Early Learning Academy</a>
<a href="#">SANDUSKY HIGH SCHOOL</a>
<a href="#">SANDUSKY MIDDLE SCHOOL</a>
<a href="#">The Sandusky Intermediate School</a>

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# One View Key Features

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

**Athletics Form Info**

[Form Field Configurations](#) [Add Form to Building](#) [Manage Coaches](#) [Athletic Director Dashboard](#)

Form Name	Building	Active
Athletics	SANDUSKY HIGH SCHOOL	ACTIVE

**Notifications**

[Form Configurations](#)

Name	Email	Notify Date Range
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**Athletic Form Submission Statistics**

Type	Count	
Students in Building	1129	<a href="#">Show All</a>

**Filtering Options**

Sport/Team:

**Sort/Filter Criteria**

Sort By:

School Year:

Building:

Grade:

Sport:

Last Name:

[Apply Sort & Filter](#)



# 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	<a href="#">Edit</a>	<a href="#">Remove</a>
Sandusky City Schools's OneView Parent Portal - Invitation To Log In	Unsent	0 accounts	Brooke Austin	<a href="#">Invite</a>	<a href="#">Remove</a>

### 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.

The screenshot shows the OneView Staff Forms Portal interface. At the top, there is a header bar labeled "Staff Forms". Below this, the main content area is titled "Staff Forms" and is divided into two main sections. The left section is titled "Existing Staff Forms" and contains a sub-section "Staff Access" with a dark blue header. Below the "Staff Access" header, there is a text block that reads: "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." Below this text is a text input field containing the URL: <https://scs.esvportal.com/StaffForms/Login.aspx>. The right section is titled "Management" and has a green header. Below the header, there are two links: "Manage Staff Accounts" and "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.

**Sandusky CITY SCHOOLS**

**DISTRICT SCHOOLS FAMILIES DEPARTMENTS 2030 VISION**

## Enroll

**About Us**

- Campus Wear, School Fees, & Supply Lists
- Directory
- eCommunications
- District Forms
- Safety & Security
- Student Achievement and Award Criteria

**ENROLL TODAY!**

**WELCOME BLUE STREAKS!**

We are excited to have your child become part of the Blue Streak Family! We are excited to now offer [Online Enrollment](#). Once your account is created, you will be able to update district forms for your child(ren). A mobile upload function is also available with our new enrollment process.

**Items needed for Enrollment:**

- Original Birth Certificate
- Immunization Records
- Parent/Guardian Proof of Residency
- Parent/Guardian Photo ID
- Any Custody/Legal Documents
- Previous School Information

**Enroll Now!**

[OneView Parent Enrollment Portal](#)

Click 'NEW TO THE DISTRICT' when prompted, even if you are a returning/re-enrolling a student. Please use Google Chrome or Mozilla Firefox as your web browser.

For help with the enrollment portal, please call 419.626.6940.

[Consent for Release of Student Records K-6](#)

[Consent for Release of Student Records 7-12](#)

*Be the best you!*