

# **Application Instructions**





HOME

### ➡ LOGOUT

# Before we begin, if you ever need help, there is a "Support" tab on the right of the screen. Click that tab for help.

up your Future School unless you are matched to a different school in the OneMatch lottery.

Each student that wants or needs a new school must complete an application.

### MATCH



- Click "Important Next Steps" and instructions to claim your seat by listed deadline.
- If you do not have a Future Scho you are not satisfied with your Fu School, apply again in the next OneMatch round.

## SUPPORT

Use the School Finder to mark favorite schools and save them for your application. Click "Update Family Profile" to enter or change parent/guardian information. "Add Students" allows you to enter your students to begin the application process. Click "Apply" to fill out an application for your student.

## FAQ

Q: What materials do I need to apply? A: You will need an email address (or a Facebook/Google account), your child's ID number, and your permanent address/contact information. Q: Who must complete a OneMatch application? A: 1. All students new to school in Indianapolis, including incoming Kindergarteners. 2. All students in terminating grades that are not a part of a Feeder Program. 3. All students who wish to attend a different school in 2018-19 than they are attending in 2017-18. Q: What are the important dates and deadlines? A: Round 1 closes on 1/15/18. Round 2 closes on 4/15/18. Round 3 closes on 6/15/18.

## CONTACT US

EMAIL

info@enrollindy.org

PHONE (317) 426-3234



# FAMILY ACCOUNT LOGIN



### Published 10/29/18

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## **ONEMATCH PORTAL ACCOUNT CREATION**

* = required	MATION		
First Name *	Last Name *	Email Address *	Phone Number *
By creating an account, I a	igree to the Terms of Use and Priva	acy Policy.*	Enter your first and last



Return to School Finder
English Español



SUCCESS:

Your account has been created. Please check your email. You will receive an email with your username and a temporary password. If you do not see it, please check your spam folder.

## FAMILY ACCOUNT LOGIN



### Forgot Your Password?

If you created an account using Facebook or Google+, please create a new account using your email address. If you do not have an email address, create one here. If you have questions, please contact info@enrollindy.org.



-	Enroll Indy Support info@enrollindy.org via eqjlbmqi8dzvr6.I-2ap2bmaw.cs8.bnc.sandbox.salesforce.com to me r	10:58 AM (1 hour ago) 📩 🗮 🔫
ŻA	A Spanish ▼ > English ▼ Translate message	Turn off for: Spanish 🗙
	Dear Jakob,	
	Your Enroll Indy Family Portal login and password information is below. Please copy the password below and use it	o log-in to the portal.
	Please copy the password and click here to login and set your password to something you will remember.	
	Thank you, Enroll Indy Support	
	Querido Jakob,	
	La información de inicio de sesión y contraseña de Enroll Indy Portal de encuentra a continuación. Copie	la contraseña a continuación y utilícela para iniciar sesión en el portal.
	Copie la contraseña y haga clic aquí para iniciar sesión y configurar su contrasena e recordará.	
	Gracias,	
		his is what the email confirmation
	Password: wvXF2T	oks like. Your username and
	te	mporary password is at the bottom
	0'	the screen. You can click the link
	tc	go back to the login screen.
Publ 10/2	blished /29/18	



Español

Your password has expired or needs to be set for the first time. Please update your password below. Passwords must be at least 6 characters long.

### New Password



Create your own password. It can be any 6 characters. (for example: 111111)

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HOME VIEW RESULTS

View My Students

P Return to School Finder

➡ LOGOUT

Español English

### WELCOME TO THE ONEMATCH FAMILY PORTAL, CAITLIN HANNON!

### LEARN

Go to the Enroll Indy School Finder to learn about and connect with schools.

cuss options with your student(s). isit schools or attend open houses if you have more questions. Find open houses on our site.

If you need more information about schools, use these links to visit the School Finder and do research.

### APPLY

- Complete your family information profile.
- Add students WHO WANT OR NEED A NEW SCHOOL to your family profile.
- If your student has a Future School listed, they have a guaranteed seat at that school for next year. If your student wants their Future School, you do NOT need to complete a OneMatch application.
- If your student wants to apply to a different Future School, click "Apply for next deadline". Note: You will not give up your Future School unless you are matched to a different school in the OneMatch lottery.
- Complete an application for each student.

### MATCH

- You will receive an email and/or text message when results are available (May 15)
- 2 Log into the OneMatch Family Portal to view your child's Future School.
- Follow instructions to claim or decline your seat.
- If you do not have a Future School or you are not satisfied with your Future School, apply again in the next OneMatch round.

Published 10/29/18



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## **MY FAMILY PROFILE**

Answer questions about yourself and your family

PARENT/GUARDIAN	<b>IINFORMATION</b>
-----------------	---------------------

First	Name	*
1 11 31	name	

Last Name \*

### PARENT/GUARDIAN CONTACT INFORMATION

Email Address *	Mobile Phone Number	Home Phone Number	Work Phone Number
<ul> <li>I give Enroll Indy per</li> <li>I am currently homele</li> </ul>	mission to send text messages to my mobile	phone.	
ADDRESS			<ul> <li>Complete information about your family.</li> <li>Check the box to allow Enroll Indy to send you results via text message</li> </ul>
Address *			<ul> <li>Check the box if you are homeless and you will not</li> </ul>
Apartment/Unit			be required to enter an address.
City *	State * Zip Code *		

My mailing address is different than my physical address



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ОЛЕ

HOME

VIEW RESULTS

View My Students

### WELCOME TO THE ONEMATCH FAMILY PORTAL, RENEE JIMISON!

### LEARN

- Go to the Enroll Indy School Finder to learn about and connect with schools.
- Discuss options with your student(s).
- Visit schools or attend open houses if you have more questions. Find open houses on our site.

### APPLY

- Complete your <u>family information</u> profile.
- Add Update Family Profile ANT OR NEED A NEW SCHOOL to your family profile.
- If your student has a Future School listed, they have a guaranteed seat at that school for next year. If your student wants their Future School, you do NOT need to complete a OneMatch application.
- If your student wants to apply to a different Future School, click "Apply for next deadline". Note: You will not give up your Future School unless you are matched to a different school in the OneMatch lottery.
- Complete an application for each student.

### MATCH

- You will receive an email and/or text message when results are available (May 15)
- 2 Log into the OneMatch Family Portal to view your child's Future School.
- Follow instructions to claim or decline your seat.
- If you do not have a Future School or you are not satisfied with your Future School, apply again in the next OneMatch round.

Now you're ready to add students.

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### **MY STUDENTS**

UPDATE FAMILY PROFILE >

Please use the "Add Student" button above to add student(s) to your account in order to submit an application.

ADD STUDENT >



HOME

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Español English

# PLEASE SELECT THE OPTION BELOW THAT BEST DESCRIBES THIS STUDENT

My student is new to the Enroll Indy system

CREATE NEW STUDEN

VIEW RESULTS

If your child is new to the Enroll Indy system, click here to create your student.

My student currently attends IPS or an Enroll Indy charter school (See Support Panel for participating charter schools).

FIND MY STUDENT > If your student currently attends IPS or an Enroll Indy charter, click here to find your student.

 CANCEL
 NOTE: If a family selects the wrong option here, Enroll

 NOTE: If a family selects the wrong option here, Enroll

 Indy will correct the error on the back end of the

 application. This screen is meant to capture information

 about who is applying and link those applications to the

 State ID number, if possible.





➡ LOGOUT

## **CREATE NEW STUDENT**

# BE SURE TO USE THE CORRECT FORMAL SPELLING OF THE STUDENT'S NAME (REFER TO REPORT CARD OR BIRTH CERTIFICATE)

First Name			Last Name	Date of Birth	
				MM/DD/YYYY	If you selected "Create New
Gender		Home Lang	uage	Relationship to Student	Student" you will enter information
Male	\$	None		\$ None	\$ about your student here.
Race (Select	all that ap	ply)			

Enroll Indy is partnering with Indy Achieves to bring scholarship and work opportunities to students in Indianapolis. Please share my student's information with Indy Achieves and Employ Indy to be considered for these opportunities. See Terms of Use

Check here if this child's most recent school was NOT Indianapolis Public Schools, but they have attended Indianapolis Public Schools in the past.

When you select **Save**, the student will be created and added to your profile. You will be returned to the home screen to start an application for this student.





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LOGOUT

Español

# FIND MY STUDENT

If your child currently attends IPS or an Enroll Indy charter school (See Support Panel for participating charter schools), you will need their STN or School ID to complete the steps below. If you do not know your child's School ID, you can contact your current school or Enroll Indy. For more information on finding your School ID, see the Support Panel.

### Select Current School (2018-2019)

**KIPP Indy Unite Elementary** 

ID type(s) available for the school you have selected:

Based on the school you selected, your child has the following types of IDs. Please select the ID that you wish to enter below:

PowerSchool: Enter your PowerSchool ID. Contact your school or email (info@enrollindy.org) or call (1-317-426-3234) Enroll Indy if you do not know your ID.

STN: XXXXXXXXX

BACK



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If you selected "Find My Student" you will go here. Select your student's current school. Then, two ID types will show. Check the ID type you have (example: E-school or Powerschool) and enter the ID. If you do not know your ID, you can get it from your school, from Enroll Indy or from any participating school.



HOME VIEW RESULTS

🕞 LOGOUT

Español English

### ENTER STUDENT INFORMATION

Please enter the required information below to confirm the correct student for ID#123455789.

If the information matches after clicking "Confirm Student Information" the student will be added to your account.

To Edit the ID you entered click "Back."

### **First Name**

ast	Name	

### Date of Birth

MM/DD/YYYY

### Gender

Male
IVIAIC
Male

Student ID

### 123455789

BACK CONFIRM STUDENT INFORMATION >

After you enter the student ID, you will be asked to confirm some information about your student. Enter this information and click "Confirm Student Information."

### Have trouble finding your child? Here are some tips:

- · How is your child's name spelled on their report card? Spell your child's name the same way above.
- . Does your child have a hyphenated name on their birth certificate? Use the same name above.
- · Does your child have the wrong name or spelling in their school's system? Please use that information for now, and let you school know about the error.
- Enter your child's birth date in MM/DD/YYYY format.



You will receive an email and/or text

message when results are available

60 Log into the OneMatch Family Portal to

view your child's Future School.

Follow instructions to claim or decline

If you do not have a Future School or

School, apply again in the next

you are not satisfied with your Future

LOGOUT



### WELCOME TO THE ONEMATCH FAMILY PORTAL, SALLY SMITH!

### LEARN

Go to the Enroll Indy School Finder to learn about and connect with schools.

VIEW RESULTS

- Discuss options with your student(s).
- Visit schools or attend open houses if you have more questions. Find open houses on our site.

### APPLY

- Complete your family information profile.
- Add students WHO WANT OR NEED A NEW SCHOOL to your family profile.
- If your student has a Future School listed, they have a guaranteed seat at that school for next year. If your student wants their Future School, you do NOT need to complete a OneMatch application.
- If your student wants to apply to a different Future School, click "Apply for next deadline". Note: You will not give up your Future School unless you are matched to a different school in the OneMatch lottery.
- Complete an application for each student.

UPDATE FAMILY PROFILE ADD STUDENT

MATCH

(May 15)

your seat.

OneMatch round.

### MY STUDENTS

NAME: BOBBY SMITH	NAME: JANE SMITH
Round 1: Apply Now	Round 1: Apply Now
Round 2:	Round 2:
Current Grade:	Current Grade:
Current School:	Current School:
Future Grade:	Future Grade:
Future School:	Future School:

### Once you have added your students, they will show on your family profile. If a student shows a "Future School," they are quaranteed a seat at that school, unless they apply and match to a new school. If no "Future School" is shown, your child must complete a OneMatch or go to their neighborhood school (K-8). All incoming high school students must complete a OneMatch application. To begin an application, click "Apply to a New School."





€ LOGOUT

English Español

### CANCEL

### STUDENT AND PARENT INFORMATION

### 2019-2020 SCHOOL YEAR APPLICATION: SECTION A

Please verify that the below information is up to date and correct. Please edit any mistakes. The contact information will be used to deliver match results and other important messages for the upcoming school year. If you have any issues updating this page, please see the support panel.

\* Indicates a required field

### STUDENT INFORMATION

First Name * Last Name *		Date of Birth *	Gender *
Bobby	Smith	10/20/2008	Male <b>v</b>
What language does the student primarily speak at home?*		My child has a twin/multiple who is also applying	
English V			
Race (Select all that apply)			
×Asian			
Enroll Indy is partnering with information with Indy Achieve	Indy Achieves to bring schola s and Employ Indy to be cons	arship and work opportunities to students in Ind sidered for these opportunities. See Terms of U	lianapolis. Please sha Jse
This student's address is diffe	erent from the address in my f	family profile	

Fill in basic information

about your student.

my student's

I am currently homeless or displaced (for example living in a shelter, hotel/motel, temporarily doubled up, not in a permanent situation, or residing in a resource home).

### STUDENT ADDRESS

	Address *	Apartment/Unit		
Published				
10/29/18	City *	State *	Zip Code *	
		IN 🔻		

### STUDENT ADDRESS

Address *	Apartment/Unit		
City *	State *	Zip Code *	
	IN 🔻		

### PARENT/GUARDIAN INFORMATION

First Name *	Last Name *	Relationship to Student *
Sally	Smith	Parent V

### ALTERNATE CONTACT INFORMATION



Fill in basic information about your student. If you provide alternate contact information, we will also contact them when match results are published.

## STUDENT AND SCHOOL INFORMATION

### 2018-2019 SCHOOL YEAR APPLICATION: SECTION B

Please select your child's current school and current grade from the lists below.

### Select Current School \* Monticello High School • Current Grade (Grade your child is in this school year) \* 3 • Grade Applying For (Grade your child will be in next year) \* 4 •

CANCEL NEXT>

If your child is currently enrolled in IPS or an Enroll Indy school, OneMatch will automatically show their school, current grade, and grade they're applying for.

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### 2018-2019 SCHOOL YEAR APPLICATION: SECTION B

Please select your child's current school and current grade from the lists below.

### Select Current School 2018-2019 \*

--None-- 
Current Grade (Grade your child is in this school year)\*
--None-- 
Grade Applying For (Grade your child will be in next year)\*
--None-- 
V

If your child is new to the system, OneMatch will ask you to select your current school and grade. Students entering Pre-K will select "Entering PK4", students entering kindergarten will select "Entering K" and students at other schools can select "Other" and enter their information.





HOME

This screen helps you understand your options. Click "Ready to Apply" to begin an application.



## **APPLYING FOR SCHOOLS - WHAT ARE MY OPTIONS?**

### K-8 NEIGHBORHOOD SCHOOLS

All K-8 students living in the IPS District have an assigned IPS neighborhood school based on their address. You do not need to use the OneMatch application to claim a seat at your child's K-8 neighborhood school. Visit the School Finder and enter your grade and address to learn about your neighborhood school. All incoming high school students must complete a OneMatch application.

### CHARTER, INNOVATION, AND IPS CHOICE SCHOOLS

Charter, Innovation, and IPS Choice Schools in Indianapolis give students seats through a lottery. In order for your student to get a seat in a Charter, Innovation, or IPS Choice, you must complete a OneMatch application. You can apply up to 10 schools on an application. All incoming high school students must complete a OneMatch application.

### PRE-K

10/29/18

Enroll Indy is now administering Pre-K enrollment for IPS. You can select up to 10 schools on your application, but you will only receive one school match. The only Pre-K priority is living within the IPS district. Being enrolled in a Pre-K program does not guarantee you a seat in a Kindergarten program. IPS does not provide transporation for its Pre-K program.







If you select a school, basic information is shown below, including a link to the school's website and School Finder profile.

Select schools and use the arrows to move them over to your application.





HOME

C LOGOUT



### SELECT YOUR SCHOOLS

### 2019-2020 SCHOOL YEAR APPLICATION: SECTION C PART 2

Sibling: If your child has a sibling attending any of these schools, please add that sibling's information below. Schools give priority to siblings of current students who will also be attending the school next year. The sibling information you provide will be verified by Enroll Indy. For more information about how "sibling' is defined, see the support panel on the right of this screen.

Child of Staff: Certain schools give priority to children of their staff or board members. If you (or another parent of your child) are employed at a charter school or the IPS district, please type the name of the employee and the school (or IPS for district staff) below

RANK 1: CENTER FOR INQUIRY 27		
Sibling currently at this school?	Student is child of staff?	
RANK 2: ENLACE ACADEMY		
Sibling currently at this school?	Student is child of staff?	
RANK 3: LONGFELLOW STEM/MEDICA	MAGNET MIDDLE SCHOOL	
Sibling currently at this school?	Student is child of staff?	
RANK 4: FRANCIS W PARKER MONTES	SORI SCHOOL 56	
Sibling currently at this school?	Student is child of staff?	

II SEE YOUR SELECTIONS ON A MAP

### **FAMILY MATCH**

Enroll Indy knows that it is important to keep families together. Some families want all their children to attend the same school and that is the most important thing to that family. Keeping their children together is MORE important than getting their tog-ranked school. We call that a Family Match. Other families select different schools for their children, based on their interests. These families are fine with their children attending different schools. For those families, we turn Family Match Off. We can help your family do either of these things. For more information on Family Match, obser set support panel. Please choose the option below that best describes your family:

It is most important to me to keep my students together at the same school, even if they can't go to my top-ranked schools. Please consider their application together as a family.1 WILL APPLY FOR THE SAME SCHOOLS IN THE SAME ORDER FOR ALL MY STUDENTS THAT I WANT TO KEEP TOGETHER.

- My children can attend different schools. Please consider their applications separately.
- I am only applying for one child, so this does not matter to me.





If your child has a sibling attending one of your selected schools, use this screen to add that sibling's name and grade. You can also specify if your student is a child of a staff member at that school.

If you are applying for more than one child and need your children to go to the same school, turn Family Match on.

If you are okay with your children attending different schools, turn Family Match off.





	HOME	🕞 LOGOUT	
		English Español	
Section C			
Rank So	chool Name Sibling In School Sibling First Name Sibling Last Name S	Sibling Current Grade	
Rank 1 Anna Brochhausen School 88 No		Read and check to confirm	
Family Match:Not Applicable		all of these disclaimers and	
		click "Yes" if you're ready to	
I understand the	hat my child may be matched with any school I selected on this application.	click res in youre ready to	
I have listed the schools in the order I want them.		submit the application.	
I understand th	hat if my child is matched to a new school, I am giving up my child's seat at his	/her current school.	
I understand th round of OneMa	hat if my child is not matched, I can stay at my current school, attend my neigh atch, if applicable.	borhood school (K-8 only) or reapply during a lat	
I have reviewed	d my application and wish to submit. Note that you may edit your application a	ny time before the application closes on	
I understand th	hat Enroll Indy may revoke my match if any information is false.		
	Do you want to submit the application?	Yes	
lished	Rank 7		



You have successfully submitted your application. To view or edit your application or to apply for another student, please click the "Return to Home" button. You can edit your application any time before the application deadline.



Once the application has been submitted, the user will see this confirmation screen.





HOME VIEW RESULTS

C+ LOGOUT

### WELCOME TO THE ONEMATCH FAMILY PORTAL, SALLY SMITH!



Once the application is submitted, you will be sent back to the Family Portal and "Application Complete" will show for the child. You can edit the application by pushing the "Edit/Update Application" button. Applications can be edited until the deadline.



# You will receive a confirmation email after submitting the application.

### Dear Parent/Guardian:

You are receiving this email because you submitted your application with Enroll Indy. Please be sure to check your Enroll Indy profile on Match Day to find your child's match school.

If you have questions, please contact the support team by phone (317) 426-3234 or email info@enrollindy.org.

Regards, Enroll Indy

Dear Parent/Guardian:

You are receiving this email because you submitted your OneMatch application for Round 1. Please be sure to check your Enroll Indy profile on Oct 11 to find your child's match school.

The following schools you ranked require additional next steps prior to Match Day. Please follow these next steps as soon as possible.

• Francis W Parker Montessori School 56

### Please click here to view next steps.

If you have questions about your geographic proximity or transportation to IPS multi-site programs (Butler Lab, CFI, Montessori), click here to view maps. You will only receive transportation to the programs in your zone.

If you have questions about transportation to a charter school, view the School Finder (http://find.enrollindy.org) or contact the school directly.

If you have questions, please contact the support team by phone (317) 426-3234 or email info@enrollindy.org.

Regards, Enroll Indy Summary of Application for Bobby Smith

Section A: Student and Parent Information



# Who Needs to Apply?

- All students new to school in Indianapolis, including incoming kindergarteners and students wishing to enroll in IPS Pre-K
  - Ex: A 5 year old attending school for the first time or a 3rd grader who is new to Indianapolis
- All students in terminating grades that are not a part of a feeder program
  - Ex: a 6th grade student at Kindezi Academy who needs a 7th grade seat
- All students who wish to attend a different school in 2019-20 than they are attending in 2018-19
  - Ex: A 2nd grader at a magnet school who would like to attend a charter school for 3rd grade.



# How Do Students Get Matched?

When there are more applications than there are available seats in a program, a lottery will determine which students receive seats. There are three variables that are a part of matching students to seats:

- 1. The student's rank of preferred programs.
- 2. The student's priority in a school's enrollment policy.
- 3. The student's random lottery number.



# Important Notes

- Students only receive one match.
- Students who want to stay at their current school do not apply.
- Students don't give up their current seat UNLESS they get something they want more
- No more waitlists. Families can re-apply or visit Enroll Indy during late enrollment (first come, first serve)





### Do I have to apply to stay at my school?

No. You only apply if you want or need a new school for next year.

### Do I have to apply to 10 schools?

No. Only apply to schools you are interested in attending. The number of schools you apply to doesn't impact whether you'll get into your top choice.

### What if I don't know my ID?

You can get your ID from your current school, any participating school, or Enroll Indy. (If none of these are options, Enroll Indy will clean up the duplicate student records on the back end).

### Does the order of schools matter?

Yes! List the schools in the order you want them. We will try to match you with your first choice, then your second choice, and so on.





### Can I keep my kids together?

Yes! Use Family Match on your application and make sure you rank your schools in the same order on all your kids' applications

### Is the computer choosing my school?

No. The computer is just using your preferences, the school's priority policies, and your random lottery number to match you to the school you want the most that you can get. It's doing the work much faster than if we tried to do it on paper.

### If I apply, am I giving up my current seat?

Yes and No. If you apply and you are matched to another school, you are giving up your current school. If you apply and you do not get into another school, you keep your current seat.

### What if I don't get matched or I don't get my first choice?

You can apply again in a later round of OneMatch, or you can enroll in open seats during late enrollment (first-come, first-served) ROLL Published

10/29/18



# **OneMatch Timeline**

The OneMatch process will consist of two lottery rounds. The application timeline is as follows:

	Begins	Deadline	Results
Round One	November 1, 2018	January 31, 2019	
Round Two	February 1, 2018	April 30, 2019	





# Enroll Indy can help! - Questions?

# *Call us* – 1-877-883-6765



317-426-3234



# Visit us – 120 E. Walnut St.



9am – 5pm

*Download* our app!



