How to Add & Enroll a NEW Student for 2024-2025
(for those not currently attending an Ada School)

Please use *Chrome* browser.

1. Click **Sylogist/Gradebook** button under Upcoming Events at www.adacougars.net.

2. Scroll down to Find New user; Click on **Request Account** (towards bottom).
    - Complete the form and submit.
    - ***Allow 48 business hours for the account creation (an email notification that the account is active will be sent).***

3. After you receive the email notification, return to the **Sylogist/Gradebook Portal** (see number 1) and login. Follow prompts to set your login and **ENABLE** Account Recovery.

4. Click on **Student Records Portal.**

5. Click **OK.**

6. Click on **Training Video**s on upper left (optional).
    - Click on **How to Add and Enroll a NEW Student.**
    - When finished, click on the word **Applications** in the top right of the page.

7. Click on the **Students Record Portal** to begin enrollment. If the portal is blank, clear your browser cache. Click here for instructions.

8. Click on **Add New Student**.

9. Enter School Year 2024-2025.

10. Choose the Site based upon the grade level of the student.
    - 105 Ada Early Childhood Center – Pre-K *(must be 4 on or before September 1)* and Kindergarten
    - 110 Hayes Grade Center – 1st and 2nd
    - 125 Washington Grade Center – 3rd and 4th
    - 130 Willard Grade Center – 5th and 6th
    - 610 Ada Junior High School – 7th, 8th, and 9th
    - 705 Ada High School – 10th, 11th, and 12th

11. Choose Grade.

12. Click **Continue.**

13. Complete the Demographic information.

14. Click **Save and Continue to Step 2.**

15. Add Parent/Guardian and Emergency Contact under Relations.
    - Add Relation
    - Use drop down box to select relationship type
    - Complete all items including phone numbers and employment
    - Save and Continue.
        i.   Please make sure you have listed all Parent(s)/Guardian(s)
        ii. Add Emergency Contact - should be someone other than parent(s)/guardian(s) (list them as OTHER)

16. Click **Step 3.**

17. Complete each of the following documents:
    - Bus Transportation Rules
    - Digital Permissions
    - Health Inventory
    - Project Aware Questionnaire
    - Project Aware Participation
    - Student Insurance Information
    - School Messenger
    - Pick Up List
    - Records Request
    - Handbooks and Compacts
    - Home Language Survey
    - Student Residency Questionnaire
    - Title VI (if applicable)

    - 9th Grade: College Prep/Work Ready Curriculum Opt Out Form (YOU WILL NEED TO READ CAREFULLY. IF YOU DECIDE TO OPT OUT YOU WILL NEED TO CONTACT AJHS).
    - OSSAA Documents for grades 7-12:OSSAA Eligibility Record Form for Students in Grades 7-12 who compete any *any* activity on behalf of Ada City Schools
    - High School Students:
        i. Service Learning (10-12)
        ii. ACT Consent (Juniors Only)

18. New Students will need to provide the following documents either by uploading to the system or at Enrollment Confirmation in August:
    - Birth Certificate – REQUIRED
    - Proof of Residency (**current** utility bill with parent name/address) – REQUIRED
    - Immunizations – REQUIRED
        i. *Immunization Notice: Effective, July 1, 2021, for school enrollment, a parent or guardian shall provide one of the following: current, up-to date immunization records or a completed and signed exemption form.*
    - Indian Student Eligibility Form – REQUIRED if applicable
    - Court Documents (such as custody) – optional
    - Social Security Child – optional
    - CDIB – optional if applicable

19. When <mark>ALL documents have been completed</mark> click **Submit to Site** (top right).
    - You may exit and return as many times as you need in order to complete the enrollment process before Submit to Site - after submitting to site you will no longer have editing rights.
    - Complete this process for each of your students.

20. Please remember, this is the first step in enrolling, you must attend Enrollment Confirmation in August to complete your child's enrollment. If you are enrolling after August 9, please confirm enrollment by making an appointment at the Enrollment Lab at the Glenwood Resource Building (see information following).

Note: We have the Glenwood Resource Center - Enrollment Lab open if you would like to complete this in person or if you need assistance or are ready to confirm enrollment, please contact our Enrollment Coordinator, Shonna Self, at 580-310-7345.