

How to Pre-Enroll an Existing Student for the NEXT School Year (for those currently attending an Ada School)

Note: For Enrollment access you must have PRIMARY PARENT Login (not student login for Gradebook). If you do not remember your password - use the password reset. If you do not have a login visit your current site in person to request.

Please use **Chrome** browser.

1. Go to the **Sylogist//Gradebook** link at www.adacougars.net and login.
2. Click on **Student Records Portal**. If portal is blank, clear your browser cache. [Click here for instructions.](#)
3. Click **OK**.
4. Click on **Training Videos** on upper left (optional).
 - Click on **How to Enroll an Existing Student**.
 - When finished, click on the word **Applications** in the top right of the page.
5. Click on the **Students Record Portal** to begin enrollment.
6. Click on **Enroll Existing Student** - choose the dates for the next school year.
7. Click on **Step 2** (note: Step 1 has already been completed for you if your child is currently enrolled).
8. Add Relations and Emergency Contact.
 - For each relation, review, update only as needed (i.e., work, address, phone, email); if no updates are needed click Step 3 and move to #9 in these directions.
 - Save and continue.
 - Please make sure you have Parent(s)/Guardian(s) Listed
 - Add Emergency Contact if one is not listed - should be someone other than parent(s)/guardian(s):
 - i. Add Relation
 - ii. Use drop down box to select relationship type - if not listed choose "other."
 - iii. Check the box for EMERGENCY CONTACT.
 - iv. Save and Continue.
 - v. Add phone number and other relevant information.
 - vi. Save and Continue.
9. Click **Step 3**.
10. Complete each of the following documents:
 - Bus Transportation Rules
 - Digital Permissions
 - Health Inventory
 - Project Aware Participation
 - Student Insurance Information
 - ACS Communication Preferences
 - Pick Up List
 - ACS Handbooks, Policies, Notifications & Compacts
 - Device Agreement
 - Student Residency Questionnaire
 - Title VI (if applicable)
 - High School Students:
 - i. Service Learning (10-12)
 - ii. ACT Consent (Juniors Only)
11. When **ALL** documents have been completed 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. *If you do not see all of your children listed, please contact Kim Rolan at 580-310-7214.*
12. **Please remember, this is the first step in enrolling, you must attend Enrollment Confirmation in August to complete your child's enrollment.**

Immunization Notice: Effective, July 1, 2021, for school enrollment, a parent or guardian shall provide one of the following: current, up-to date immunization record or a completed and signed exemption form. This includes all enrolling K and 7th as well as any new students. To apply for an exemption you must apply online, instructions can be found on the health services tab of our website at www.adapss.com.

Note: If you need assistance, please contact our Enrollment Coordinator at 580-310-7345.