

## How to Enroll an Existing Student for 2024-2025 (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](http://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** for 2024-2025.
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 Questionnaire
  - Project Aware Participation
  - Student Insurance Information
  - School Messenger
  - Pick Up List
  - Handbooks and Compacts
  - 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** activity on behalf of Ada City Schools
  - 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 Sheila Todd 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 records or a completed and signed exemption form. This includes all enrolling K and 7<sup>th</sup> as well as any new students.***

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