

# Centralized Enrollment



# Mission, Vision and Values

## OUR MISSION

Every student, every day will be empowered with learning opportunities for growth, creativity and curiosity, in preparation for their future in a global community.

## OUR VISION

Duluth Public Schools provides an academically engaging, safe and inclusive environment with high expectations and responsible use of resources.

# OUR CORE VALUES

## Learning



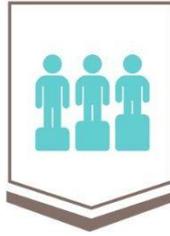
Developing a love of learning through life-long inquiry.

## Excellence



Having high standards for all through accountability, integrity and authenticity.

## Equity



Creating conditions of justice, fairness and inclusion so all students have access to the opportunities to learn and develop to their fullest potential.

## Collaboration



Working in partnership with staff, families, students and community.

## Belonging



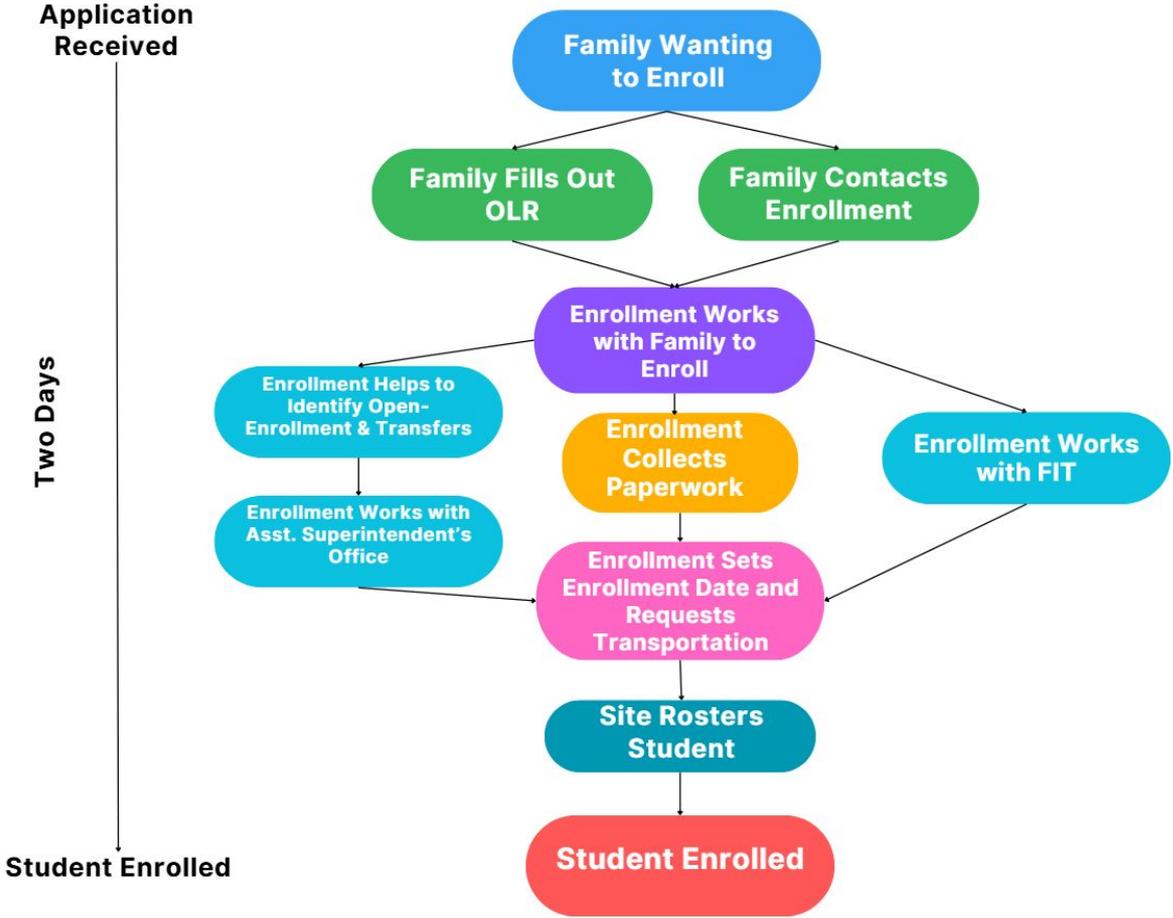
Providing a welcoming and accessible environment where everyone feels safe, seen and heard.

# Why Centralized Enrollment?

- **Benefits for Families**
  - Simplified Process/One Point of Contact
  - Increased Equity
  - Improved Communication with Families
  - Reduced Lead Time to Enrollment
- **Benefits for the District**
  - Accurate Data Management
    - Decreased Data Errors on MARSS & Ed-Fi Reporting
    - Stops Accidental Ending of Enrollments that Causes Data Loss
  - Increased Family Satisfaction
  - Increased Revenue Potential with ADM (Average Daily Membership)
  - Reduction in Costs by Moving to Digital Files
    - Paper, File Folders, Printing, Physical Storage, and Staff Allocation



# Centralized Enrollment Flow Chart



# An Easier Enrollment Process

- Positive Impacts
  - Easier Process for Families
  - Support for Families who Need Additional Resources
  - Accurate Data Management for the District
    - Digitized Files
    - Increased Revenue Potential
    - Reduced Costs
    - Quick and Accurate Transportation Requests
- Improving Systems
  - Simplified Process Between Internal Departments

English

\* Indicates a required field



Application Number 13609  
Application For 25-26 K-12 Registration (testing - DO NOT  
USE)



## Welcome to Duluth Public Schools Online Enrollment

Before you begin, please read the following instructions:

Please allow up to 30 minutes to complete the Online Enrollment process for your student(s). Required documents to enroll are address verification, birth verification, and immunization records for your student(s).

During the online enrollment process required fields will be marked with a red asterisk "\*". You can navigate using the headers to review/revise information you have entered.

If you have any questions during the enrollment process please contact our enrollment office at  or email [enroll@isd709.org](mailto:enroll@isd709.org).

**Tennessee Notice:** Private data is collected in this application for the purpose of student enrollment. It will be used to document educational progress and comply with federal/state requirements. Providing it will allow for better education opportunities. You may refuse to provide this data but that may lessen educational opportunities. This data will only be shared with individuals/entities with a legitimate educational interest or legal right to it.

[Begin Enrollment](#)



\* Indicates a required field

✔ Primary Residence Address —

**Enter your student's primary residence address below.** If your address is recognized in our system, the complete address will appear below the "Clear Address Fields" button. Clicking on your address will populate the required address fields.

Street Number *	N,S,E,W	Street Name Only *	St, Ave, Blvd, etc.	N,S,E,W	Apartment #
<input type="text" value="111"/>	<input type="text" value=""/>	<input type="text" value="Main"/>	<input type="text" value="St"/>	<input type="text" value=""/>	<input type="text" value=""/>
City *	State *	Zip *	Zip + 4	County	
<input type="text" value="Duluth"/>	<input type="text" value="MINNESOTA"/>	<input type="text" value="55811"/>	<input type="text" value="5034"/>	<input type="text" value=""/>	

Clear Address Fields

Next >

- ✔ Address Verification +
- ✔ Mailing Address +
- ✔ Primary Phone +

Save/Continue

## Student Name: : Minnie Mouse

✔ Demographics

Please enter your student's information. If you are enrolling more than one student, the following steps will need to be completed for **each** student. If your student has two last names, please enter both in the box marked 'Legal Last Name'.

Legal First Name \*

Minnie

Gender \*

Female

Enrollment Grade: \*

01

Legal Middle Name

Pronoun

<b>Neighborhood School:</b>

Unable to determine boundary school

Legal Last Name \*

Mouse

Birth Date \*

11/13/2019

Student will Attend the Above Assigned Neighborhood School \*

Yes

No

Suffix

Date Entered U.S.

month/day/year

Nickname

Foreign Exchange \*

Yes, this is a foreign exchange student

No, this is not a foreign exchange student

Student Cell Number

( ) - -

Next >

# Training on Changes

- Training - Clerical Unit
  - This Handout Will Be Provided
- Updates to Training Manual
  - Infinite Campus Training Manual will be Updated to Reflect These Changes
- We Are Always Available as Well for Training/Support