

Re-Enrolling An Existing Student

After logging in, you will see the Re-Enroll tab on the left sidebar in your *Parent Portal*. From there, you can begin the process of re-enrolling your student(s). Follow the instructions to complete your re-enrollment.

The screenshot shows the Gradelink Parent Portal interface. At the top left is the Gradelink logo. The main header area contains the text "Use the form below to re-enroll Anya" and a link "Have a new student to enroll?". On the right, it says "Now viewing: Anya" with a help icon. A left sidebar lists navigation options: Communicate, Calendar, Schedule, Grades, Assignments, Transcript, Alerts, Attendance, Discipline, Re-Enroll (highlighted with an orange box), Billing, and Service Hours. Below the sidebar is a "Get Mobile App" button. The main content area is titled "Application/Registration..." and features a "Start" button. Below this is a list of buttons for "Student", "Parent 1", "Parent 2", "Family", "Contacts", "Medical", "Worship", "Information", "Attachments", and "Submit". The central text reads: "Thank you for enrolling your student at The Apple Academy for the 2021-2022 school year." It includes instructions: "Please fill out the fields on each page as completely as possible and press Continue to proceed to the final submission page." and "Your changes are saved automatically as you continue through the pages." It also notes: "You may go back to review and correct entries using the Back button or the page buttons to the left." and "The system will alert you if a required field is missed. To save time, some of the fields will be pre-populated from our current records. Other fields will require a fresh entry, such as all phone numbers, to ensure that our records are up-to-date, accurate, and consistently formatted. You must complete each section before continuing to the next page." A "Continue" button is located at the bottom right of the form area.

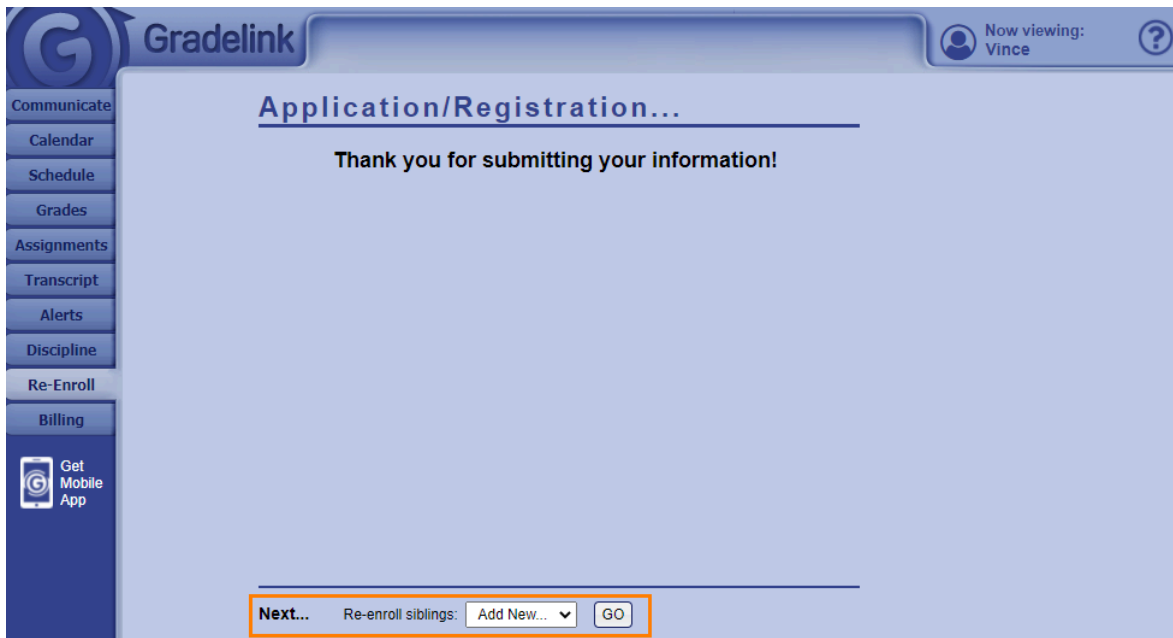
Enrolling a Brand New Student With An Existing Student In the School

Existing families that have children already at OCS can add other children not currently enrolled. Because you are enrolling a new student, you will need to create a temporary registration account for registering the new student as the information for the new student is not yet in Gradelink.

1. Log-in to your **Parent Portal** using your Gradelink login username and password.
2. Then click the **Re-Enroll** tab on the left sidebar.
3. After re-enrolling a current student, you will click the drop-down menu below the enrollment screen and either choose **Add New**, where you will then follow the steps outlined in Enrolling a New Student, or select another sibling currently in the school, in which case the screen will then switch over to other siblings re-enrollment application for re-enrollment.



The image shows the Gradelink login page. At the top, there is a blue header with the Gradelink logo and name. Below the header, on the left, is a quote: "Education is not the filling of a pail, but the lighting of a fire. - Yeats". On the right, there is a login form with the following fields: "School ID:" with the value "26", "Username:", and "Password:". There is a "Remember me" checkbox and a "Forgot password" link. A "Log In" button is at the bottom right of the form. At the bottom of the page, there are links for "Terms of Service", "Privacy Policy", "Contact", and "Gradelink Homepage".



The image shows the Gradelink "Application/Registration..." page. At the top, there is a blue header with the Gradelink logo and name. On the right, it says "Now viewing: Vince" with a user icon and a help icon. On the left, there is a sidebar with the following menu items: "Communicate", "Calendar", "Schedule", "Grades", "Assignments", "Transcript", "Alerts", "Discipline", "Re-Enroll", and "Billing". Below the sidebar, there is a "Get Mobile App" button. The main content area has a blue background and says "Application/Registration..." and "Thank you for submitting your information!". At the bottom, there is a "Next..." button, a "Re-enroll siblings:" label, a dropdown menu with "Add New..." selected, and a "GO" button.