

FREQUENTLY ASKED QUESTIONS

ENROLLMENT OFFICE HOURS SUBJECT TO CHANGE DUE TO COVID19.
ENROLLMENT OFFICE STANDARD BUSINESS HOURS 7:30-4:00 MONDAY-FRIDAY
ENROLLMENT OFFICE SUMMER HOURS
8:00-3:00 MONDAY-THURSDAY
8:00-12:00 FRIDAY

IMPORTANT TO KNOW BEFORE UPDATING MY CHILD'S INFORMATION.

- *Only the first contact on the parent portal will be able to access and update the required information for each student. If the second contact needs access to the parent portal please email enrollment@collinsville.k12.ok.us*

WHAT IF I DON'T KNOW MY CHILD'S STUDENT ID NUMBER?

- Contact the [COLLINSVILLE PUBLIC SCHOOLS ENROLLMENT CENTER](#).
 - *Your username is your child's id number (located on the parent portal, it is a 6-digit number.)*
 - *Your password is your child's birth date without dashes (e.g. 121218)*

WHAT IF MY CHILD'S NAME HAS CHANGED?

- *Legal documentation must be submitted to the [COLLINSVILLE PUBLIC SCHOOLS ENROLLMENT CENTER](#).*

WHAT IF THE PARENT/GUARDIAN NAME HAS CHANGED?

- *Legal documentation must be submitted to the [COLLINSVILLE PUBLIC SCHOOLS ENROLLMENT CENTER](#).*

WHAT IF I DON'T LIVE IN THE DISTRICT AND I WANT TO ATTEND COLLINSVILLE PUBLIC SCHOOLS?

- *A transfer application must be completed. applications are available under the enrollment tab. those applications will be reviewed by the building principal. the building principal will either approve or deny the transfer. the enrollment office will contact parents regarding the decision of the transfer. registration will then become available to you. the enrollment office will help you complete the necessary steps.*

WHAT IF I CANNOT COMPLETE THE ONLINE FORMS AT THE TIME I BEGIN REGISTRATION?

- *You will have the ability to save your progress and return to the pre-registration process at a later time.*

IF I HAVE MULTIPLE CHILDREN, DO I NEED TO COMPLETE REGISTRATION MULTIPLE TIMES?

- *Yes. information (demographics and forms) must be updated for each child annually.*

WHAT HAPPENS IF I FAIL TO PROVIDE ALL THE DOCUMENTATION?

- *Pre-registration **will not** be completed for your child and they will not receive a class schedule.*

WHAT IF I DON'T HAVE ACCESS TO THE INTERNET OR A COMPUTER TO COMPLETE THIS PROCESS?

- Registration can be completed using your mobile device or tablet.

CAN I TAKE A PICTURE OF MY DOCUMENTATION AND UPLOAD PHOTOS?

- *Yes. if you have the ability to take a snapshot with a mobile device, you can upload a picture of your documentation online.*

WHAT IF MY ADDRESS HAS CHANGED OR CHANGES DURING THE SCHOOL YEAR?

- *If your address has changed, you must contact the [COLLINSVILLE PUBLIC SCHOOLS ENROLLMENT CENTER](#). You must also send current proof of residence to the enrollment center. proof must be in the form of a gas/electric bill or a lease agreement. the parent/guardian name must be on the bill or lease agreement.*

WHAT IF MY CHILD IS NEW TO THE DISTRICT?

- *All new students will contact the enrollment office @ PPORTAL@COLLINSVILLE.K12.OK.US to set up a link to register new students.*
- *Parents will make an appointment at the [COLLINSVILLE PUBLIC SCHOOLS ENROLLMENT CENTER](#) . To complete the enrollment process. Upon completion of registration (necessary information is collected) the enrollment office will send your*

child's information to the counselor and the counselor will create a class schedule based on course selection and available classes.

Pre-K Enrollment

- Registration will open February 26th, 2021.
- *Parents will contact the enrollment office @ PPORTAL@COLLINSVILLE.K12.OK.US to set up a link to register new students.*
- *Upon completion of the online registration, parents will make an appointment at the [COLLINSVILLE PUBLIC SCHOOLS ENROLLMENT CENTER](#) to complete the enrollment process. (necessary information is collected)*
- The enrollment office will send your child's information to the counselor and the principal
- If you have questions please call or email Jennifer Jordan at 918-371-2572 jjordan@collinsville.k12.ok.us or principal Ashley Boomer 918-371-6870 aboomer@collinsville.k12.ok.us

HOW DO I FIND OUT MY CHILD'S SCHEDULE?

- *Registration, enrollment and scheduling are separate processes.*
- **Registration** *parents must register their student(s) online using the parent portal to start the process*
- **Enrollment** *is when the details you provided are validated. your enrollment is then sealed by the enrollment office and sent to the counselors for student(s) particular grade level.*
- **Scheduling** *will be completed by your child's school counselor.*

- *The high school, middle school and Wilson 6th grade counselors will contact students with the specific class offerings at a later date. please make sure you check our website frequently and students should be checking their school email for updates and course selections. (new students; counselors will personally contact you)*
- *Schedule pickup information will be available online at the start of the school year.*
- *Schedules for the high school and middle school will be available on the students portal on **TBD**.*