



Afterschool Enrollment How to Guide for Families

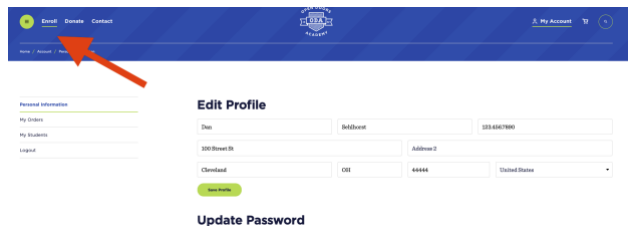
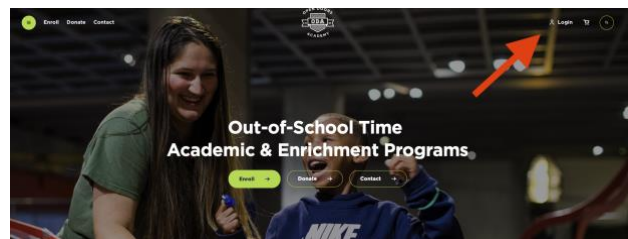
SY 2023-24

Enrollment Steps for Families

Step of Enrollment	Method	Accommodations Available
(1) Complete online application	ODA Account via Website	<ul style="list-style-type: none"> • Staff support in completing forms online. • Translation services powered by Google Translate on website. • <i>Important note:</i> Must be completed online.
(2) Sign Waiver and JFS Forms	PandaDoc	<ul style="list-style-type: none"> • Staff support in completing forms online. • Paper forms may be offered if needed.
(3) Attend Orientation	In-person or virtual meeting	<ol style="list-style-type: none"> 1. Meet program staff 2. Review program policies and calendar 3. Receive physical copy of handbook 4. Sign JFS forms and waiver if not yet completed. 5. Complete medical paperwork if required (JFS 1236). <p>Accommodations:</p> <ul style="list-style-type: none"> • Staff may offer virtual or phone orientations.

Website Enrollment

1. Go to <https://www.opendoorsacademy.org/>
2. Create Account or log into ODA account
 - Will require confirming email address via link sent to inbox
3. Click Enroll at Top Left





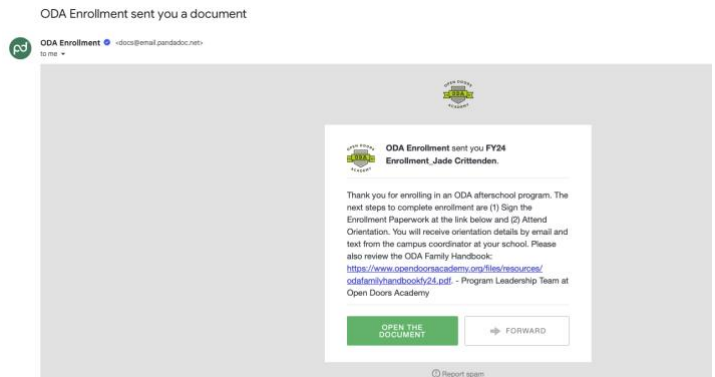
4. Prepopulate Student Information
 - Applies only if previously applied via new website
 - Be sure to check that all prepopulated information is still accurate.

5. Choose Program and Location
 - Don't forget to select a program or location. "Mystery" applications will take longer to process as we determine which school the child attends.

6. Complete all sections – Scholar, Parent, and Emergency Contacts
 - Very important to take your time and double check all fields. Errors will delay processing of applications.

PandaDoc e-Signature

7. Parent to receive email with link to document for signature:
 - Title will read "FY24 Enrollment_Scholar Name"
8. Parent to complete blank fields and sign.
9. Program staff will sign after the parent signs.



Need help?

If you need help, you can reach out to your Campus Coordinator or our Enrollment team at enrollment@odacle.org.