



# Virtual Enrollment Appointments



# Scheduling An Enrollment Appointment



- Families complete the Online Registration (OLR)
- Schedule an appointment





# Preparing for the Enrollment Appointment

- Enrollment Specialist sends an email
- Auto Dialer sent reminding family of their appointment and asking them to check their email
- Family sends enrollment documents
- Additional staff resources invited to meeting if needed





# Enrollment Appointment

- CCS staff and the family meet by logging into the virtual meeting
- Review the information entered into the Student Information System (Infinite Campus)
- Student enrolled into Columbus City Schools





# Following the Enrollment Appointment



- Families receive an automatic survey to rate the service they received and provide additional feedback
- Families receive their access code for their Parent Portal account

*Worked great for social distancing*

*You guys did everything great!*





# Questions