

## Steps to complete the online forms for 2021-2022

Site: <https://enrollment.kana.k12.wv.us/>

If you completed the forms last year, your child should already be listed. You would just update the school and grade. If you did not, then click add student. You would also need to Click on the Parent/Guardian Information box.

PACKET REVIEW

If you are a returning user ...

1. Update the **school** and/or **grade** for each child  
You can accomplish this by clicking "Edit" next to your child's name in the "My Students" section
2. Fill out the form packet for each child

If you are a new user ...

1. Ensure you've filled out the **Parent/Guardian Information** section below
2. Add each child using the **Add Student** button below
3. Fill out the form packet for each child

Parent / Guardian Information

Add Student

After you add your student, you will need to click on view forms for each student.

2021 - 2022 Packet

First Name	Last Name	Forms	Certificate
[Redacted]	[Redacted]	View Forms	
[Redacted]	[Redacted]	View Forms	

Click the button below if you need to edit or review forms that you have previously submitted.

View Submitted Forms

You will then click on each form to complete. Please note that elementary, middle and high may have some different forms.

Name	File
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

Once you complete a form it will say you successfully submitted the form. Then click Return to checklist.

You have successfully submitted the form!

RETURN TO CHECKLIST

You will continue to do this until all the forms show a check mark. They all must be completed.

Name	File
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]
[Redacted]	[Redacted]

You will then return to the dashboard and can see that you can view a certificate. The school does not need this certificate. The certificate just shows you that you have 100% completed.

First Name	Last Name	Forms	Certificate
[Redacted]	[Redacted]	View Forms	Download Certificate