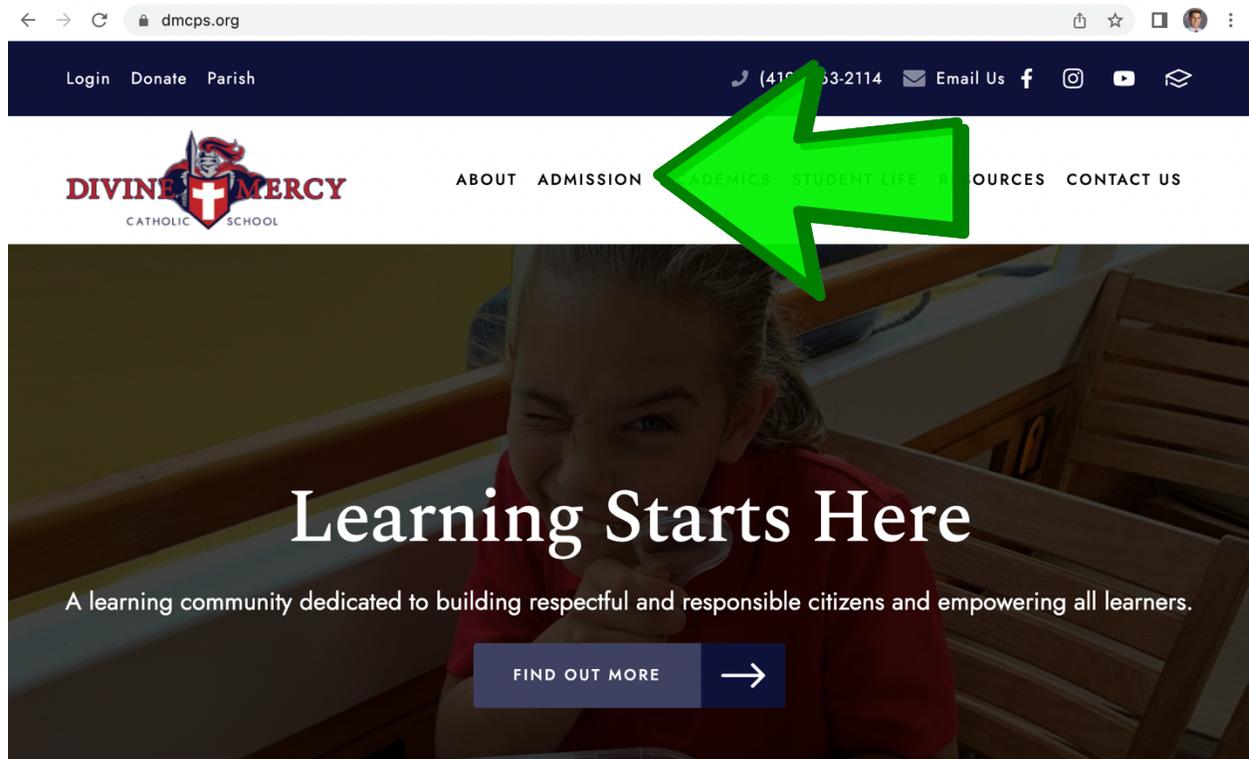


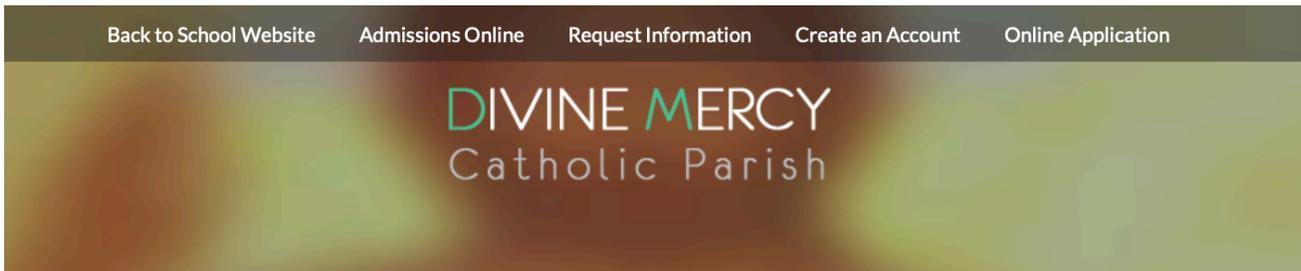
# New Student Application Instructions

Go to [www.dmcps.org](http://www.dmcps.org) and click on **Admission** in the main menu bar. Then select **Admissions**.



On the next page you'll select: **Click here to complete an online application for admission.**

Then, you'll enter the necessary information and create an account.



## Online Application - Create an Account

\* Indicates a required field

First Name \*

Last Name \*

Email Address \*

Contact Phone \*

Username \*

Password \*

Confirm Password \*

COPPA \*

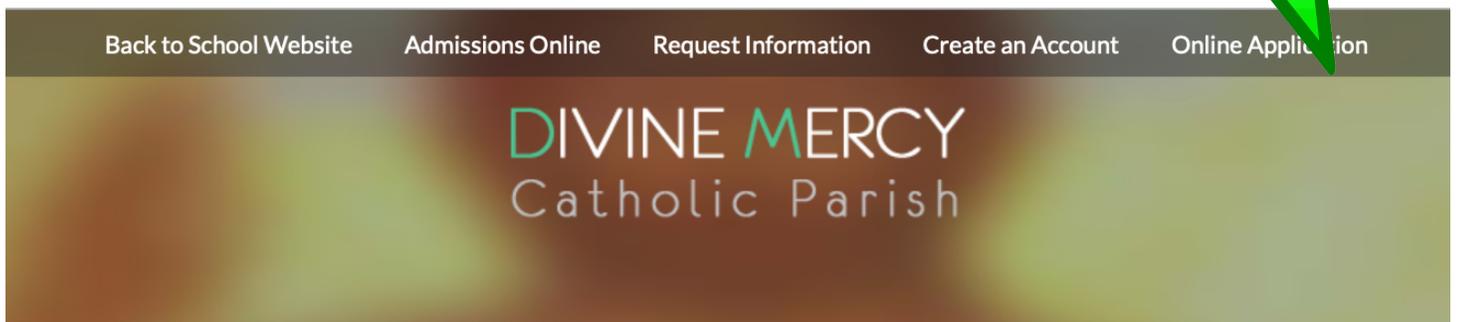
I agree to comply with [COPPA](#) and am over 13 years of age.

I'm not a robot



Once you have a registered account (ParentsWeb account), click **Online Application**.

Once you have a created account, click on **Online Application** and you will be prompted to log in (if you aren't already). Enter your information and select **Log In**.



## Log In

Please enter your username and password.

**Username \***

**Password \***

**Log In**

[Forget your password?](#)

[Create an Account](#)

Once logged in, click **Create a New Student Application**.

Back to School Website   Admissions Online   Request Information   Online Application

Logged in as  
**Joe Linder**  
(Log Out)

**DIVINE MERCY**  
Catholic Parish

## Online Application

Welcome Joe. You are currently logged in.

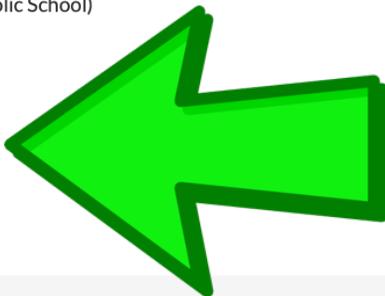
### Enrollment Students:

The following students are currently enrolled. Please return to the previous screen and access the student's enrollment packet via the "Enrollment / Reenrollment" link.

- Clare Linder (Divine Mercy Catholic School)

### Application Students:

Create a New Student Application



Next, enter the required information for the new student application and click **Submit**. \*make sure you have the correct application year selected

Click on **Start Application**.



## Online Application

Welcome Joe. You are currently logged in.

### Enrollment Students:

The following students are currently enrolled. Please return to the previous screen and access the student's enrollment packet via the "Enrollment / Reenrollment" link.

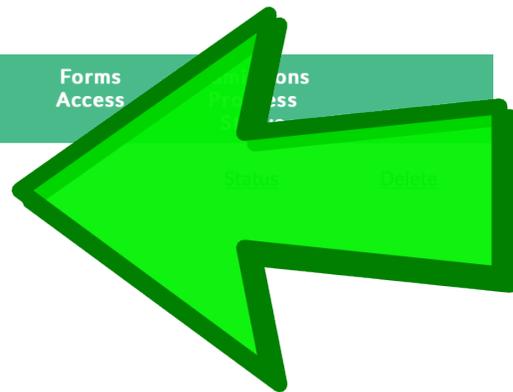
- Clare Linder (Divine Mercy Catholic School)

### Application Students:

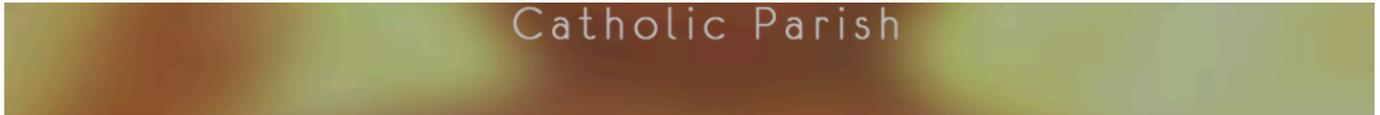
You have 1 student application created:

| Student                    | School Year Applied | Grade Level Applied | Application Status                | Forms Access | Enrollment Access |
|----------------------------|---------------------|---------------------|-----------------------------------|--------------|-------------------|
| <a href="#">Test, Test</a> | 2019-2020           | PK                  | <a href="#">Start Application</a> |              |                   |

[Create a New Student Application](#)

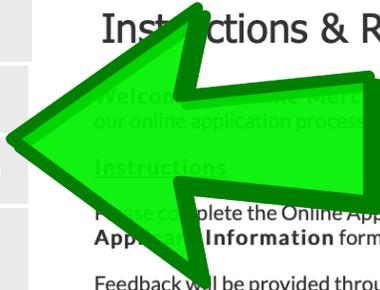


Complete all the categories in the menu on the left side of the page.



|   |
|---|
| Test Test<br>Year: 2019-2020<br>Grade: PK |
| <u>Instructions &amp; Resources</u>       |
| Applicant Information                     |
| Current and Previous Schools              |
| Religious Affiliation                     |
| Household 1                               |
| Household 2                               |
| Siblings                                  |
| Medical Information                       |
| Alumni or Currently Enrolled Students     |
| Document Upload                           |
| Electronic Signature Page                 |
| Application Review                        |

## Instructions & Resources



Welcome to the **Catholic School's Online Application**. We have designed our online application process to make applying as simple as possible.

### Instructions

Please complete the Online Application forms listed in the left menu, beginning with the **Applicant Information** form.

Feedback will be provided throughout the process to help you complete the application. A yellow caution sign will appear in the menu next to forms that are missing required information. If a form contains all required information, a green check mark will appear next to the form's menu item.

You can review the entire application at any time by selecting the **Application Review** item on the left menu. From here, you will also be able to print a PDF of the application in its current state.

After you have completed the application, a **Submit Application** form will appear. Please follow the instructions that will be provided to submit the application.

### Application Checklist

In order to complete the application process, please complete the checklist items listed below, including submission of all supplemental forms.

- Submit completed Online Application
- Submit any Educational/Diagnostic/Psychological Evaluation Results, if applicable
- Forward [Records Release](#) to student's current school

### Admissions Status Tracking

After your application is submitted, you will be able to track your admissions status at the school, monitor when the school receives any applicable supplemental forms and, if necessary, reprint the forms and completed application. To view your application status, please use your username and password to access your account.

### Registration and Enrollment

After receiving acceptance notification, parents will be provided information necessary to complete the enrollment process.

We appreciate your interest and look forward to meeting you. If you have any questions, please feel free to contact me at 419-263-2114.

Joe Linder  
Principal

Next >

Once all categories on the left are complete they will be checked with a green checkmark. The last step is to click **Complete Review and Submit Application**.

|   |   |
|---|---|
| Test Test<br>Year: 2019-2020<br>Grade: PK                                 | <h2>Review and Submit Application</h2> <p>You have completed all the requirements for this online application. Review your information below. Use the links on the left to make any changes before submitting the application.</p> <p> Click the <b>Complete Review and Submit Application</b> button to submit your application and make any fee payment arrangements if necessary.</p> <p><a href="#">Complete Review and Submit Application</a></p> <h3>Applicant Information</h3> <p>Please fill in the following fields about the <i>applicant</i> as thoroughly as possible.</p> <p><b>Student Name:</b> Test Test<br/><b>Preferred Name:</b></p> <p><b>Student Date of Birth:</b> 4/14/2012</p> <p><b>Student SSN/SIN:</b></p> <p><b>Student Email Address:</b></p> <p><b>How did you hear about us?</b> Drove by school</p> <p><b>Street Address:</b> 7494 Rd 33</p> <p><b>City:</b> Payne<br/><b>State:</b> OH<br/><b>Country:</b> USA<br/><b>Zip:</b> 45880</p> <p><b>Student Home Phone:</b> 123-222-2222</p> |
| Instructions & Resources  |   |
| <input checked="" type="checkbox"/> Applicant Information                 |   |
| <input checked="" type="checkbox"/> Current and Previous Schools          |   |
| <input checked="" type="checkbox"/> Religious Affiliation                 |   |
| <input checked="" type="checkbox"/> Household 1                           |   |
| <input checked="" type="checkbox"/> Household 2                           |   |
| <input checked="" type="checkbox"/> Siblings                              |   |
| <input checked="" type="checkbox"/> Medical Information                   |   |
| <input checked="" type="checkbox"/> Alumni or Currently Enrolled Students |   |
| <input checked="" type="checkbox"/> Document Upload                       |   |
| <input checked="" type="checkbox"/> Electronic Signature Page             |   |
| <input type="checkbox"/> Application Review                               |   |

The final screen will look like the picture below. The school will receive an email saying you completed your application. The school will then review the application and notify you of the next step.



## Online Application

Welcome Joe. You are currently logged in.

### Enrollment Students:

The following students are currently enrolled. Please return to the previous screen and access the student's enrollment packet via the "Enrollment / Reenrollment" link.

- Clare Linder (Divine Mercy Catholic School)

### Application Students:

You have 1 student application created:

| Student    | School Year Applied | Grade Level Applied | Application Status | Forms Access                                   | Admissions Progress Status |                     |
|------------|---------------------|---------------------|--------------------|--|----------------------------|---------------------|
| Test, Test | 2019-2020           | PK                  | Submitted 4/14/19  | <a href="#">Supplemental Application Forms</a> | <a href="#">Status</a>     | <a href="#">PDF</a> |

[Create a New Student Application](#)