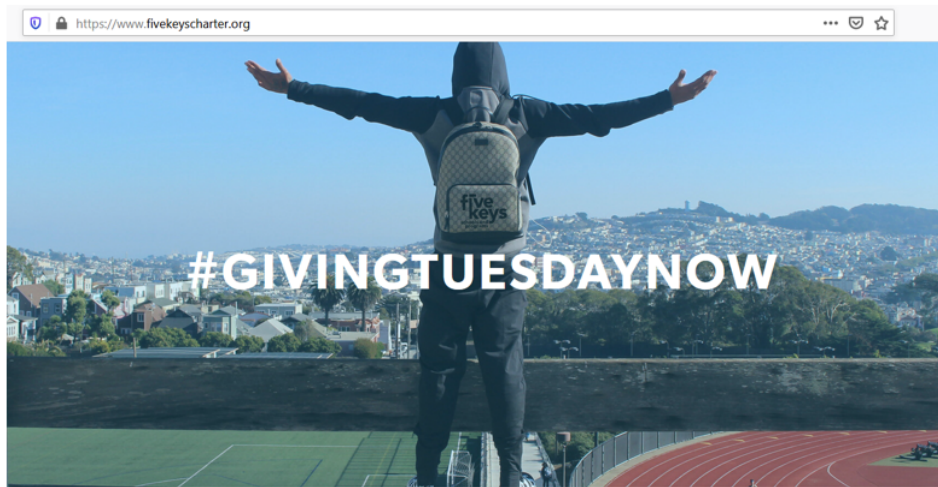


## Online Application Tutorial

- Using a Web browser, access the Five Keys website at [www.fivekeys.org](http://www.fivekeys.org). Click or tap the blue button that says “We’re Open! Enroll Now!”



- When you click “Enroll Now,” you will be prompted to begin the application on this screen. Note that *if you are enrolling for yourself*, you will select “1” for the number of students. You do not have to put any information in the last box before clicking “Next.”

**Thank you for your interest in Five Keys Charter School**

**Let's get started.**

How did you hear about Five Keys Charter School?

If you were referred by an employee, please enter his/her name

OR if you selected 'other' above, please explain.

How many students will you be registering today?

Select 1 if enrolling yourself

If you have any other children currently or previously enrolled with us, please provide their names

**Next**

If you are re-enrolling in Five Keys, put your previous teacher's name in this box.

3. After clicking “Next,” you will be asked to provide your contact information. *Be sure the information is current so that the enrollment team can get in touch with you to complete the process.*

**Please Provide your Contact Information**

Best way to contact me is: \*

Preferred Language of Communication: \*

Applications require an email address for communication. If you do not have an email address, here are three for you to consider: [gmail.com](#) [yahoo.com](#) [outlook.com](#)

You must have an email address in order to enroll. This email address is where all of the follow-up information will be sent so make sure you know how to login and check the inbox for new messages. If you do not have an email address, you can create one through Gmail or Yahoo

Email Address \*

Re-Enter Email Address \*

Home Telephone \*

Preferred Telephone \*

Alternate Telephone

Text Telephone   
If different than Preferred Phone

**Student Names**

	First Name	Middle Name	Last Name
Student Name 1* <input type="text" value="Prospective"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Student"/>

4. The next step asks for parents’ information. **If you are an adult student**, complete this page with *your own information*.

**Parent(s) who live at the Home Address listed below**  
(If you are an adult student, enter your own name for Parent 1.)

First Name	Last Name
Parent 1 * <input type="text" value="Prospective"/>	<input type="text" value="Student"/>
Parent 2 <input type="text"/>	<input type="text"/>

**If you are an adult student, put your own name here**

**Please Provide your Home Address**

Street Address \*

Street Suffix

Unit Type

Unit Number

City \*

State \*

Zip Code \*

Residence Type \*

[CLICK HERE](#) for Residence Type descriptions

if 'Other' please explain

If you are unsure which Residence Type to choose, you may click on the link for help.

Click Here if your Mailing Address is different from your Home Address

5. The next page asks for the student's personal and educational information. Select **"Self"** for relationship if you are an **adult student** filling out the application for yourself.

**Please tell us about Prospective Student**

If you are an adult student, select "Self" here

Parent(s) relationship to this student \*  (If you are 18 or over, please select "Self.")

Student's gender \*

Student's birth date \*

**Student Information**

Last Grade Attended \*

School Year \*

Is this student applying as an international student? \*

Is this student under a current expulsion order or suspension pending expulsion? \*

In order to insure proper services upon enrollment, please indicate if this students has an active IEP \*  (The answer to this question will not effect enrollment in any way.)

**Please provide information about the educational environment this student is coming from**  
(If unknown, please enter UNKNOWN for School Name, School City and select CA for School State.)

This student is entering school for the first time  
 This student was privately homeschooled  
 This student is/was attending the following school:

If you do not have information for the school you previously attended, you may select "Unknown." You **do not** have to provide transcripts in order to complete the online application.

School Name \*

School City \*

School State \*

6. Before clicking **"Finish and Save,"** you will be asked to check off a series of statements. You are simply being asked to **acknowledge** the statements: **you are not required to provide any documentation at this time.**

## Important Information

To submit application for the student(s) listed below, please read and checkmark the acknowledgements at the bottom of this page:

### 1. Prospective Student

- I Understand that applications received without the required documentation will not be processed until all items have been received.
- I understand that submission of this application does not constitute enrollment.
- I understand that I should not dis-enroll my student(s) from their current school until I have completed enrollment paperwork during my intake appointment.
- By submitting this application I attest that the above statements are true to the best of my knowledge. I understand falsification of any of the information on this enrollment application will result in students being dropped from Five Keys Charter School.

7. Once you click “**Finish and Save**,” you will see the following screen. Take note of your application number and be sure to check your email for follow up information from **registration@fivekeys.org**

To insure our emails do not go to your spam folder, please add [registration@fivekeyscharter.org](mailto:registration@fivekeyscharter.org) to your address book.

## Application Checklist

Thank you for submitting your application(s) for Five Keys Charter School.  
Please note this does not constitute enrollment in our school.

Your application number is [1230](#).

Take note of your application number

Please keep this number handy as you will use this, along with your Preferred Email Address, to track the status of your application(s).

Please submit these documents if you have them:

**These documents ARE NOT required at the time of application.**

- Copy of Birth Certificate / Passport / Baptismal Certificate / Green Card
- Copy of Two Different Proofs of Residency: Documents must be dated within the last 6 months and must show the parent/guardian name and current physical address and may include driver's license, legal photo identification, utility bill, cable bill, telephone bill, property tax statement, rental/lease agreement, welfare documents from DPS or Social Security documents
- Copy of most recent Individualized Education Plan recommended (for students with history of Special Education only)
- Copy of most recent 504 Plan recommended (if applicable)
- Copy of High School transcripts (please retain the original for the initial enrollment meeting)
- Copy of Suspension Notice or Expulsion Notification (expelled students only).

Please use one of the following options to submit your documents:

- Upload them [HERE](#)
- Email them to [esign@fivekeyscharter.org](mailto:esign@fivekeyscharter.org)
- Fax them to 415-734-3314
- Drop them at a school office near you
- Mail them to:  
Five Keys Charter School  
70 Oak Grove Street  
San Francisco, CA 94107

## What Next?

Once all of the documents are received and verified, we will begin to process your application.

## Online Registration

Once your application has been processed, you will receive a message **to your personal email from registration@fivekeyscharter.org**. This will provide instructions on how to access your Five Keys student email. **You will use your Five Keys account for all school communication.**

### Student Registration at Five Keys Charter School Inbox x

registration@fivekeyscharter.org  
to me ▾

Thu, Apr 16, 10:55 AM (5 da

Time Submitted: April 16, 2020 10:55 am

Thank you for choosing Five Keys Charter School for your student's education. In order to complete your registration, please follow the instructions below. Please note that your enrollment is not complete until you have signed and submitted your online registration.

- \* Click this link to log in: <https://fivekeys.isssoasis.com/>
- \* Please note, if the link doesn't work, copy and paste it into the web browser
- \* Your username **P123456**
- \* Your temporary password is **reset123**
- \* You will be asked to set up a new password
- \* Once you log in, you will see a Registration button at the top of OASIS
- \* Hover your cursor over the Registration button and select English or Spanish
- \* Your online registration will be complete when you electronically sign and click the submit button

Note that this is sample information. The information you receive will be your own personal log in.

You will receive a confirmation email once you have submitted your online registration.

Your online registration must be complete before the first day of school.

The next section walks you through what to do once you've logged into OASIS using the information from the Student Registration email. Please note the following **Browser Requirements**--this will help if you encounter any error messages. **BE SURE TO REFRESH YOUR BROWSER AFTER MAKING ANY CHANGES**

### Third Party Tracking

An issue has been encountered that is preventing you from accessing the esign session.

If you are using **Safari** browser:

1. In the Safari app on your Mac, iPhone or iPad, choose **Safari > Preferences**, then click Privacy
2. Unselect cookies and website data **Block All Cookies** option
3. Unselect **Prevent cross-site tracking**

If you are using **Chrome** browser:

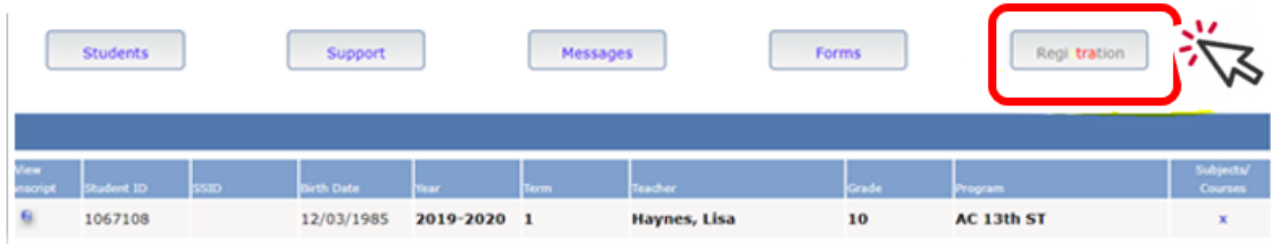
1. In Google Chrome browser, at the top right, click More **⋮** and then **Settings**.
2. At the bottom, click **Show advanced settings**
3. In the **Privacy and Security** section, click **Content settings**
4. Select **Cookies**
5. Uncheck the box next to **Block third-party cookies and site data**
6. Check the box next to **Allow sites to save and read cookie data**

You may follow these steps if you encounter any issues when trying to sign your documents.

- The Chrome browser is supported
- If you are using the Safari browser, you will be asked to update your cookies

# Online Registration Tutorial

1. Click the button labeled “**Registration**” at the top of the screen.
2. You will see the following message. After you have made any changes and reviewed all documents, click “**Click Here**” to sign.



## Online Registration

If you need help completing this online registration, please call Tiffany Grothe at 323-430-1797, M-F from 9am-4pm.

## You're Almost Finished!

If you would like to make any changes, click on the appropriate page below.


[Home/Parent Information](#)  
[Elyse Graham's Information](#)  
- [Master ISP Agreement](#)

If you would like to review a document, click on the document name below.

[Mandatory Annual Student Testing](#)  
[Group Educational Activity Permission Slip/Emergency Information](#)  
[Internet Usage and Digital Citizenship Policy](#)  
[Student Tablet/Laptop Loan Agreement](#)  
[Independent Studies On-Line Contract](#)  
[Covered CA Insurance Information](#)  
[Medical Information & Treatment](#)  
[FERPA](#)

Note that you may click on any of the pages to make changes or click on any of the documents to review before signing.

When you have finished reviewing this information,

 **CLICK HERE** to provide your electronic signature.



3. Look for the yellow tab that indicates the page you need to sign. You may click in the box shown below to complete your electronic signature.--Remember to refer back to the Browser Requirements on pg. 5 of this document if you have issues when trying to sign.

**Acknowledgement and Electronic Signature**

Parent/Guardian 1: Elyse Grah  
Parent/Guardian 2:  
Parent ID: 1066661  
Students: Elyse Graham  
Home Address: 320 13TH ST OAKLAND CA 94602  
Mailing Address: 320 13TH ST OAKLAND CA 94602

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

- ☑ Mandatory Annual Student Testing
- ☑ Internet Usage and Digital Citizenship Policy
- ☑ Group Educational Activity Permission Slip/Emergency Information
- ☑ Covered CA Insurance Information
- ☑ Medical Information & Treatment
- ☑ FERPA
- ☑ Student Tablet/Laptop Loan Agreement
- ☑ Independent Studies On-Line Contract
- ☑ Master ISP Agreement
- ☑ Household Size & Income Survey

Household Size: 4  
Annual Income: \$0-\$25,750

Signer Name: Elyse Graham  
Sign Date: 2020/04/27 01:16:37.092049 GMT-7

4. Once you have signed, you will be asked to confirm your signature. **Check the box** next to the acknowledgement statement.
5. Click to **Confirm**.

**Confirm Signature** [X]

I understand and accept that electronic signatures and records are just as good as their paper equivalents, and therefore subject to the same legal scrutiny of authenticity that applies to paper documents.  
[Click HERE to confirm.](#)

Review Documents [Confirm]

6. After signing the documents, you may look for the following email which will confirm that your signed documents were received by the Five Keys registration team.

## Document(s) completed

**From:** Sent on behalf of Five Keys Charter School ([registration@fivekeyscharter.org](mailto:registration@fivekeyscharter.org))

Dear Elyse Graham

The document(s) titled Elyse Graham (100134082 in 2020) created by Amelia Birch has been fully executed.

Sincerely

The eSign Genie Team

[View Document\(s\)](#)

If you need assistance, please contact Five Keys Charter School ([registration@fivekeyscharter.org](mailto:registration@fivekeyscharter.org))

**DO NOT SHARE THIS EMAIL:** This email contains a secure link to access this document(s) folder in eSignGenie. Please do not share this email or link with others.

This message was sent to you by Amelia Birch using the eSign Genie Electronic Signature Service. If you do not want to receive documents electronically, you may contact the sender directly with your request.

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