

Good Afternoon,

Please share these updates with your implementation leaders as we approach the 2024-25 school year.

## 1. Enrollment Process for 2024-25

### 2. Online Management Videos

#### 1. Enrollment Process for 2024-25

- It is important to know that educators will not be able to sign into the screening and reporting website until new enrollment information for the 2024-25 school year is processed.
- When your district technology representative is ready to have the OAISD process their 2024-25 district enrollments, please complete the “**2024-2025 District Enrollments**” form, located on the [Contact Us](#) page.
  - Contacts will be notified with their enrollment status after their enrollment information is processed.
- Please coordinate with your district’s technology representative to complete the following steps.
  - Verify that your district’s student information system has been changed over to the new school year.
    - For MI school districts using the MIDataHub, verify that the MIDataHub Delta Math Integration is receiving course enrollment information for the upcoming school year.
    - For school districts sending enrollment files, prepare the first set of enrollment files for the upcoming school year.
  - Transfer the **MIDataHub key and secret** or **enrollment files** to the OAISD SFTP folder for your district.

#### 2. Online Management Videos

- The [Online Management Videos](#) demonstrate how to use features of the enrollment manager and the online screening and reporting website to support your implementation plan.
- The support videos demonstrate the following:
  - Resetting a Screener
  - Assigning a Screener to Multiple Courses
  - Adding/Removing Students From a Course
  - Adding a New Staff Account
  - Enrolling/Unenrolling a Course for a Staff Account
  - Sending a Password Reset Link to an Educator
  - Create a New Course

To ask questions or request implementation support, please email me at [mklavon@oaisd.org](mailto:mklavon@oaisd.org).

Have a great day!

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