

LOVELAND SCHOOLS – UPDATING PHONE # VOICE DIALING PREFERENCES

STEP ONE: LOG INTO LOVELAND ONEVIEW PORTAL

(<https://loveland.esvportal.com>)

STEP TWO: CLICK ‘ Submit & View Online Forms’ near the top.

The screenshot shows the 'Enrolled Student Dashboard' with a sidebar on the left and a main menu on the right. The sidebar contains contact information for Middle School. The main menu has four buttons: 'Submit & View Online Forms' (highlighted in yellow), 'Enroll New Student(s)', 'Manage My Students', and 'Update My Account'.

Enrolled Student Dashboard

Middle School
Middle School
Principal Chris Burke
BurkeCh@lovelandschools.org
801 South Lebanon Rd.
Loveland, OH 45140
(513) 697-3024
(513)697-3024 Main Line
(513) 677-7986 Fax
513-697-3602 Attendance Line

Submit & View Online Forms
Enroll New Student(s)
Manage My Students
Update My Account

STEP THREE: Click on ‘Student Information & EMA’ link under “2017-18 Back to School Forms”

My Online Forms Available To Submit:

For each of the forms listed below, you may review the form, fill out the information requested, and submit your responses to the district for approval electronically.

2017-18 Back to School Forms

Form Name/Title	Status
Student Information & EMA	APPROVED
Alternate Transportation	APPROVED

STEP FOUR: Configure Primary Telephone In "Part Two"

Part Two: Additional Information About Student
Please provide as much information as possible for student records. Field marked with an asterisk * and in bold are required.

Called Name:

* **Primary Telephone:** Use for School Closing Notification?

* **County of Residence:**

STEP FIVE: Configure Telephone #s for Parent/Guardian #1 Parent/Guardian #1

* **First Name:**

* **Last Name:**

* **Relation To Student:**

Date Of Birth:

Home Phone: Use for School Closing Notification?

Work Phone: Use for School Closing Notification?

Cell/Other Phone: Use for School Closing Notification?

Email Address:

Employer Name:

Occupation:

Lives With Student?

IMPORTANT: ALL NUMBERS CHECKED WILL BE DIALED FOR SCHOOL COMMUNICATION PURPOSES. DUPLICATE PHONE #S (e.g. SAME HOME PHONE FOR MOM AND DAD) WILL NOT BE CALLED MULTIPLE TIMES. PLEASE DESELECT THE CHECK BOX NEXT TO ANY PHONE NUMBERS YOU DO NOT WANT CONTACTED, THEN SAVE AND SUBMIT TO DISTRICT.

STEP SIX: (If Applicable) Configure Telephone #s for Parent/Guardian #2
Parent/Guardian #2

Leave the fields below blank if there is no 2nd Parent/Guardian

First Name:

Last Name:

Relation To Student:

Date Of Birth:

Home Phone: Use for School Closing Notification?

Work Phone: Use for School Closing Notification?

Cell/Other Phone: Use for School Closing Notification?

Email Address:

Employer Name:

Occupation:

Lives With Student?

IMPORTANT: ALL NUMBERS CHECKED WILL BE DIALED FOR SCHOOL COMMUNICATION PURPOSES. DUPLICATE PHONE #S (e.g. SAME HOME PHONE FOR MOM AND DAD) WILL NOT BE CALLED MULTIPLE TIMES. PLEASE DESELECT THE CHECK BOX NEXT TO ANY PHONE NUMBERS YOU DO NOT WANT CONTACTED, THEN SAVE AND SUBMIT TO DISTRICT.