



Arizona Online Application Instructions

STEP 1: Create or login to your student account

1. Go to <https://apply.bsischools.org/apply/>; If you have an account then fill in your information and click **LOGIN** on the left side of the page.
***If you have applied before, use the same USERNAME and PASSWORD**
2. If you already have an account but have forgotten your password:
Click **FORGOT YOUR PASSWORD**
Enter your email address
Click **GET PASSWORD**
Password reset instructions will be sent to the email you provided

A screenshot of a web form titled "Already Applied?". It contains two input fields: "Email:" and "Password:". Below the fields is a "Login" button. A red arrow points to a link labeled "Forgot your password?". Below the form, there is a note: "If you have already started an application, please login to your account to continue."

3. If you need to create a new account:
Scroll down the webpage and click on the **DESIRED SCHOOL**
Go to the section labeled "If you **DO NOT** have an account" and fill in your information
Click **CREATE ACCOUNT**
4. You are now ready to login
Enter your username
Enter your password
Click **LOGIN**

* To Users in the Enrollment Portal: The parent who creates the applicant's enrollment portal account ("Application Portal") is the primary user. A secondary user may be added at the primary user's discretion. BASIS will only make user access changes to the Application Portal if presented with (a) written consent by the parents, or (b) applicable court orders. BASIS cannot restrict user permissions in the Portal or monitor parent actions, so parents are expected to make educational decisions, including accepting or denying offers of enrollment, in accordance with applicable court orders. BASIS will rely and act upon decisions made for the applicant through the Application Portal, unless we are aware that the parents disagree about that decision.

STEP 2: Add child/application to account

1. Click on the link **START A NEW APPLICATION**

bsi BASIS® Schools Inc. Policies FAQs About BASIS

Application Portal

Welcome, Enrollment Department! School Year: 2018-2019 ▼

There are no students linked to your parent account yet.

Start a New Application
Click on START A NEW APPLICATION to begin the application process.

Contact Information
For technical issues, email:
enrollment@basisschools.org

System Instructions
[Arizona Application Instructions](#)

2. Scroll to the desired school.
3. Click on the school of your choice

Other Arizona campuses / Charter Schools

BASIS Flagstaff (open to students applying for grades: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12)
BASIS Flagstaff - 928.774.5502
1700 N. Gemini Drive, Flagstaff, AZ 86001

BASIS Prescott (open to students applying for grades: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12)
BASIS Prescott - 928-277-0334
1901 Prescott Lakes Pkwy., Prescott, AZ 86301

4. Select the school year you are applying for (*date below is an example*)

School Year

i1 *School Year Applying For: 2018-2019 ▼

5. Read the requirements and policies
6. Click the check box to agree to the requirements and policies

Requirements & Policies

i7 *I have read and agree to the [Requirements & Policies](#)

I Agree

7. Click on **CONTINUE TO APPLICATION**

IMPORTANT INFORMATION/TIPS FOR FILLING OUT THE APPLICATION:

- You can save what you have already entered and return at a later time to complete the application by clicking the "Save and Exit" button.
- If you need to go back to any step, use the navigation bar to the left, or the "« Back" button at the bottom of the screen.

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that BASIS Flagstaff, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, BASIS Flagstaff may disclose appropriately designated "directory information" without written consent, unless you have advised BASIS Flagstaff to the contrary in accordance with BASIS Flagstaff procedures. The primary purpose of directory information is to allow BASIS Flagstaff to include this type of information from your child's education records in certain school publications. If you do not want BASIS Flagstaff to disclose directory information from your child's educational records without your prior written consent, you must notify BASIS Flagstaff in writing prior to the first day of the student's enrollment. The directory information includes, but is not limited to, the student's name, address, telephone listing, electronic email address, grade level, participation in officially recognized activities and sport, award or placement in school organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for Academic Recognition).

[Continue to Application](#)

8. Enter in all the information asked in the application. After you have completed each page click **CONTINUE** (at the bottom of each screen)

9. If you need to complete the application at a later time you can click on the "save and exit" button at the bottom of the screen. Go back to your **DASHBOARD** and click on the link to the application when you are ready to complete it.

You are signed in as: Enrollment Department **Dashboard** My Account Signout

APPLY NOW Select Language | ▼

bsi BASIS Schools Inc. Policies FAQs About BASIS

Application Portal

Contact Information **Welcome, Enrollment Department!** School Year: 2018-2019 ▼

The link to the application will take you to the page where you left off.

1. [BASIS Phoenix Central - Grade: 2](#) Delete Edit

Status: On Student's Current School Information

10. **BASIS to BASIS Transfer Students:** If you are a current BASIS student looking to transfer within the BASIS school system please download the Transfer Request Form, print the form, fill it out, and deliver or email to the Registrar of your current school for approval and signature, then send your signed form to your desired school for processing.

Note: Students promoting from the exit grade at their current BASIS school and applying to the entry grade of an affiliate BASIS school should NOT complete the transfer request form, as these applicants will be eligible for the AFFILIATE/FEEDER school priority.

11. Click **CONTINUE** and complete all of the steps of the application.

12. At this point you will reach the **REVIEW AND SUBMIT** screen, where you can see everything you have entered. If you need to edit anything, each section has an edit button on the top right hand corner of that section. Click **EDIT** to update any information. Please note that your application has not yet been submitted if you are on this screen.

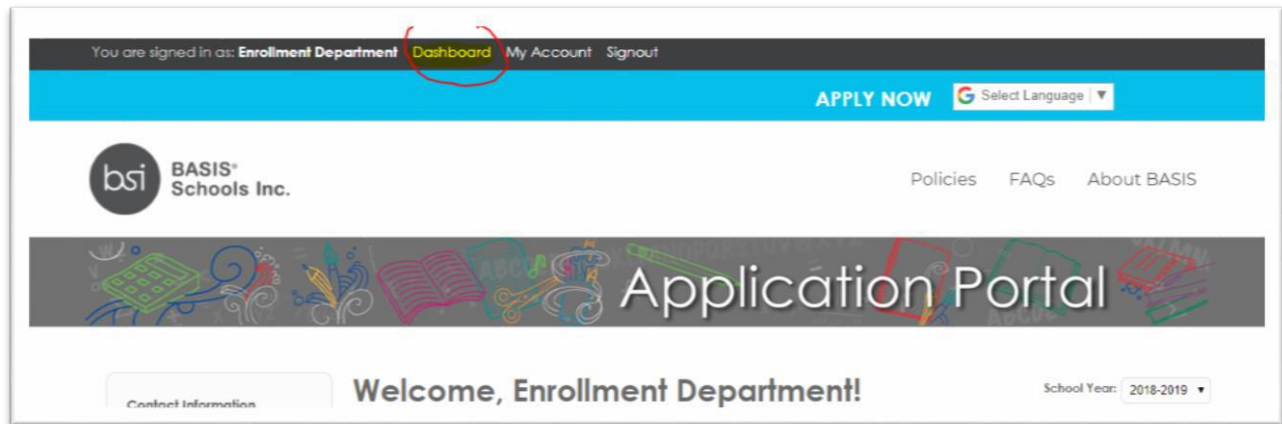
13. **You do NOT need to sign each document or print your application at this time.** If your child is offered enrollment, you will receive registration packet instructions from the school (sometime in January after we run Open Enrollment lotteries) and will need to print and sign the pages at that time.

14. Once you have verified all your information is correct click **SUBMIT**.

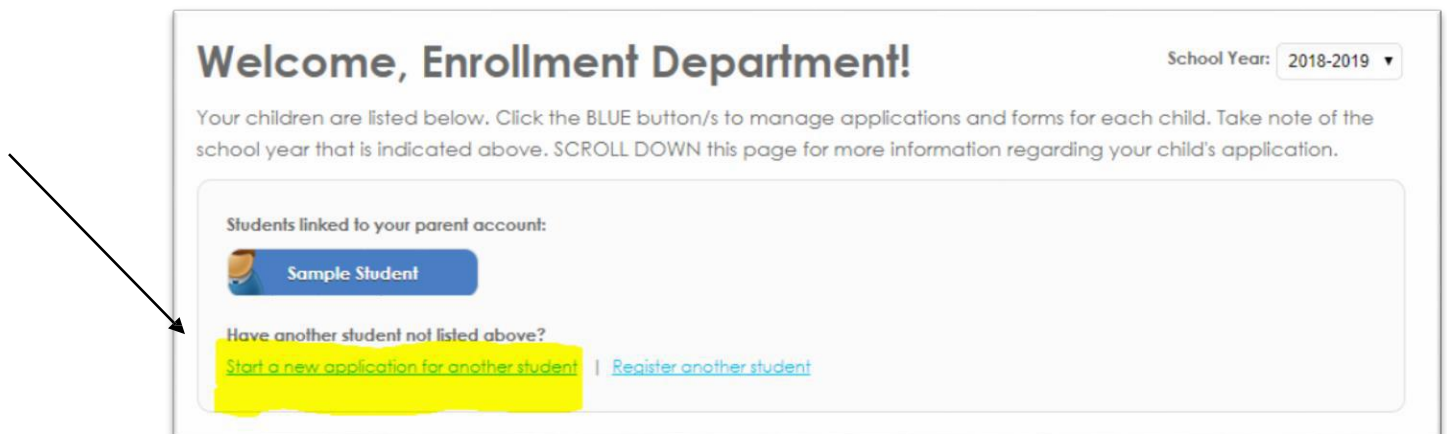
15. You will receive an email confirming the submission of your application.

STEP 3: Adding another child to your account

1. Click on DASHBOARD on the top of your screen



2. Click on START A NEW APPLICATION FOR A NEW STUDENT



3. Make sure that you fill out an individual application for every child you would like to have attend BASIS.
4. Indicate the siblings' name, DOB and grade applying on each application.

STEP 4: To complete an application for an additional BASIS school

1. Click DASHBOARD
2. Click on the blue box with the child's name (this is not a link!)
3. Scroll down to the bottom of the screen and click on ADD ANOTHER APPLICATION FOR "STUDENT NAME"

1. [BASIS Chandler - Grade: 8](#) [Delete](#) [Edit](#)

Status: On Family Information

[+ Add Another Application for Sample](#)

4. Click on the school to which you would like to apply.
5. Continue through all pages of the application. Most information will automatically fill, but make sure you complete the final REVIEW and SUBMIT step.
6. SUBMIT the application.

STEP 5: Ranking your school choices

1. Click DASHBOARD
2. Scroll to the bottom of the screen
3. The schools will automatically be in the order in which you applied
4. If you wish to change the order click on the arrow next to the one you would like to move

EarlyKinder's Applications

UNDERSTANDING YOUR APPLICATION STATUS
Your child's enrollment status will be shown below once lotteries have been run. If your child is being offered enrollment, you will have the option to "ACCEPT" or "DECLINE" the seat. Otherwise, you will find your child's current waitlist number.

RANKING YOUR SCHOOL PREFERENCE
Please make sure that your applications are correctly ranked with your first choice being the one you would most like to attend. You may change the order by clicking on the arrows to the left of the school name. This ranking process helps us understand school demand and does not affect lottery outcomes, waitlist numbers or enrollment results.

1. [BASIS Phoenix South Primary - Grade: K](#) [Withdraw](#) [Edit](#)

Status: Submitted

2. [BASIS Phoenix Central - Grade: K](#) [Withdraw](#) [Edit](#)

Status: Submitted

[+ Add Another Application for EarlyKinder](#)