

## ARIZONA ONLINE APPLICATION INSTRUCTIONS

### Step 1: Creating or logging in to your student's account\*

1. Go to <https://apply.bsischools.org/apply/>
  - a. If you have an account: fill in your information and click the **LOGIN** button on the left side of the page.  
**Please note:** If you have applied before, use the same **USERNAME** and **PASSWORD** that you used previously.
2. If you already have an account, but have forgotten your password:
  - a. Click **FORGOT YOUR PASSWORD**.
  - b. Enter your email address.
  - c. Click **GET PASSWORD**.
  - d. Password reset instructions will be sent to the email address you provided.
3. To create a new account:
  - a. Scroll down and click on the **DESIRED SCHOOL** button.
  - b. Go to the section labeled "If you DO NOT have an account" and enter your information.
  - c. Click **CREATE ACCOUNT**.
4. You can now log in to your account:
  - a. Enter your username.
  - b. Enter your password.
  - c. Click **LOGIN**.

Already Applied?

Email:

Password:

Login

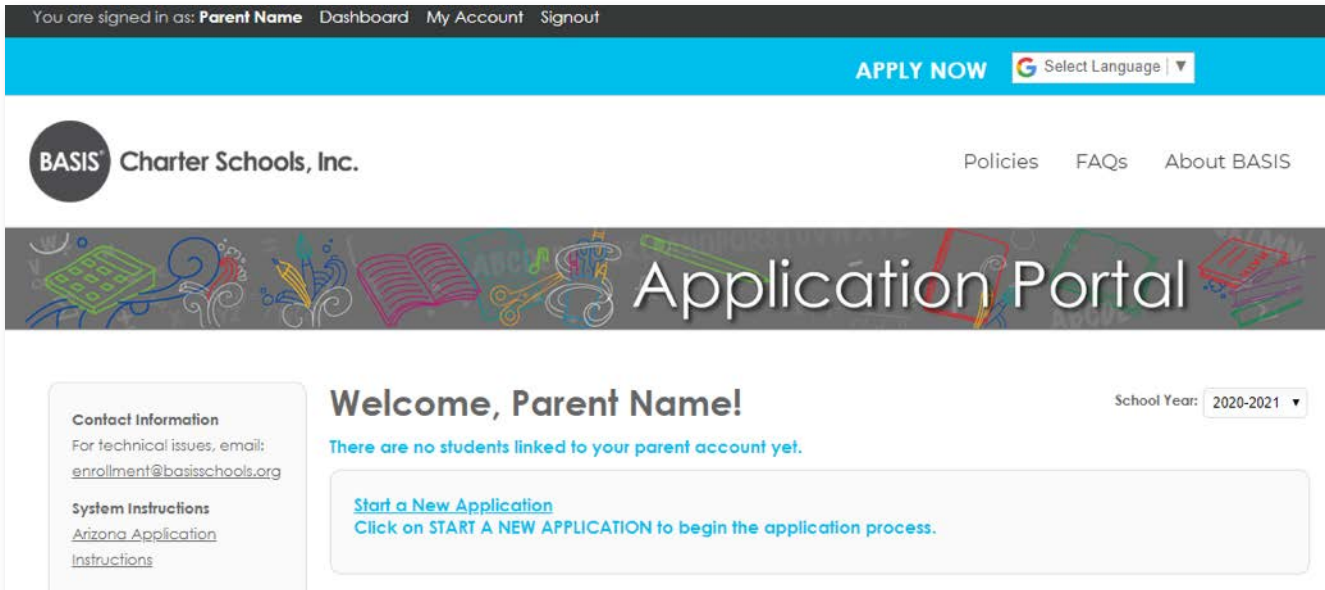
If you have already started an application, please login to your account to continue.

[Forgot your password?](#)

*\* To enrollment portal users: 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 Charter Schools will only make user access changes to the application portal if presented with (a) written consent by the applicant's parents, or (b) applicable court orders. BASIS Charter Schools cannot restrict user permissions or monitor parent actions in the portal. Therefore, parents are expected to make educational decisions, including accepting or denying offers of enrollment, in accordance with applicable court orders. BASIS Charter Schools will rely and act upon decisions made on behalf of the applicant through the application portal, unless made aware that the parents disagree about the decision.*


## Step 2: Adding a new child/application to your account

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



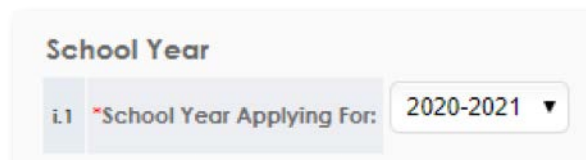
The screenshot shows the BASIS Charter Schools Application Portal. At the top, there is a navigation bar with "You are signed in as: Parent Name", "Dashboard", "My Account", and "Signout". Below this is a blue bar with "APPLY NOW" and a "Select Language" dropdown. The main header features the BASIS logo, "Charter Schools, Inc.", and links for "Policies", "FAQs", and "About BASIS". A large banner reads "Application Portal". Below the banner, there is a "Welcome, Parent Name!" message and a "School Year: 2020-2021" dropdown. On the left, there is a "Contact Information" section with an email address and "System Instructions" for the "Arizona Application". A central box contains a "Start a New Application" link and a message: "There are no students linked to your parent account yet. Click on START A NEW APPLICATION to begin the application process."

2. Scroll down to locate the name of your desired school.
3. Click on the school name.



The screenshot shows the "Other Arizona campuses / Charter Schools" section. It lists two schools: "BASIS Flagstaff" and "BASIS Prescott". Each entry includes the school name, a note about the grades it is open to (K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12), the phone number, and the address. Arrows point to the school names in the original image.

4. Select the school year you are applying for (see example below).



The screenshot shows the "School Year" selection dropdown. It has a label "i.1 \*School Year Applying For:" and a dropdown menu currently set to "2020-2021".

5. Read through the requirements and policies.

6. Click the box to confirm you have read and agree to the requirements and policies.

### Requirements & Policies

L7 **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](#)

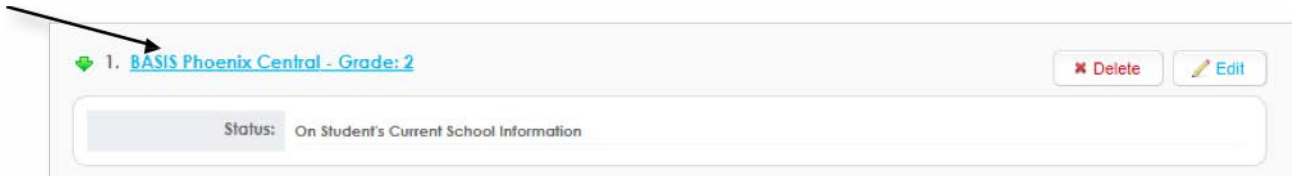
8. Enter all the information requested on the application. After completing each page, click the **CONTINUE** button at the bottom of the screen.
9. If you need to stop and complete the application at a later time, click on the "Save and Exit" button at the bottom of the screen.
  - a. When you are ready to complete the application, go back to your **DASHBOARD** and click on the application link.

You are signed in as: **Parent Name** [Dashboard](#) [My Account](#) [Signout](#)

**APPLY NOW** [Select Language](#)

**BASIS® Charter Schools, Inc.** [Policies](#) [FAQs](#) [About BASIS](#)

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



## 10. BASIS-to-BASIS Charter School Transfer Students:

- a. If you are a current BASIS Charter School student and would like to transfer schools within the BASIS Charter Schools network, please download the Transfer Request Form. Then print and fill out the form, and deliver or email it to your current school's Registrar for approval and a signature. Once this is complete, send the signed form to your desired school for processing.

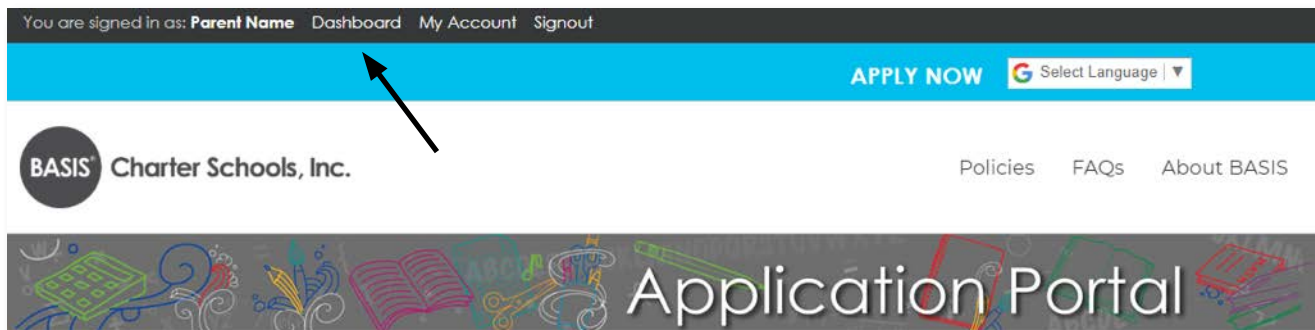
**Please note:** Students who are promoted from the exit grade of their current BASIS Charter School and want to apply to the entry grade of the affiliated BASIS Charter School should **NOT** complete the transfer request form, as they are eligible for **AFFILIATE/FEEDER** school priority.

11. Click **CONTINUE** and complete the rest of the application steps.
12. At this point, you will be directed to the **REVIEW AND SUBMIT** screen, where you can see everything you entered.
  - a. If you need to edit any information, each section has an edit button in the top right-hand corner.
 

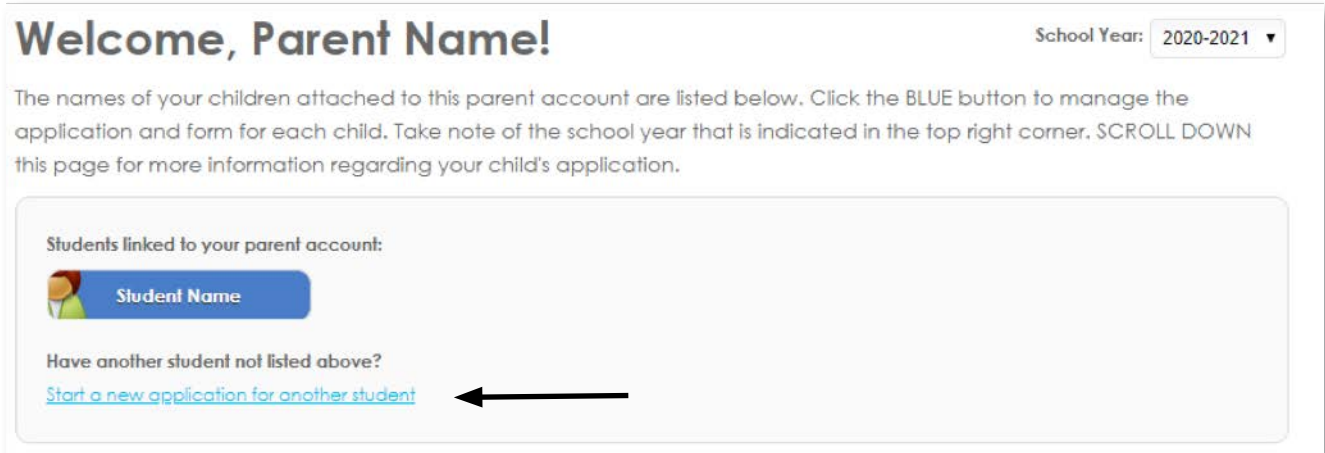
**Please note:** your application has **NOT** been submitted yet if you are still on this page.
13. You do **NOT** need to sign each document or print out your application at this time. If your child is offered enrollment, you will receive a registration packet with detailed instructions from the school sometime in January, after the Open Enrollment lotteries have been run, and will need to print and sign the pages at that time.
14. Once you have verified that all your information is correct, click **SUBMIT**.
15. You will receive a confirmation email for your submission.

## Step 3: Adding another child to your account

1. Click on **DASHBOARD** at the top of your screen.




- Click on **START A NEW APPLICATION FOR ANOTHER STUDENT**.



**Welcome, Parent Name!** School Year: 2020-2021 ▼

The names of your children attached to this parent account are listed below. Click the BLUE button to manage the application and form for each child. Take note of the school year that is indicated in the top right corner. SCROLL DOWN this page for more information regarding your child's application.

Students linked to your parent account:

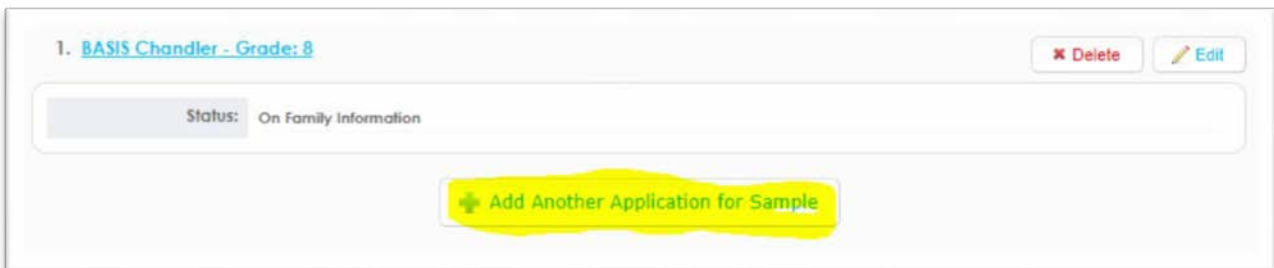
 **Student Name**


Have another student not listed above?  
[Start a new application for another student](#) ←

- Make sure you fill out a separate application for each child you wish to enroll in a BASIS Charter School.
- Indicate the child's name, date of birth, and the grade you are applying for, on each application.


#### **STEP 4: Completing an application for an additional BASIS Charter School**

- Click **DASHBOARD**.
- Click on the blue box with the child's name (this is NOT a link).
- Scroll 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**

- Click on the school to which you would like to apply.
- Continue through all of the application pages. Most information will be automatically populated, but you will still need to complete the final **REVIEW** and **SUBMIT** steps.
- SUBMIT** the application.


### Step 5: Ranking your school choices

1. Click **DASHBOARD**.
2. Scroll to the bottom of the screen.
3. The schools will be listed in the order in which you applied to them.
4. If you wish to change the order of your school preferences, click on the arrow next to the one you would like to move, and it will move either up or down on the list.



**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](#)


Status: Submitted

 Withdraw  Edit

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

Status: Submitted

 Withdraw  Edit

 Add Another Application for EarlyKinder