ENROLLING KINDERGARTEN & NEW STUDENTS
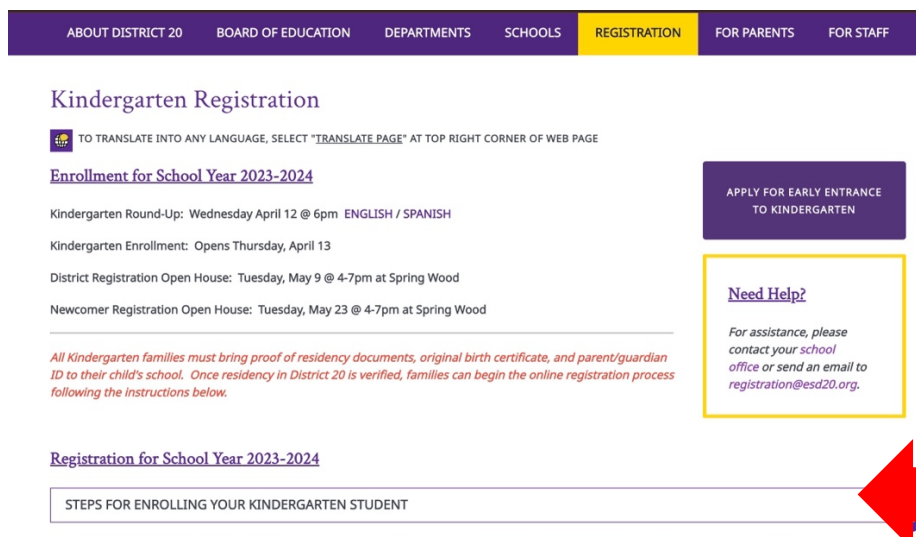
✓ Go to the District 20 website https://www.esd20.org/ and select the **REGISTRATION** tab, and **select the grade level** of the student that you want to enroll.
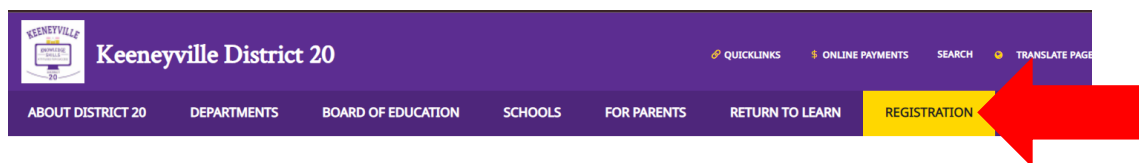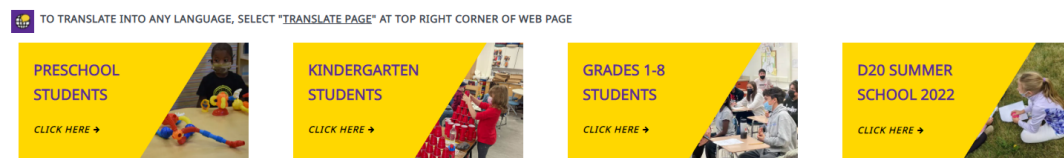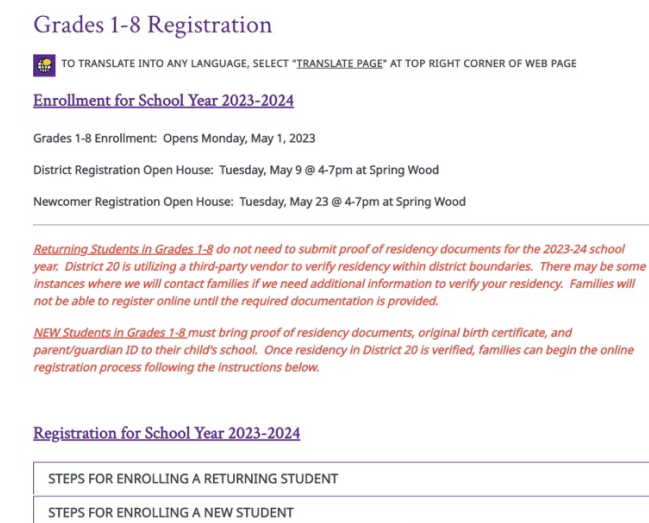

✓ Select the **STEPS FOR ENROLLING YOUR KINDERGARTEN STUDENT** and carefully follow the drop-down instructions to ensure that your child is properly enrolled.
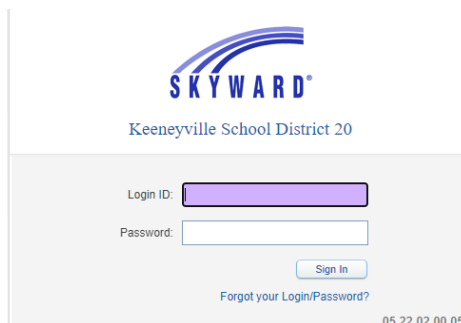
COMPLETE KINDERGARTEN & NEW STUDENT REGISTRATION APPLICATION

Kindergarten and New Students have a different registration process that Returning Students in Grades 1-8. In order to complete the Kindergarten & New Student Registration Application, you must access NSOE through Skyward.

✓ Go to **Skyward Family Access** (https://bit.ly/SkywardFamilyAccessLogIn) to begin the online enrollment process. Skyward may also be accessed from the district website under **QUICKLINKS → SKYWARD FAMILY ACCESS**
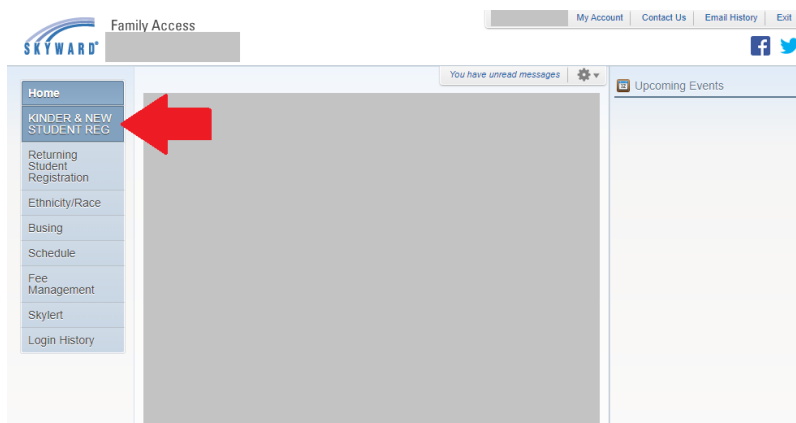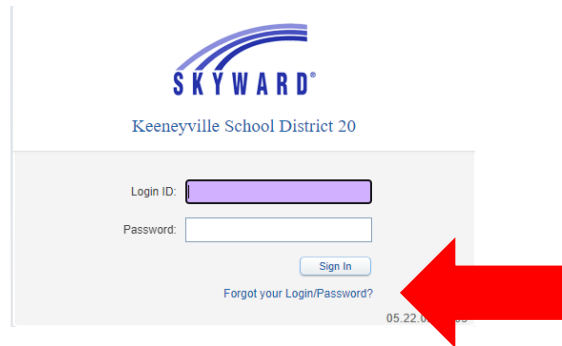

✓ **Log into Skyward**

RETURNING DISTRICT 20 FAMILIES who already have a District 20 Skyward Account **may use their pre-existing D20 Skyward Account to access NSOE.**

Select the "KINDER & NEW STUDENT REG" button at the top left of your Skyward home page.

NEW DISTRICT 20 FAMILIES will log-in using the credentials emailed to them after submitting the Request New Student Online Enrollment (NSOE) Account. *If you did not receive an email with log-in credentials, please contact your school office or email registration@esd20.org for assistance.*

Forgot your Login/Password? Allows you to request new account information sent to your email if you forgot password.
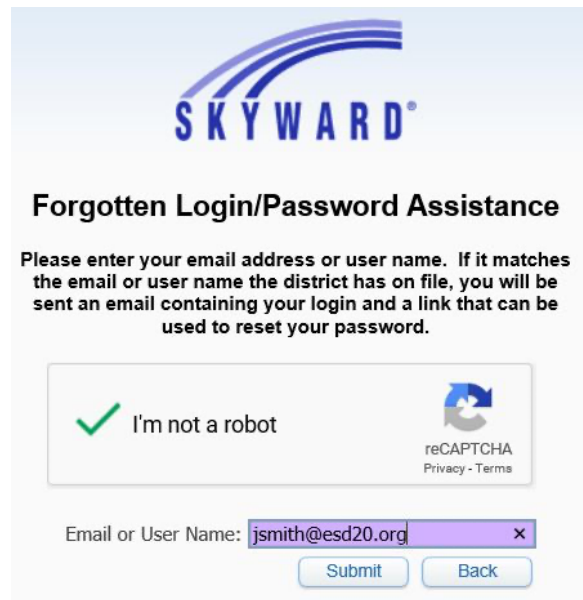
After clicking the Forgot your Login/Password link, the screen on the right below will appear. Enter responses to requested CAPTCHA screens. Guardians should use the email when they requested their account.

✓ Complete the **Kindergarten & New Student Registration Form**

Read the instructions carefully and submit complete information for each step to ensure that your student is fully enrolled.

The first time a guardian logs into the portal, they will be taken directly to the Application Form. This is the form to be filled out with the new student's information. If a guardian logs in for the first time after a previous application has been denied, and they have no other pending applications, they will see this page with a red message in the upper left corner notifying them of the denied application.

Save and Continue to Fill Out Application: This button will save the data filled in so far, and keep the screen open to allow the guardian to complete it.

Save and go to Summary Page: This button will save the data filled in so far and take the user back to the Portal's main page.

Print Application: This button will send the page to the guardian's printer.

Leave WITHOUT Saving: This button will take the user back to the Portal's main page and not save any data entered into the form.

These buttons will also display at the very bottom of the form.

The area below the buttons should display instructions for the guardians, and give them any necessary reminders.

Creating and Submitting a New Student Enrollment Application

The first time a user logs into the Portal, they will be taken directly to the Application Form. A guardian who has at least started an Enrollment Application and is logging into the Portal to start a new one will need to click on the **Click to Enroll Additional Student** button from the "New Student Enrollment Applications: Summary Page."

With the Application form split into different steps, it is important to know that guardians will only be able to have one-step expanded and available for editing at a time. The currently active step will have the **Save** and **Save and Collapse Step** buttons active at the top of the section. If no step/section is in Edit mode, then the **Edit** and **View Only** buttons will be active. When one step/section is in Edit mode, the other sections will have the **View Only** button active, so a guardian can review those sections while editing another.

STEP 1: STUDENT INFORMATION

The next area is where the guardian enters the student data for available fields, and those fields marked as required. It is important to enter data in this section, since some fields will make up the student's Entry record. A guardian also has space in the **Additional Information** field to leave a note for the office to see as they process a student's application.

A guardian will then need to click the **Complete Step 1 and move to Step 2: Family/Guardian Information** to move on to the next step or they can click on the **Complete Step 1 Only** button. Both buttons will scan through the fields for Step 1 and verify that all the required data has been entered.

If the user has missed any required fields, the **Application Not Submitted** error screen will display, and the missing required fields are highlighted with a red box. Click **OK** to close the box and fill in the missing data. Then click one of the Complete Step 1 buttons. As a step is completed, a Date Completed will show to the right of the collapsed step. If the guardian clicks the **Edit** button for that step, the Date Completed will go away until they click one of the complete buttons again.

STEP 2: FAMILY/GUARDIAN INFORMATION

Users can update everything on this screen except their email. Guardians will notice that some of the   filled infields, since it pulls the data from the form that, they filled out requesting the account.

Upon clicking the check box to add the guardian as an emergency contact, this guardian's information will show in that portion of the application form.

If a guardian is creating an additional Enrollment Application form, meaning that they have already submitted one and have started a new one, the first family information will merge into the Family and Guardian fields; however, update fields such as Relationship to Child.

If there are other guardians within this family (at the same address), click the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of the section. Notice the slightly thicker blue box around the guardians in this first family.

If there are additional families that need to be attached to the student, click the **Yes, I want to Add a Legal Guardian who lives at a Different Address** button in the bottom left corner of the Family/Guardian Information Section. Clicking this button, the guardian will then be able to fill in the new family's information.

FAMILY WITH A GUARDIAN AT A DIFFERENT ADDRESS STEP: 2A

Step 2A is to fill in the fields for the new family. This can be repeated to add as many families as needed for the student. Notice at the top of the screen, the blue box that is around the first family can be seen, and a new purple box is around this new family. Each different family added will have a new color around the guardians to help keep them visually separated.

If the new family was added in error, click the **Remove this Family** button to delete the record. Just as with the primary family/guardian, additional family members can be added by clicking the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of step 2A.

The above confirmation screen will display after clicking the **Remove this Guardian** and the **Remove this Family** buttons respectively.

A **Remove this Guardian** button will display above all guardians in a family with more than on guardian in it.

Once all the Family/Guardian Information has been entered, the guardian completing the application needs to click either the **No, Complete Step 2 and move to Step 3: Emergency Contact Information** button or the **No, Complete Step 2 Only** button to complete the step.

STEP 3: EMERGENCY CONTACT INFORMATION

If contacts other than the guardian need to be entered, click the **Yes, I want to Add another Emergency Contact Record** button in the bottom left corner of the section. This will add another set of Emergency Contact fields to be filled in.

If an Emergency Contact record is added in error, the **Remove this Emergency Contact** button can be used.

Upon clicking the button, the above confirmation box will display. Click **Yes** to remove the Emergency Contact, or **No** to cancel the request.

After clicking either the **No, Complete Step 3 and move to Step 4…** button or the **No, Complete Step 3 Only** button the next step will become available (as long as Steps 1 through 2 are also marked as complete).

In this step, **All *Required District Forms must be completed**. If you exit from completing a form and the box is checked that the form **has been *completed*,** you can click on the form and return to add additional information or correct the form. If the form was not filled out and you plan to come back to it, you can uncheck the box showing it as not completed.

On the Home Language Survey, if you answer "YES" to the question, 'Is a language other than English spoken in your home?', then you must complete the Parent Interview Form A-3, Parent Language Preference Form A-1a, and the Report Card Translation Form A-1b.

Note: The required forms do not have to be completed in the order that they are listed on the screen.

If the Complete Step 5 button is selected without all of the required forms being marked as completed beforehand, the above error message will display. After all of the Additional District Forms have been marked as completed, the guardian can mark Step 5 complete.

SUBMITING THE APPLICATION

When all of the steps are complete and the steps are showing the Date Completed to the right of each step, the **Submit Application to the District** button will be active at the bottom of the screen.

Before submitting, guardians should review all parts to make sure the information is correct.

Once the application is submitted, you cannot make any changes to its content. You would need to contact your designated school or the school district to notify them of any inaccurate information.

The above confirmation screen will display after clicking the **Submit Application to the District** button. Click the **Submit Application** button to complete the process, or click the **Cancel and Keep Screen Open** button to have the ability to review and update the application.

The above screen will display after clicking **Submit Application**.

When all required information has been reviewed and your application has been approved, you will receive a login and password to access the Keeneyville Webstore to pay required fees.