

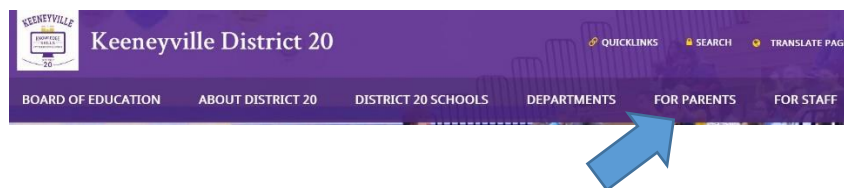


## Welcome to Keeneyville School District 20

### Step 2: New Student Enrollment Instructions

If your student(s) are new to Keeneyville School District 20, please follow these instructions to access our District website <https://www.esd20.org/> to enter their enrollment information.

**This is the second step to enroll your new student online.** Guardians can use their emailed credentials to access **New Student Registration** through the District Website tab **For Parents**.



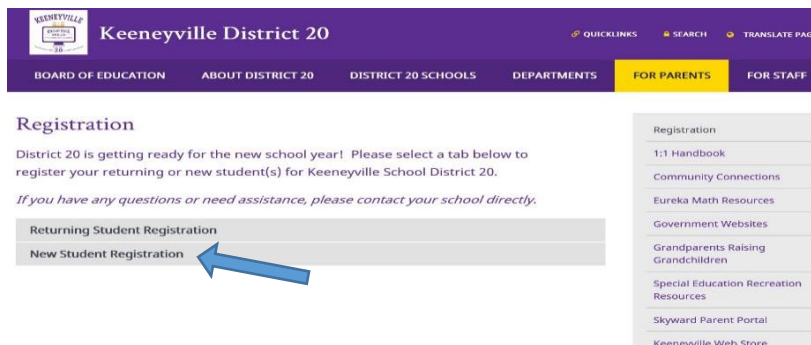
Next, click on **Student Registration 2019-2020**.



#### For Parents



Next, from the Registration screen, click on **New Student Registration**.



**\*\*Denotes Required Field to be entered**

New Student Enrollment Instructions

Next, from the **New Student Registration** screen, click on the Step 2 hyperlink:

## STEP 2: New Student Enrollment Application

The next step to enrolling your new student is to fill out the New Student Enrollment Application. Guardians can use their *emailed credentials* to access the New Student Online Enrollment (NSOE) Portal through the Skyward Parent Portal or via the Enrollment Access hyperlink emailed to you.

### STEP #2 INSTRUCTIONS: ENROLLMENT APPLICATION

[2019-2020 New Student Online Enrollment Application](#)



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### **NEW STUDENT ENROLLMENT: LOGIN**

SKYWARD®  
Keeneyville School District 20

Login ID:  X

Password:

[Forgot your Login/Password?](#)

05.19.06.00.02

Login Area:

**Complete the above-required fields to enroll your new student(s).**

**\*\*Login ID:** This is the guardian's email address used when they requested their account.

**\*\*Password:** The guardian received this Password in the Account Information email.

**Sign In**

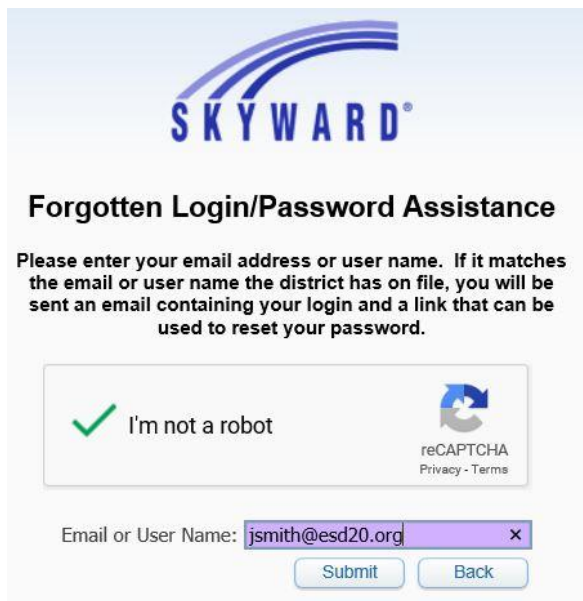
Click this once the user has entered their account information to access the new student enrollment portal.

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**\*\*Denotes Required Field to be entered**

New Student Enrollment Instructions

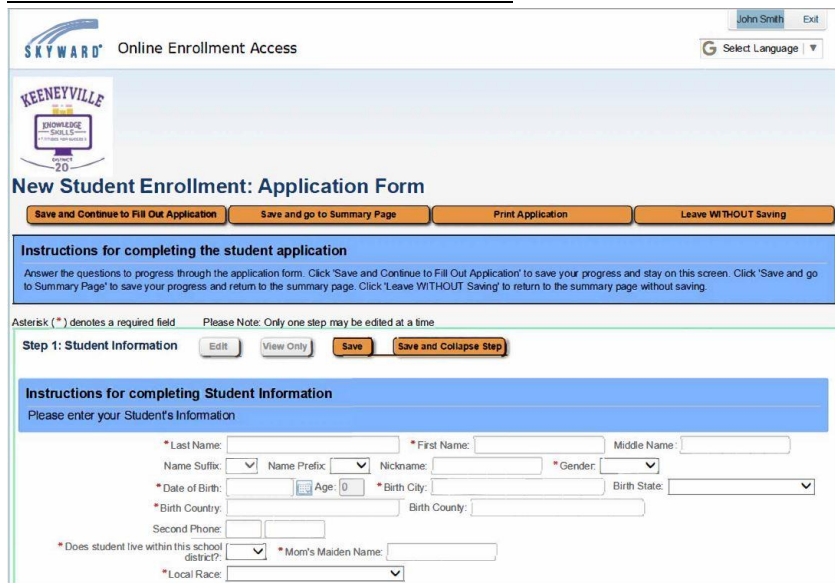
**Forgot your Login/Password?** : That allows a user to request new Account Information sent to their email if they forgot their password.



The screenshot shows the 'Forgotten Login/Password Assistance' page. At the top is the Skyward logo. Below it, the title 'Forgotten Login/Password Assistance' is displayed. A message states: 'Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.' Below this is a reCAPTCHA widget with a green checkmark and the text 'I'm not a robot'. Underneath the reCAPTCHA is a text input field labeled 'Email or User Name:' containing the text 'jsmith@esd20.org'. To the right of the input field is a small 'x' icon. Below the input field are two buttons: 'Submit' and 'Back'.

After clicking the Forgot your Login/Password link, this screen will appear.  
Enter responses to requested CAPTCHA screens.  
Guardians should use the email when they requested their account.

## **NEW STUDENT ENROLLMENT: OVERVIEW**



The screenshot shows the 'NEW STUDENT ENROLLMENT: OVERVIEW' page. At the top left is the Skyward logo and the text 'Online Enrollment Access'. At the top right, there is a user profile for 'John Smith' with an 'Exit' button and a 'Select Language' dropdown menu. Below this is the 'KEENEYVILLE' logo. The main title is 'New Student Enrollment: Application Form'. Below the title are four buttons: 'Save and Continue to Fill Out Application', 'Save and go to Summary Page', 'Print Application', and 'Leave WITHOUT Saving'. A blue box contains 'Instructions for completing the student application'. Below this is a note: 'Asterisk (\*) denotes a required field Please Note: Only one step may be edited at a time'. The current step is 'Step 1: Student Information', with buttons for 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below this is another blue box with 'Instructions for completing Student Information' and the text 'Please enter your Student's Information'. The form fields include: 'Last Name', 'First Name', 'Middle Name', 'Name Suffix', 'Name Prefix', 'Nickname', 'Gender', 'Date of Birth', 'Age', 'Birth City', 'Birth State', 'Birth Country', 'Birth County', 'Second Phone', 'Does student live within this school district?', 'Mom's Maiden Name', and 'Local Race'.

**\*\*Denotes Required Field to be entered**

New Student Enrollment Instructions

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.

In the upper right corner, the name of the guardian logged in is shown next to the **Exit** button.

Below that, the **Google Translator** is available. Selecting a different language will translate all buttons into that language. After translation, there is a bar at the top with a button to return the page back to the original language.

**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."

The screenshot displays the 'New Student Enrollment Applications: Summary Page' within the Skyward Online Enrollment Access system. At the top, the user 'Holly Kaye' is logged in, and there is a 'Select Language' dropdown. The page features a table titled 'Your Un-submitted Enrollment Applications' with two columns: 'Student Name' and 'Application Status/Options'. One application is listed for 'Joe Smith', with a red message stating 'All Steps have NOT been completed, please select one of the following options:'. Below this message are two buttons: 'Review/Update the Application' and 'Cancel this Application'. To the right of the table is a button labeled 'Click to Enroll Additional Students'. Below the table, there is a section for 'Your Submitted Enrollment Applications' which states 'There are no submitted enrollment applications to list.'

**\*\*Denotes Required Field to be entered**

New Student Enrollment Instructions

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.

## **STUDENT INFORMATION: STEP 1**

Asterisk (\*) denotes a required field. Please Note: Only one step may be edited at a time.

Step 1: Student Information [Edit] [View Only] [Save] [Save and Collapse Step]

**Instructions for completing Student Information**  
Please enter your Student's Information

\*Last Name: [Smith] \*First Name: [Joe] Middle Name: [ ]  
 Name Suffix: [ ] Name Prefix: [ ] \*Gender: [Male]  
 \*Date of Birth: [06/02/2012] Age: [6] \*Birth City: [Chicago] Birth State: [IL - ILLINOIS]  
 \*Birth Country: [United States]  
 \*Second Phone: (555) 555-5555  
 \*Does student live within this school district?: [Yes] \*Mom's Maiden Name: [Jones]  
 \*Local Race: [16 - White]  
 \*Is Student Hispanic/Latino?: ☐ No, My Child is not Hispanic or Latino  
☒ Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.  
 \*Federal Race (select all that apply):  
☐ American Indian or Alaska Native  
☐ Asian  
☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander  
☒ White  
 \*Language Spoken Most: [English] \*Student's Native Language: [Spanish]  
 \*Student's Language Spoken at Home: [Spanish]  
 \*Military Connected: [No] [?] [ ]  
 Previous School District: [ ] School in the District Student Previously Attended: [ ]  
 You are enrolling your student into the Next School Year (2019 - 2020)  
☒ First Day of School  
 \*Expected Grade Level: [K] \*Expected School to Enroll into: [Glenbrook Elementary]  
 Additional Information (on the Student for the District): [ ]  
 Maximum characters: 5000, Remaining characters: 5000  
 [Complete Step 1 and move to Step 2: Family/Guardian Information] [Complete Step 1 Only]

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.

You are enrolling your student into the Next School Year (2019 - 2020)  
☒ First Day of School (08/20/2019) \*Expected Enrollment Date: [08/20/2019]  
 \*Expected Grade Level: [01] \*Expected School to Enroll into: [ ]  
 Additional Information (on the Student for the District): [ ]  
 Maximum characters: 5000, Remaining characters: 5000  
 [Complete Step 1 and move to Step 2: Family/Guardian Information] [Complete Step 1 Only]

**Application Not Submitted**  
 Please review the following:  
 Expected School to Enroll into is a required field.  
 [OK]

**\*\*Denotes Required Field to be entered**

New Student Enrollment Instructions

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.

## **FAMILY/GUARDIAN INFORMATION: STEP 2**

Step 2: Family/Guardian Information

**Instructions for completing Family/Guardian Information**  
Please enter your Family/Guardian Information.

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**Enter Information for the Primary Guardian and the Family this Student lives with**

**Enter information for the Family this Student lives with**

\* Primary Phone: (555) 111-1111 ☒ Should the District keep this number confidential?  
☐ Print Hard Copy Report Cards

House #: 756 Direction: Street Name: Sunrise Rd SUD: #:  
 \* Home Address: P.O. Box: Address 2: City: Roselle State: IL Zip Code: 60172  
☐ Should the District keep this address confidential?

Mailing Address: (if different than home address) House #: Direction: Street Name: SUD: #:  
 P.O. Box: Address 2: City: State: Zip Code:

**Enter Information for the Primary Guardian of the Family this Student lives with**

\* Last Name: Smith \* First Name: Susan Date of Birth:   
 Gender: Female  
 \* Relationship to Child: Guardian Marital Status: Married  
 \* Does this guardian have custody of the child? No  
 \* Cell Phone: (555) 555-5555 Work Phone: Contact Email Address: hkeye@esd20.org  
 Language: English

**Are there other Legal Guardians who live at this address?**

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Step 2A: Enter Information for the Family and a Guardian that lives at a different address

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: Enter Information for the Family and a Guardian that lives at a different address**

**Enter Information for the Family that lives at a different address** [Remove this Family](#)

\* Primary Phone: (555) 222-2222 ☒ Should the District keep this number confidential?  
☐ Print Hard Copy Report Cards

\* Home Address: House #: 123 Direction: Street Name: Sunny Lane SUD: #: P.O. Box: Address 2: City: Roselle State: IL Zip Code: 60172  
☐ Should the District keep this address confidential?

Mailing Address: (if different than home address) House #: Direction: Street Name: SUD: #: P.O. Box: Address 2: City: State: Zip Code:

**Enter Information for a Guardian of the Family that lives at this address**

\* Last Name: Jones \* First Name: Tom Date of Birth: Gender: Relationship to Child: Father Marital Status: \* Does this guardian have custody of the child?: Yes  
\* Cell Phone: (555) 222-2223 Work Phone: Contact Email Address: Language:

**Are there other Legal Guardians who live at this address?**  
[Yes, I want to Add another Legal Guardian who lives at this address](#)

**Are there other Legal Guardians who live at a different address?**  
[Yes, I want to Add a Legal Guardian who lives at a Different Address](#) [No, Complete Step 2 and move to Step 3: Emergency Contact Information](#) [No, Complete Step 2 Only](#)

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.

**Confirm**

Are you sure you wish to remove this Guardian?

[Yes](#) [No](#)

**Confirm**

Are you sure you wish to remove this Family?

[Yes](#) [No](#)

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 one 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.

**\*\*Denotes Required Field to be entered**

New Student Enrollment Instructions

### EMERGENCY CONTACT INFORMATION: STEP 3

The screenshot shows the 'Step 3: Emergency Contact Information' form. At the top, there are buttons for 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below this is a blue instruction box: 'Instructions for completing Emergency Contact Information. Please Complete Emergency Contact Information. Please make sure that the Emergency Contact is not the parent or guardian.' The main section is titled 'Enter the Information for Emergency Contact #1' with a 'Remove this Emergency Contact' button. The form includes fields for Last Name (Smith), First Name (Joe), Middle Name, Name Suffix, Name Prefix, a checkbox for 'Is this contact allowed to pick up the student from school?', Gender, Language, Contact Email Address, Primary Phone ((555) 555-5555), a checkbox for 'Should the District keep this number confidential?', Cell Phone, Work Phone, Relationship to Child (Aunt), and a Relationship Comment field. At the bottom, a question asks 'Do you have other Emergency Contacts to add for this student?' with three buttons: 'Yes, I want to Add another Emergency Contact Record', 'No, Complete Step 3 and move to Step 4: Additional District Forms', and 'No, Complete Step 3 Only'.

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.

The screenshot shows a 'Confirm' dialog box with a red 'X' icon in the top right corner. The text inside asks 'Are you sure you wish to remove this Emergency Contact?'. There are two buttons at the bottom: 'Yes' and 'No'.

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).



## ADDITIONAL DISTRICT FORMS: STEP 4

Step 4: Additional District Forms [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#) \*All prior steps must be completed to edit or view this step.\*

**Instructions for completing the Additional District Forms**

Please complete all of the required District forms.  
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.

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.  
Your registration will not be approved unless all required forms have been completed.  
The buttons below each link to an additional form that must be completed to be able to submit the student application.

Asterisk (\*) denotes a required form

* Required Form:	<a href="#">PROOF OF CUSTODY AND RESIDENCY FORM</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<a href="#">CERTIFICATE OF RESIDENCE Appendix A</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<a href="#">NEW STUDENT ADDITIONAL REGISTRATION REQUIREMENTS</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<a href="#">FIELD TRIP-DISTRICT</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<a href="#">HOME LANGUAGE SURVEY</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	<a href="#">PARENT INTERVIEW FORM A-3</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	<a href="#">REPORT CARD TRANSLATION FORM A-1b</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	<a href="#">PARENT LANGUAGE PREFERENCE-FORM A-1a</a>	<input checked="" type="checkbox"/> This form <i>has been completed</i>

[Complete Step 4](#)

[Submit Application to the District](#)

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.**

(Enter Proof of Custody Screen)

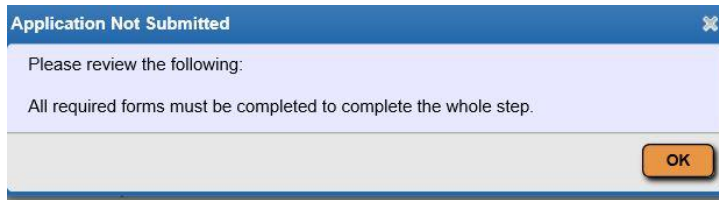
In this example of the **Proof of Custody and Residency Form** and all of the additional required forms have the **Google Translator** turned on and it will appear in the top right corner of the page. Click on the drop down arrow and select the language to translate the page. There will then be a button to display the page in the original language when completed.

All required fields must be filled in; otherwise you may receive an error message to complete the necessary information.

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

**\*\*Denotes Required Field to be entered**

New Student Enrollment Instructions



If the **Complete Step 4** 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 4 complete.

### **SUBMITTING THE APPLICATION: FINAL STEP**

Asterisk (\*) denotes a required field      Please Note: Only one step may be edited at a time

Step 1: Student Information	Edit	View Only	✓ Date Completed: 04/16/2019
Step 2: Family/Guardian Information	Edit	View Only	✓ Date Completed: 04/16/2019
Step 3: Emergency Contact Information	Edit	View Only	✓ Date Completed: 04/16/2019
Step 4: Additional District Forms	Edit	View Only	✓ Date Completed: 04/16/2019

**Submit Application to the District**

\* All steps must be Completed before an Application can be Submitted \*

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.**

**Confirm**

Submitting will allow Keeneyville School District 20 to review and process this application. After submitting you will only be able to view this application and will not be able to make any further changes.

Are you sure you want to submit this application to Keeneyville School District 20?

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 application will be reviewed and you will be contacted by your school secretary as to how to proceed.

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

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

The Keeneyville Web store will open to pay registration fees starting on [August 1, 2019](#).

Here is the link for directions for **Skyward Family Access Food & Fee Payments**:

<https://www.esd20.org/departments-clone/keeneyville-web-store>