Step by Step Parent Tutorial

New Student Online Enrollment (NSOE) allows you the convenience of initiating the enrollment process for your student by completing the Registration forms online, from any computer, at any time.

If you are unsure about which of our three elementary schools your child would attend, please click on the **Elementary School Boundary Map** link to see a map of the building boundaries.

If you already have a Skyward Family Access Account? Log into your Family Access Account and select the New Student Online Enrollment Tab. Skip to **step # 6** of this tutorial.

New to the District? *Start with* **step # 1** *below.*

1. In your internet browser, go the Nooksack Valley District website: www.nooksackschools.org.

2. Click on the "Enrollment" tab on the district homepage. Then on the "New Students" link. The Welcome screen will appear. On this screen you can view our boundary map, the Parent Tutorial, forms or proceed right to the New Student Online Enrollment link.

3. This takes you to "New Student Enrollment: Account Request." If needed, use the "Select Language" dropdown to translate to a language other than English. Enter information as appropriate.

- **If you use the e-mail address option** to create an account, you will receive an e-mail at that address providing a login and password along with a link for the parent/guardian to access the application
- **If you do not have or use an email address**, click "I do not have an email address." A pop-up window will have you create a username and then give you a temporary password.
- Please enter your street address here to correctly assign school placement.

New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system.

Welcome to the Nooksack Valley School District

We are pleased to offer Online Enrollment for parents/guardians to use to enroll new students into our School District. This is an easy process that can be completed in the convenience of your own home or anywhere that there is internet access.

Before you can use New Student Online Enrollment to enroll your incoming student, **you must create a user account**. Please enter the requested information below **to create an account.**

- If you have an email address and wish to use that, please enter it where prompted. A login name will be created for you based on your email address.
- If you do not have an email address or do not wish to use your e-mail address for this process, please check "I don't have an email" and enter your desired login name.
- This information is about you as the Parent/Guardian of the student you wish to enroll.

Please Note: This application will time out and log you off if there are 15 minutes of inactivity. If you are logged out, prior to completing the application, return to the Skyward login screen, use the same username and password and select the "Enrollment Access" option in the drop-down menu. This should take you back to the New Student Online Application.

Enter the name of the legal parent/guardian of the student you want to enroll

* Guardian Legal First Name:
* Guardian Legal Last Name:
Guardian Legal Middle Name:
Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

☐ I don't have an email

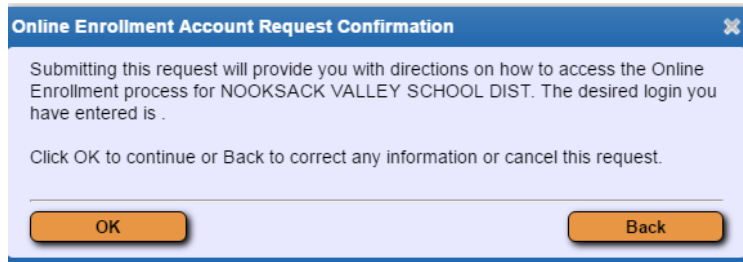* Guardian Email Address:
* Re-type Email Address:
* Guardian Primary Phone Number:

Address: * House #:   Direction: * Street Name: Apartment:
P.O. Box: Address 2:   City: State: * Zip Code:

4. Click OK. This request generates a temporary account only linked to NSOE; not to be confused with a Family Access account.

5. Follow the link in the email or on the "Enrollment Submitted" screen that appears and enter the login and password on the "Skyward" screen to gain access to the Registration portal. (We recommend that you write down your username and password in case you need to come back to the portal to complete the process.)
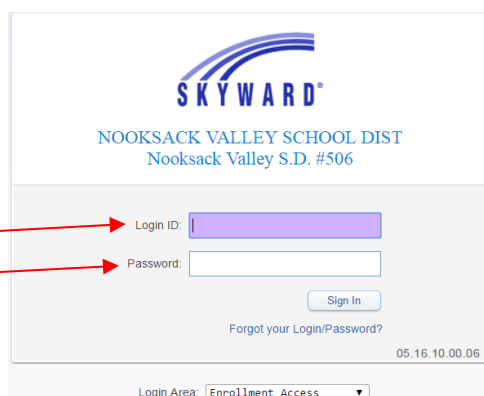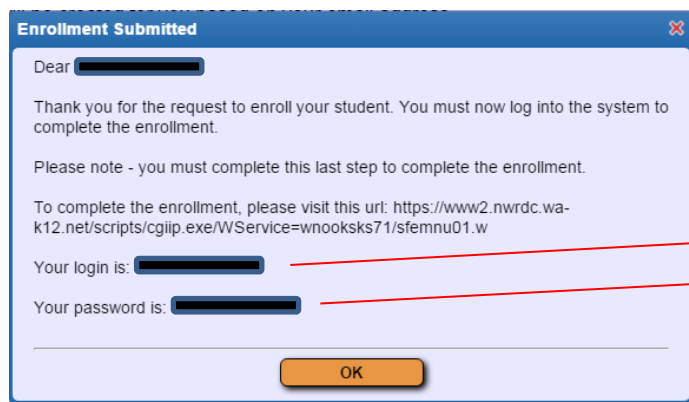
6. Fill in the "Student Information" section. The "Select Language" dropdown to translate to a language other than English can be used if needed. Fields with an * are required fields and will prevent an application from being submitted if not completed.

NOTE: This portal will automatically log you out when there has been <u>15 minutes of inactivity</u>.

7. Once information in the Student Information screen is completed, select "Complete Step 1 and move to Step 2: Family/Guardian Information." Note: when a step is completed it becomes "View Only."

8. Fill in "Family/Guardian Information" section. Add a second guardian that lives at the same address if appropriate. Once "No other Legal Guardians live at this Address" has been selected, choose from the following options to continue.

9. Proceed in the same manner through the next steps of the Enrollment Portal adding Medical/Dental Information and Emergency Contacts.

10. <u>Step 5</u> of the Portal "Requested Documents," gives you the opportunity, **if desired**, to upload any documents such as the Birth Certificate or Immunizations, etc. into the Portal

11. Continue on to the **Additional District Forms** in the next section.

- Please note that there are some Custom Forms here that are required as part of a specific building's registration process.
- You will find directions for these specific forms above that form's link.
- As you click the form link you are asked to "Add" a custom form. Please say Yes to this prompt.
- When completing each Custom form you are able to "Save" or "Save and Print." Printing this form is optional and would be for your information only.
- After saving the form you then select the "Back to Additional Custom forms" button to continue completing other Custom Forms in that portion of the Enrollment Portal.

12. Once all required items are completed, select "Submit Application to District" which generates the following pop-up windows.

NOTE: If you get a message saying that all steps have not been completed, go into that step (Edit) and choose the "Complete step ____ only" option. Then you will be allowed to proceed with submitting the application.

New Student Enrollment: Application Form

Save and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving

Instructions for completing the student application

Answer the questions to progress through the application form.
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen.
Click 'Save and go to Summary Page' to save your progress and return to the summary page.
Click 'Leave WITHOUT Saving' to return to the summary page without saving.

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: 12/13/2016
Step 2: Family/Guardian Information	Edit	View Only	✓ Date Completed: 12/13/2016
Step 3: Medical/Dental Information	Edit	View Only	✓ Date Completed: 12/13/2016
Step 4: Emergency Contact Information	Edit	View Only	✓ Date Completed: 12/13/2016
Step 5: Requested Documents	Edit	View Only	✓ Date Completed: 12/13/2016
Step 6: Additional District Forms	Edit	View Only	✓ Date Completed: 12/13/2016

Submit Application to the District

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

Save and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving

Confirm

Submitting will allow NOOKSACK VALLEY SCHOOL DIST 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 NOOKSACK VALLEY SCHOOL DIST?

Submit Application   **Cancel and Keep Screen Open**

13. Select Submit Application.

The submitted application may be viewed and **additional student applications** may be completed on the Summary Page.

New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

There are no un-submitted enrollment applications to list.   **Click to Enroll Additional Students**

Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
Chloe Lynn Nooksack	The district is currently reviewing the application, please select one of the following options:
	View the Submitted Application

14. Please note: Student Age-verification and Immunization forms are needed in the registration packet for it to be considered complete. (Age-verification can be in the form of a religious, hospital or physician's certificate showing date of birth; entry in family Bible; adoption record; affidavit from parent; birth certificate; previously verified school records or other documents permitted by law.) If appropriate, Parenting Plans, Restraining Notices, and Adoption paperwork, etc., should also be included. These forms can be scanned and uploaded during the Online Enrollment process or they can be brought to your child's school in person.

15. Exit the Enrollment portal by clicking on "Exit" in the upper right of the screen.

If you find that you need to exit or stop this registration process before you have completed and submitted it, you can return to it. To do so, use this link to go to a Skyward Login page:

http://family.nooksackvalley.wa-k12.net

From the Login Area Dropdown, Select Enrollment Access, then enter the username or e-mail address and password you used to start the process. This will take you back to the New Student Online Enrollment Portal and you can continue where you left off.

Welcome to the Nooksack Valley School District

SKYWARD

NOOKSACK VALLEY SCHOOL DIST
Nooksack Valley S.D. #506

Login ID: [   ]

Password: [   ]

Sign In

Forgot your Login/Password?

05.17.06.00.09

Login Area: Family/Student Access ▼
All Areas
Employee Access
Enrollment Access
Family/Student Access
Secured Access

Thank you and Welcome to the Nooksack Valley School District!