



Welcome to Keeneyville School District 20

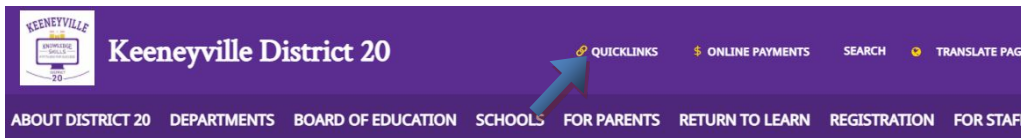
Step 1: New Student Enrollment Account Request Instructions

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

Obtain a new student enrollment account by clicking on the District Website **Registration** tab,




OR click on the District Website **Quicklinks** tab and then select **Registration** from the dropdown list.



Next, from the Registration screen, click on the **Click here** link to enter the selected grade level for student registration.

Registration

 TO TRANSLATE INTO ANY LANGUAGE, SELECT "TRANSLATE PAGE" AT TOP RIGHT CORNER OF WEB PAGE

REGISTRATION FOR 2021-2022 SCHOOL YEAR:

ALL STUDENTS must verify their residency within District 20 Boundaries to complete registration for the 2021-22 school year. This includes **NEW** and **RETURNING** Students, in **ALL GRADES**. Proof of Residency will be submitted online as part of the registration process in Skyward. Parents/Guardians will only need to submit proof of residency *one time*, (under their youngest child's registration) for their family by uploading scanned copies or photos of the required residency documents.



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

New Student Enrollment Acct Request Instructions

Next, from the selected Registration screen, click on + ENROLL YOUR NEW D20 STUDENT.

Registration for 2021-2022 School Year

Online Proof of Residency & Registration for Grades 1-8 Students (Returning & New) opens on Monday, May 3 at 9:00am.

- **IMPORTANT UPDATE:** ALL FAMILIES (all grades, new & returning students) must submit documents online using scanned copies or photos of your family's proof of residency in District 20 as part of the registration process this year.
- Early Bird Discount for Grades 1-8 only (not Kindergarten): **NO \$150 REGISTRATION FEE IF YOU COMPLETE REGISTRATION BY MAY 31.** There will be no extensions this year. You must still pay the \$50 Technology Fee.

2021-2022 D20 FEE INFORMATION

FEE WAIVER INFORMATION

STEPS FOR REGISTERING YOUR RETURNING OR NEW STUDENT

+ ENROLL YOUR RETURNING D20 STUDENT

+ ENROLL YOUR NEW D20 STUDENT


This will expand (as shown below) to reveal **STEP 1: ONLINE STUDENT REGISTRATION**
Click on the hyperlink **REQUEST NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT**

(1) Request New Student Online Enrollment (NSOE) Account

Please make sure that your student is **NEW** to District 20. If you are unsure if your child is a "new" or "returning" student, before requesting a new student account, email registration@esd20.org.

To begin the enrollment process, you must first submit a Request for a New Student Online Enrollment (NSOE) Account. Once your NSOE Account is approved, you will receive an email with your log-in credentials to move to the next step.

REQUEST NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT

 **INSTRUCTIONS:**
REQUEST NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT

This is the first step to enroll your new student online. Complete it to request an account that you will use to log in to a secure online enrollment system. **Complete the required fields to request an account to enroll your student(s).**

NEW STUDENT ENROLLMENT: ACCOUNT REQUEST

Online Enrollment Access



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.
Complete required fields to request an account to enroll your students.

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

* Guardian Legal First Name:	<input type="text" value="John"/>
* Guardian Legal Last Name:	<input type="text" value="Smith"/>
Guardian Legal Middle Name:	<input type="text"/>
Guardian Legal Name Prefix:	<input type="checkbox"/> Guardian Legal Name Suffix: <input type="checkbox"/>

Guardian contact information

* Guardian Email Address:	<input type="text" value="jsmith@yahoo.com"/>
* Re-type Email Address:	<input type="text" value="jsmith@yahoo.com"/>
* Guardian Primary Phone Number:	<input type="text" value="(555) 555-5555"/>

Complete the security dialog

<input type="checkbox"/> I'm not a robot	
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Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

The **Google Translator** appears in the top right corner of this page. If you would like to use this translator, click the drop down and select the language to translate the page. There will also be a button to display the site in the original language.

****Enter Legal First Name:** This is the legal first name of the person requesting a Portal Account to enroll their new student(s).

****Enter Legal Last Name:** This is the legal last name of the person requesting a Portal Account to enroll their new student(s).

Enter Legal Middle Name: This is the legal middle name of the person requesting a Portal Account to enroll new students.

Enter Legal Name Prefix: The user can select the appropriate legal prefix for their name.

Enter Legal Name Suffix: The user can select the appropriate legal suffix for their name.

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

New Student Enrollment Acct Request Instructions

****Enter Email Address:** The guardian needs to enter a valid email to have their account information sent to them. This will be their login name for the New Student Online Enrollment Portal.

****Re-Type Email Address:** The guardian needs to reenter the email address as an exact match.

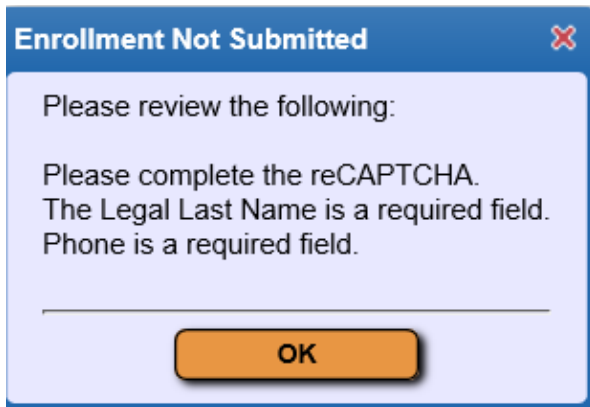
The guardian will receive an error message if the emails do not match and they will be unable to complete the application.

Enter Primary Phone Number: The guardian should enter their primary phone number, which will also become the primary phone number of the first family of the student(s) that they submit Enrollment Applications.

The **CAPTCHA** verification will appear at the bottom of the page on the Enrollment Portal Configuration.

Click Here to Submit Online Enrollment Account Request: Once the user fills out the form, click the button to complete the Account Request.

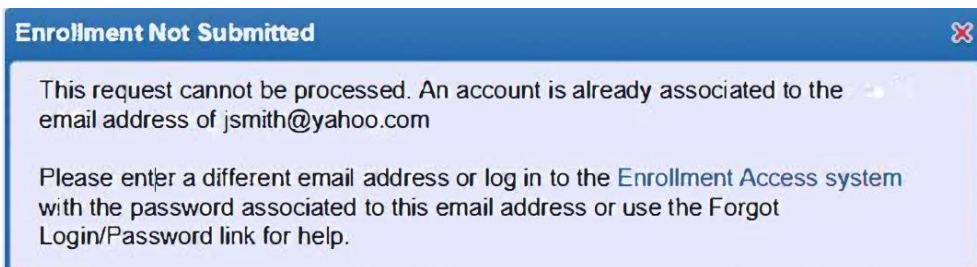
ENROLLMENT NOT SUBMITTED ERRORS



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

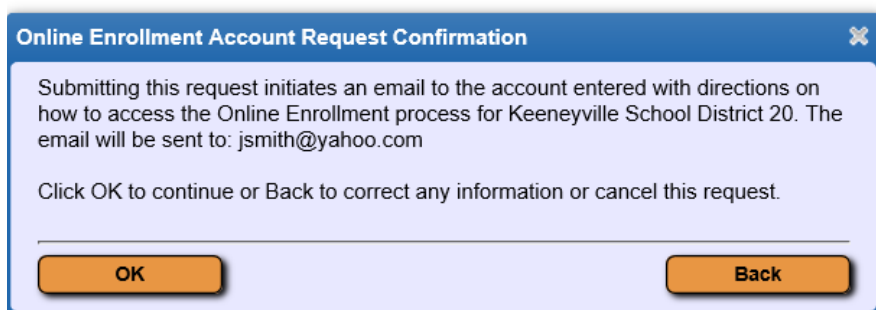
New Student Enrollment Acct Request Instructions

If a guardian is missing a required field, an error will display and the request will be incomplete.

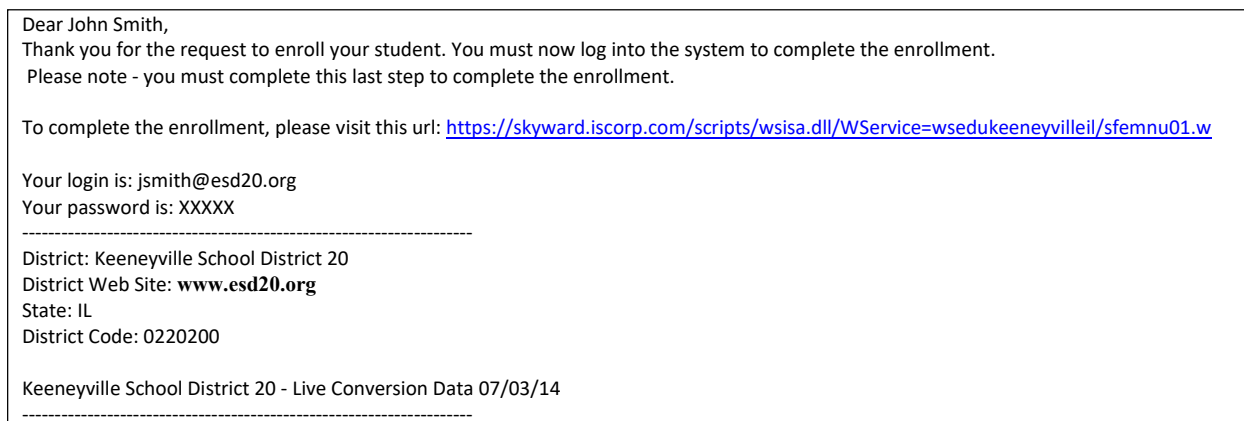


If a user enters an email that a guardian with an active Family Access account has, they will receive the above message after clicking the button. This will not happen for Family Access users whose accounts are inactive.

ONLINE ENROLLMENT ACCOUNT REQUEST CONFIRMATION MESSAGE



Above is an example when the guardian enters their email address. If the guardian filled out the form completely and there were no issues with matching data, the above message should appear. Please click **OK** to complete the Account Request, or click **Back** to make changes to the information entered.



If the New Student Account Request is successful, the guardian will receive an email from noreply@esd20.org with directions on how to complete the Student Applications with the URL hyperlink, login, and the password. (See the above example.)

Please return to the **Student Registration** screen to complete Step 2: New Student Enrollment Application.