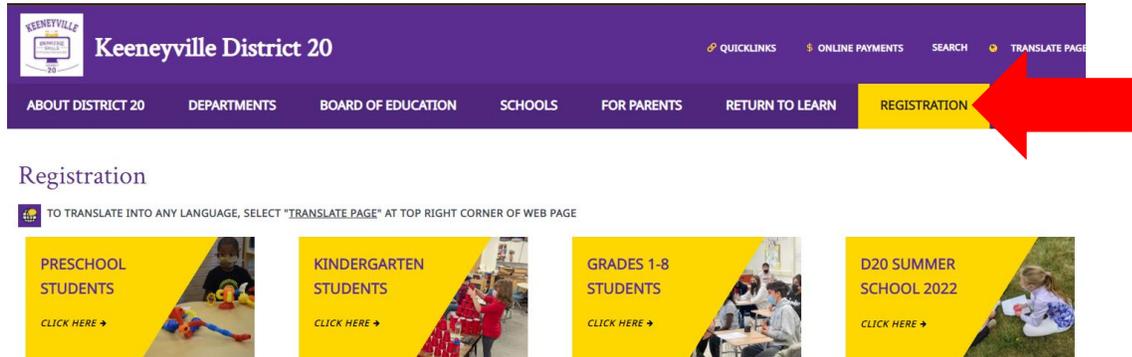


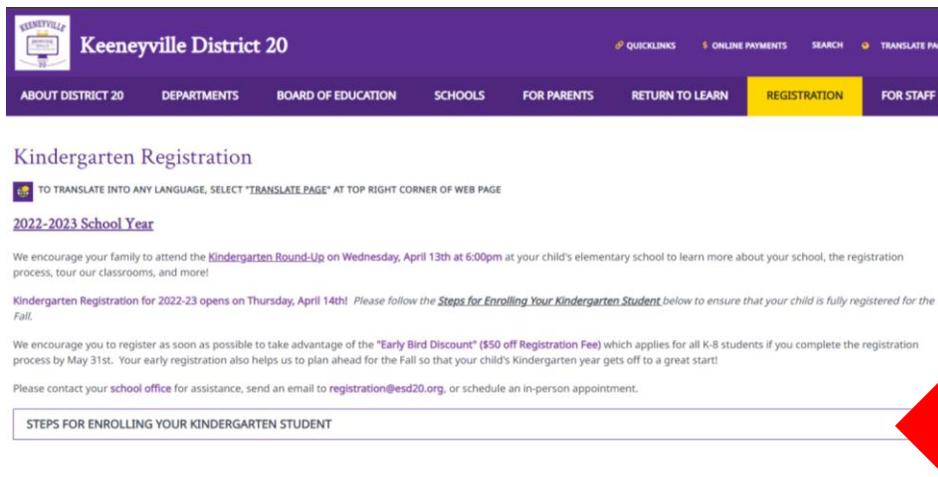


# ENROLLING KINDERGARTEN & NEW STUDENTS

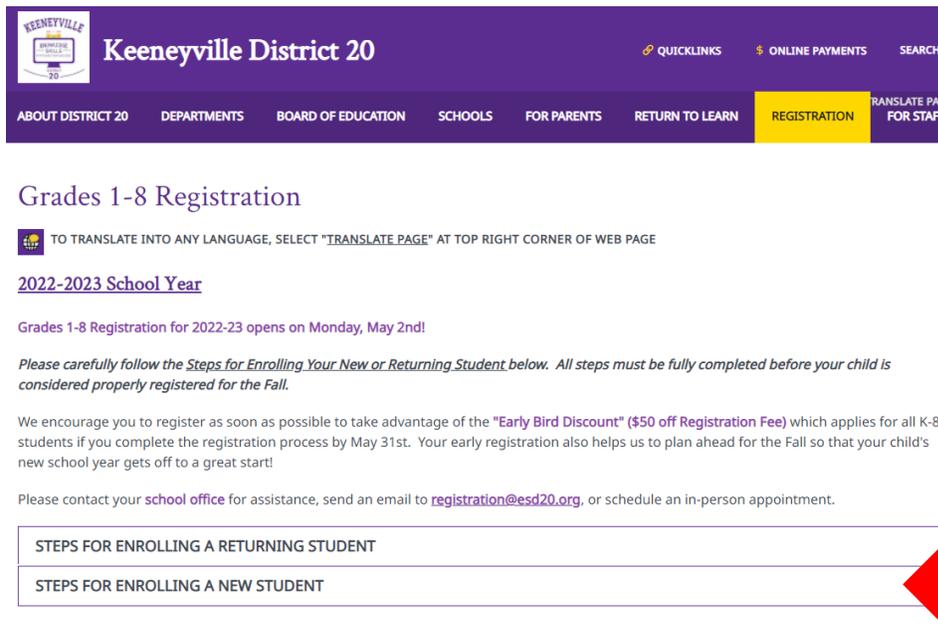
- ✓ Go to the District 20 website <https://www.esd20.org/> and select the **REGISTRATION** tab, and **select the grade level** of the student that you want to enroll.



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



Kindergarten Enrollment



Grades 1-8 Enrollment

## 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.*

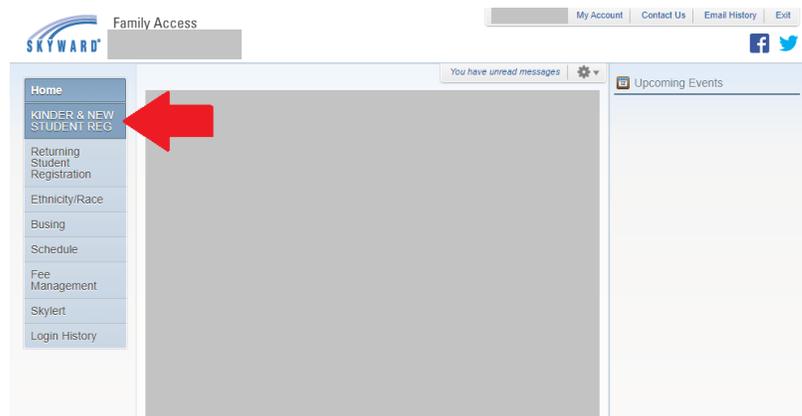
- ✓ Go to **Skyward Family Access** (<https://bit.ly/SkywardFamilyAccessLogIn>) to begin the online enrollment process. Skyward may also be accessed from the district website under **QUICKLINKS → SKYWARD FAMILY ACCESS**



- ✓ **Log into Skyward**

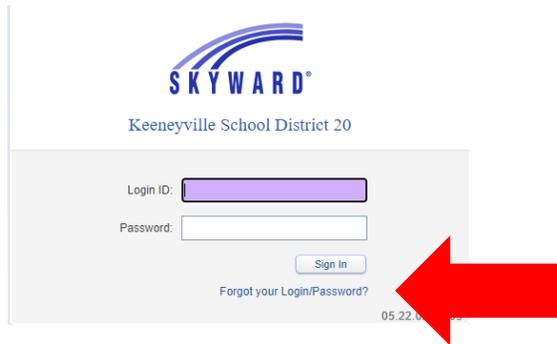
**RETURNING DISTRICT 20 FAMILIES** who already have a District 20 Skyward Account **may use their pre-existing D20 Skyward Account to access NSOE.**

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](mailto:registration@esd20.org) for assistance.*

**Forgot your Login/Password?** Allows you to request new account information sent to your email if you forgot password.



SKYWARD®  
Keeneyville School District 20

Login ID:

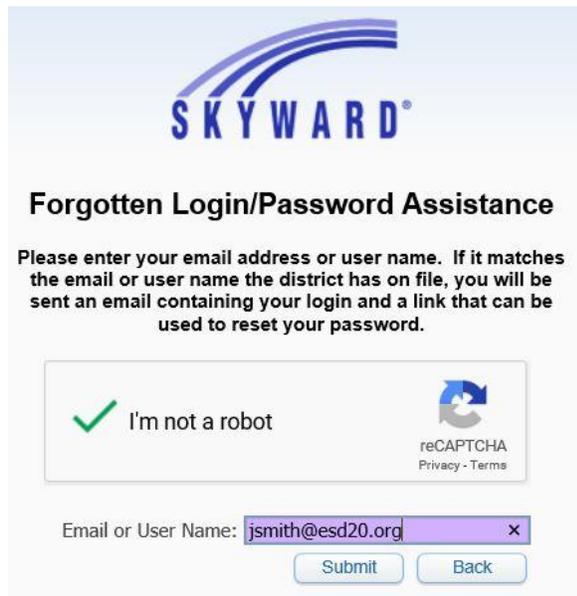
Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.22.0

*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.*



SKYWARD®

### Forgotten Login/Password Assistance

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.

I'm not a robot

reCAPTCHA  
Privacy - Terms

Email or User Name:

[Submit](#) [Back](#)

✓ 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.**

**SKYWARD** KINDER & NEW STUDENT REG

**KEENEYVILLE**  
KNOWLEDGE  
— SKILLS —  
APPROVES FOR SUCCESS  
DISTRICT  
20

**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**

THIS APPLICATION FORM IS FOR BRAND NEW STUDENTS TO THE KEENEYVILLE SCHOOL DISTRICT WHO HAVE NEVER BEEN ENROLLED IN KINDERGARTEN-8TH GRADE BEFORE. **ALL INCOMING KINDERGARTEN STUDENTS AND NEW STUDENTS (IN ANY GRADE) SHOULD USE THIS STUDENT APPLICATION FORM.** IF YOUR STUDENT IS A RETURNING DISTRICT 20 STUDENT FROM LAST YEAR, PLEASE EXIT THIS APPLICATION AND FILL OUT "THE RETURNING STUDENT REGISTRATION FORM."

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 Save Save and Collapse Step

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

\* Last Name:  \* First Name:  Middle Name:   
Name Suffix:  Name Prefix:  \* Gender:   
\* Date of Birth:  Age:  \* Birth City:  Birth State:   
\* Birth Country:   
\* Second Phone:   
\* Does student live within this school district?:  \* Mom's Maiden Name:   
\* Local Race:

**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.”

SKYWARD Online Enrollment Access

Holly Kaye Exit

Select Language

KEENEYVILLE  
KNOWLEDGE  
SKILLS  
ATTITUDE  
20

### New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

Student Name	Application Status/Options	<a href="#">Click to Enroll Additional Students</a>
Joe Smith	All Steps have NOT been completed, please select one of the following options: <a href="#">Review/Update the Application</a> <a href="#">Cancel this Application</a>	
	All Steps have NOT been completed, please select one of the following options: <a href="#">Review/Update the Application</a> <a href="#">Cancel this Application</a>	

Your Submitted Enrollment Applications

There are no submitted enrollment applications to list.

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

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

Step 1: Student Information

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

\*Last Name:  \*First Name:  Middle Name:

Name Suffix:  Name Prefix:  \*Gender:

\*Date of Birth:  Age:  \*Birth City:  Birth State:

\*Birth Country:

\*Second Phone: (555)

\*Does student live within this school district?  Yes  No \*Mom's Maiden Name:

\*Local Race:

\*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:  \*Student's Native Language:

\*Student's Language Spoken at Home:

\*Military Connected:

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:  \*Expected School to Enroll into:

Additional Information: (on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

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:

\*Expected Grade Level:  \*Expected School to Enroll into:

**Application Not Submitted**

Please review the following:

Expected School to Enroll into is a required field.

\*I authorize this student's information to be distributed for the purposes of Field Trips usage:

Additional Information: (on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

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

Step 2: Family/Guardian Information

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

**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 #: 758 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: hkaye@esd20.org  
Language: English

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

**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 in fields, 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

House #: 123 Direction: Street Name: Sunny Lane 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 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.

## STEP 3: EMERGENCY CONTACT INFORMATION

Step 3: Emergency Contact Information

**Instructions for completing Emergency Contact Information**  
Please Complete Emergency Contact Information  
Please make sure that the Emergency Contact is not the parent or guardian.

**Enter the Information for Emergency Contact #1**

\* Last Name:  \* First Name:  Middle Name:

Name Suffix:  Name Prefix:   Is this contact allowed to pick up the student from school?

Gender:  Language:

Contact Email Address:  \* Primary Phone: (555)   Should the District keep this number confidential?

Cell Phone:   Work Phone:

\* Relationship to Child:  Relationship Comment:

**Do you have other Emergency Contacts to add for this student?**

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.

**Confirm**

Are you sure you wish to remove this Emergency Contact?

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).

## STEP 4: REQUESTED DOCUMENTS

This step requires uploading scanned copies or photos of documents to prove that you reside within District 20 boundaries. **For instructions on uploading your documents, please go to the District website → Registration tab.** Please contact your [school office](#) or email [registration@esd20.org](mailto:registration@esd20.org) for assistance.

You will only need to **submit one copy of your residency documents** for your entire family. Please submit your documents with your **youngest child's** registration application.

*You will also be required to bring your Kindergarten or New Student's Original Birth Certificate and parent/guardian's Photo ID to your school office.*

### **Please upload the following attachments into Skyward:**

1. **Photo ID** (IL Driver's License or IL State ID)
2. **Category I Residency Documents** - *1 document from the following list*
  - Home ownership title, deed, or mortgage statement
  - Most recent property tax bill
  - Apartment lease (current year, signed & dated)
3. **Category II Residency Documents** - *2 documents from the following list*
  - Gas/Electric/Water Bill (most recent)
  - Vehicle Registration (current)
  - Bank Account Statement (current)
  - Home/Apartment Insurance Policy (current)
  - Pay Check Stub (current)

Instructions for completing the Requested Documents

**REQUIRED THIS YEAR –**

All families must submit online scanned copies or photos of the following documents.

1. Attach a copy of your Photo ID (may be an IL Driver's License or IL State ID)
2. Attach one document from Category I
3. Attach two additional documents from Category II

Please do not scan any information with your social security number or any bank routing/check account information.

For instructions on uploading your documents, please go to the Registration tab on the Keeneyville ESD20 Website.

CAT I-Apt Lease:	Choose File	No file chosen
CAT I-Mortgage/Deed:	Choose File	No file chosen
CAT I-Property Tax:	Choose File	No file chosen
CAT II-Bank Statemnt:	Choose File	No file chosen
CAT II-Home Insure:	Choose File	No file chosen
CAT II-Paycheck Stub:	Choose File	No file chosen
CAT II-Utility Bill:	Choose File	No file chosen
CAT II-Vehicle Reg:	Choose File	No file chosen
Photo ID:	Choose File	No file chosen

Complete Step 4 and move to Step 5: Additional District Forms

Complete Step 4 Only

If any Attachment Types were flagged to Allow Online Submission, they will display here. Guardians can select the Choose File button where they will be prompted to browse to a location on their computer to select a file. Once the file is selected, the file name will display as a link to open the file, and the Remove File button is available if one was uploaded in error.

Also notice that only one file can be attached for each Attachment Type. Once all of the Requested documents have been attached, the guardian completing the application needs to click either the **Complete Step 4 and move to Step 5...** button or the **Complete Step 4 Only** button to complete the step.

## STEP 5: ADDITIONAL DISTRICT FORMS

Step 5: 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.*  
Your application will not be approved unless all of the 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 type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">CERTIFICATE OF RESIDENCE Appendix A</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">NEW STUDENT ADDITIONAL REGISTRATION REQUIREMENTS</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">HOME LANGUAGE SURVEY</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">BUS CONTRACT DISTRICT PAID 2021-2022</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">2021-2022 PARENT INTERVIEW FORM A-3</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">PARENT LANGUAGE PREFERENCES/REPORT CARD WAIVER</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">STUDENT/PARENT TECHNOLOGY AGREEMENT-NSOE</a>	<input type="checkbox"/>	This form has not been completed

Complete Step 5

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.**

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

**Application Not Submitted** ✕

Please review the following:

All required forms must be completed to complete the whole step.

OK

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.

## SUBMITTING THE APPLICATION

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 \*

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



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?

**Submit Application**                      **Cancel and Keep Screen Open**

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 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.***