ENROLLING KINDERGARTEN & NEW STUDENTS



 ✓ Go to the District 20 website <u>https://www.esd20.org/</u> 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.

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europey you to register as soon as possible to take advantage of the "Tarly Bird Discourt" (550 off Registration Res) which applies for all k-8 students if you complete the registration all to registration	dergarten Registration /.	for 2022-23 opens on T	hursday, April 14th! Please follow	the <u>Steps for En</u>	rolling Your Kinderga	arten Student below	o ensure ti	hat your child is fully n	egistered for the
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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 (<u>https://bit.ly/SkywardFamilyAccessLogIn</u>) to begin the online enrollment process. Skyward may also be accessed from the district website under QUICKLINKS → SKYWARD FAMILY ACCESS



✓ Log into Skyward

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

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



<u>NEW DISTRICT 20 FAMILIES</u> 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 <u>school office</u> or email <u>registration@esd20.org</u> for assistance.*

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

S K Y W A R D	
Keeneyville School District 20	
Login ID: Password: Sign In Forgot your Login/Password?	05 22 5

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	
SKTWARD	
orgotten Login/Password /	Assistanc
ase enter your email address or user na ne email or user name the district has on	me. If it match
ent an email containing your login and a used to reset your passwor V I'm not a robot	link that can l
ent an email containing your login and a used to reset your passwor	link that can l d. reCAPTCHA Privacy - Terms
ent an email containing your login and a used to reset your passwor I'm not a robot Email or User Name: jsmith@esd20.org	link that can l d. reCAPTCHA Privacy - Terms

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.

		_	Go To Family Access Exit
SKYWARD KINDER & NEW ST	UDENT REG		
Application Form			
Save and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving
Instructions for completing the stu	dent application		
FORM IF YOUR STUDENT IS A RETURNING I REGISTRATION FORM." Answer the questions to progress through the app Summary Page' to save your progress and return (sterisk (*) denotes a required field Please N Step 1: Student Information Edit	DISTRICT 20 STUDENT FROM LAST YEA lication form. Click 'Save and Continue to to the summary page. Click 'Leave WITHC ote: Only one step may be edited at a time View Only Save Save and	R, PLEASE EXIT THIS APPLICATION AND Fill Out Application' to save your progress an OUT Saving' to return to the summary page v I Collapse Step	FILL OUT "THE RETURNING STUDENT Id stay on this screen. Click 'Save and go to without saving.
Instructions for completing Studer	it Information		
Please enter your Student's Information			
* Last Name		* First Name:	Middle Name:
Name Suffix	: 🔽 Name Prefix: 💙 * Gen	der: 💙	
* Date of Birth	Age: 0 *	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."

		Holly Kaye Exit
SKYWARD' C	nline Enrollment Access	G Select Language
KEENEYVILLE SKILLS SKILLS SKILLS SKILLS SKILLS SKILLS SKILLS SKILLS	t Enrollment Applications: Summary Page	
Your Un-submitted Er	irollment Applications	
Your Un-submitted Er Student Name	Application Status/Options	Click to Enroll Additional Students
Your Un-submitted Er Student Name Joe Smith	Application Status/Options All Steps have NOT been completed, please select one of the following options:	Click to Enroll Additional Students
Your Un-submitted Er Student Name Joe Smith	Application Status/Options All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application	Click to Enroll Additional Students
Your Un-submitted Er Student Name Joe Smith	Applications Applications Application Status/Options All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application All Steps have NOT been completed, please select one of the following options:	Click to Enroll Additional Students)
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Your Un-submitted Er Student Name Joe Smith	Application Status/Options Application Status/Options All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application	Click to Enroll Additional Students
Your Un-submitted Er Student Name Joe Smith	Application Status/Options Application Status/Options All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application	Click to Enroll Additional Students
Your Un-submitted Err Student Name Joe Smith Your Submitted Enro	Internet Applications Application Status/Options All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application All Steps have NOT been completed, please select one of the following options: Review/Update the Application Cancel this Application	Click to Enroll Additional Students

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

Smith * First Name: Joe V Name Prefix: V	Middle Name.
Smith * First Name. Joe V Name Prefix: V * Gender: Male V	Middle Name.
Name Prefix Gender Male	
06/02/2012 Age: 6 Birth City: Chicago	Birth State IL - ILLINOIS
United States	
(555) 555-5555	
Yes V Mom's Maiden Name: Jones	
16 - White 🗸	
O No, My Child is not Hispanic or Latino	
Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Ricar sulture of origin, magnified of race.	n, South or Central American, or other Spanish
American Indian or Alaska Native	
Asian	
Black or African American	
I Native Hawaiian or Other Pacific Islander	
English Student's Native Language: Span	ish 🗸
Spanish V	
No V ?	
School in the District Student Previously Attended	
	United States (655) (555-5555 Yos v *Mom's Maiden Name: Jones 16 White Ø No, My Child is not Hispanic or Latino Ø No, My Child is Inton Hispanic or Latino Ø No, My Child is Inton Hispanic or Latino Ø Nenetcan Indian of Alaska Native Ansian Black or African American Native Hawaiian or Other Pacific Islander Ø White English Vi Wite Spanish No <v< td=""> School in the District Student Previously Attended:</v<>

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 ☑ First Day of School (08/20/2019) *E	School Year (2019 - 2020) xpected Enrollment Date 08/20/2019	
*Expected Grade Level 01 V *Expect	Application Not Submitted	×
	Please review the following:	
	Expected School to Enroll into is a required field.	
	ОК	D
	* I authorize this student's information to be distributed for the purposes of Field Trips usag	ie: [
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	

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

Instructions	for con	npleting Fa	mily/Guar	dian Informa	ation				
Please enter y	our Fami	ly/Guardian I	nformation.						
Enter Informa	ation for	the Primary	Guardian ai	nd the Family 1	this Student lives with				
Enter Inform	nation for	the Family	this Studen	t lives with					
Primary Phone:	(555) 1	11-1111	Should the I	District keep this n	umber confidential?				
	Print H	ard Copy Repo	rt Cards						
	House #:	756	Direction:	Street Name:	Sunrise Rd	SUD:	✓ #:		
Home Address:	P.O. Box	-	Address 2:		City: Roselle	State: II.	✓ Zip Code: 60172		
		Should the	District keen t	his address confid	lential?				
Maller Address	House #		Direction	Street Name		SUD	X #		
(if different than	House #.			Street Martie.	Law C	300.	• <i>*</i>		
nome address)	P.O. Box:		Address 2:		City:	State:	Zip Code:		
Enter Inform	nation for	r the Primary	Guardian	of the Family t	his Student lives with				
*Last N	lame: Smit	th		* First Nan	ne: Susan	Date of Birth:			
Ge	nder: Fen	nale 🗸							
Relationship to (Child: Gua	ardian	✓ Marital S	tatus: Married	~				
	* Do	es this guardia	have custod	y of the child?	o 🗸				
*Cell Pl	hone: (555	i) 555-5555	Work Pho	ne:	Contact Email Add	dress: hkayo@esd2	hkaye@esd20.org		
Lange	uage: Eng	glish		~					
			A	re there other l	Legal Guardians who liv	ve at this addres	ss?		
			1	Yes, I want to Add	another Legal Guardian who	lives at this addres	s		

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

Primary Phone:	(555)	222-2222	Should the D	istrict keep this n	umber confidential?			
	Print H	lard Copy Repo	ort 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 th	iis address confid	lential?			
Mailing Address:	House #:		Direction:	Street Name:		SUD:	✔ #:	
(if different than home address)	P.O. Box		Address 2:		City:	State:	V Zip Code:	
Ge Relationship to (nder:	► her	✓ Marital St	atus:	~			
	*Do	es this guardia	n have custody	of the child?: Ye	BS ¥			
*Cell Pl	hone: (55	5) 222-2223	Work Phor	ne:	Contact Ema	ail Address:		
Lang	uage:			\sim				
			An	e there other I	Legal Guardians w	ho live at this addre	ss?	
			(Yes, I want to Ad	d another Legal Guardia	in who lives at this addre	ss	
			•				-	

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 😵	Confirm 🔀
Are you sure you wish to remove this Guardian?	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 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

instructions for comp	leting Emergency Co	ntact Information		
Please Complete Emerge	ncy Contact Information			
Please make sure that the	Emergency Contact is no	ot the parent or guardian.		
Inter the Information fo	Emergency Contact #1	Remove this Emergency Cont	act	
	Emergency contact #1	(-	telephonetras della
*Lact Name: Smith		# Circl Manager Law		A 47 F H A 1
Last Name, Simur		First Name: Joe		Middle Name:
Name Suffix:	Name Prefix:	Is this contact allowed to pick up	p the student fro	middle Name:
Name Suffix:	Name Prefix: V	Is this contact allowed to pick up	p the student fro	middle Name:
Name Suffix: V Gender:	Name Prefix: Language:	Is this contact allowed to pick up * Primary Phone: (555)	o the student fro	middle Name:
Name Suffix: V Gender: Ontact Email Address: Cell Phone:	Name Prefix: Language: Work Phone:	First Name. Joe Is this contact allowed to pick up * Primary Phone: (555)	p the student fro	middle Name:
Name Suffix: V Gender: Ontact Email Address: Cell Phone: Relationship to Child: Aunt	Name Prefix: Language: Work Phone: Relationship	* Prist Name. Joe is this contact allowed to pick up * Primary Phone: (555) Comment:	p the student fro	middle Name:

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).

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 \rightarrow Registration tab. Please contact your <u>school office</u> or email <u>registration@esd20.org</u> for assistance.

You will only need to **submit <u>one</u> 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 <u>and</u> parent/guardian's Photo ID <u>to your school office</u>.

Please upload the following attachments into Skyward:

- 1. Photo ID (IL Driver's License or IL State ID)
- 2. Category I Residency Documents <u>1 document</u> 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 <u>2 documents</u> 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)

Step 4: Requested E	ocuments	Edit	View Only	(Collapse Step					
Instructions for comple	eting the Requ	ested Docum	ents							
REQUIRED THIS YI All families must su 1. Attach a copy of 2. Attach one docu 3. Attach two addit	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.									
Please do not scan any information with your social security number or any bank routing/check account information.										
For instructions on	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 chose	n							
CAT I-Wortgage/Deed:	Choose File	No file chose	n							
CAT II-Bank Statemnt	Choose File	No file chose								
CAT II-Home Insure:	Choose File	No file chose	n							
CAT II-Paycheck Stub:	Choose File	No file chose	n							
CAT II-Utility Bill:	Choose File	No file chose	'n							
CAT II-Vehicle Reg:	Choose File	No file chose	'n							
Photo ID:	Choose File	No file chose	n							
		Complete	e Step 4 and move to	Step 5: Add	itional District Fo	rms Comp	lete 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

	completing the Additional District For	ms
lease complete	all of the required District forms.	
nce the applicat	ion is submitted, you cannot make any chan notify them of any inaccurate information.	ges to its content. You would need to contact your designated school or the
our application	will not be approved unless all of the require	d forms have been completed.
ne buttons below ea	ch link to an additional form that must be completed to	be able to submit the student application.
sterisk (*) denotes	a required form	
Required Form:	PROOF OF CUSTODY AND RESIDENCY FORM	This form has not been completed
Required Form:	CERTIFICATE OF RESIDENCE Appendix A	This form has not been completed
Required Form:	NEW STUDENT ADDITIONAL REGISTRATION REQUIREMENTS	This form has not been completed
Required Form:	HOME LANGUAGE SURVEY	This form has not been completed
Required Form:	BUS CONTRACT DISTRICT PAID 2021-2022	This form has not been completed
Required Form:	2021-2022 PARENT INTERVIEW FORM A-3	This form has not been completed
Required Form:	PARENT LANGUAGE PREFERENCES/REPORT CARD WAIVER	This form has not been completed
	STUDENT/PARENT TECHNOLOGY AGREEMENT NSOE	This form has not been completed

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

sterisk (*) 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	of Date Completed: 04/16/2019
Step 4: Additional District Forms Edit View Only	∛Date Completed: 04/16/2019
* All steps must be Completed before an	the District 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.

Submitting will allow Keeneyville School Dist application. After submitting you will only be be able to make any further changes.	trict 20 to review and process this able to view this application and will <u>not</u>
Are you sure you want to submit this application	tion 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 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.