

New Family Student Online Enrollment Guide

- Go to Abbotsford School District web site, www.abbotsford.k12.wi.us
- From the district pull down menu, select the on-line registration option. Select the Skyward New Student Online Registration option.
- In the window that appears, you will have to enter the required information for Skyward to send you a password. It is recommended that you do not enter your email until after you are done with the enrollment process; check the box ***I don't have an email***. This will save you the step of checking your email for your username and password. **Please have paper and pencil/pen ready before proceeding.**
- If you would like to view the page in another language, click Select Language button.
- Parents/Guardians need to enter their Legal Name as required in the fields. You do not have to enter a prefix but if you have a suffix (Jr., Sr., III, etc.) please enter.
- Check the box ***I don't have an email***, the screen will change from requesting an email to requesting a login (Example: albert.flintstone).
- You will also need to enter your primary phone number.
- Check the box ***I'm not a robot*** and follow the directions.
- Click button in lower left corner – Click here to submit Account Request.
- Account Request Confirmation – click OK to continue if you have entered your information correctly or back to make corrections.
- A window will display with your login information. Please write this information down on your paper.
- Click OK. You should now see the login screen. Enter your login and password that you wrote down. Click Sign In.
- Enter as much information in Step 1 as possible whether is it marked as required or not. If the student has a middle name please enter the full middle name, not just the initial. Enter prefix and Nickname if applicable.
- Please enter your Expected Enrollment Date.
- When you have all the information filled in, click button Complete Step 1 and move to Step 2.
- Again, enter as much information as possible, whether it is required or not, for **all** guardians that live at the address you listed in Step 1.
- Once you have completed entering all Family contacts, click button No other Legal Guardians live at this Address.

- Click button No, Complete Step 2 and move to Step 3.
- Enter Medical/Dental information for your child in Step 3. Once you have completed entering all information, click button Complete Step 3 and move to Step 4.
- In Step 4 enter Emergency Contacts for your child. The Abbotsford School District will always call the parents first in an emergency. Please enter people we may call if parents cannot be reached. You may enter up to three emergency contacts. When done click button no, Complete step 4 and move to step 5.
- Step 5 contains Required Forms that must be completed before your application will be accepted. Forms that require a Parent Signature – please type your name in the area provided. The district will accept this as a digital signature. Enter all the information on the form and save before moving on to the next form.
- Click Back to Additional District Forms if you see this window.
- When all forms are completed, click Complete Step 5 and move to step 6.
- Complete each additional district forms as required. When completed click Complete step 6.
- If you are done, click Submit Application to the District. If you are not done, you may go back into each step and review the data.
- Click Submit Application on the Confirm window.
- Click OK on the Application Submitted window. You will be taken to a Summary Page where you may either enroll another student or view your submitted application.
- Be sure to click the Exit button in the upper right corner to leave the screen.