

## REGISTERING A STUDENT WITH NEW STUDENT ONLINE ENROLLMENT (NSOE)

### Request a Skyward Family Access Account

If this is your **first time** registering a student, please start by requesting a Skyward Family Access Account by going to: <https://www2.saas.wa-k12.net/scripts/cgiiip.exe/WService=wskitsas71/skyenroll.w>

#### 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 system.**

Please complete required fields to request an account to register your students. If you have any questions call 360-874-7047.

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 #:  \* Street Name:  Apartment:

P.O. Box:  Address 2:  City:  State:  \* Zip Code:

Asterisk (\*) denotes a required field

Click here to submit Account Request

If you don't have an email address, select **I don't have an email** and create a Login ID.

Guardian contact information

I don't have an email

Guardian Login:

\* Re-type Login:

Complete **all required fields** on the Account Request, then click the button at the bottom of the screen to **submit** the Account Request.

Click **OK** on the Account Request Confirmation pop-up.

#### Account Request Confirmation

Submitting this request initiates an email to the account entered with directions on how to access the New Student Enrollment process for SOUTH KITSAP SCHOOL DISTRICT. The email will be sent to: amandamandymans@gmail.com

Click OK to continue or Back to correct any information or cancel this request.

OK
Back

Complete Student Enrollment Inbox x

do\_not\_reply@skschools.org  
to me

Dear James Potter,

Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.

Please note - you must complete this last step to complete the enrollment.

To complete the enrollment, please visit this url: <https://www2.saas.wa-k12.net/scripts/cgiiip.exe/WService=wskitsas71/sfemnu01.w>

Your login is: [jamespotter@gmail.com](mailto:jamespotter@gmail.com)

Your password is: 56811

District: SOUTH KITSAP  
District Web Site: [www2.saas.wa-k12.net](http://www2.saas.wa-k12.net)  
State: WA  
District Code: 1000  
SKSD

If you signed up using your email address, click the **link** provided via email to login and complete the NSOE application. Also included in this email is your **login ID** and **password**.

#### Enrollment Submitted

Dear James Potter,

Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.

Please note - you must complete this last step to complete the enrollment.

To complete the enrollment, please visit this url: <https://www2.tla.wa-k12.net/scripts/cgiiip.exe/WService=wsk621a74/sfemnu01.w>

Your login is: potter.jamespotter

Your password is: 94340

If you signed up without an email address, follow the **URL** in the pop up and use the provided **login ID** and **password**.



**SOUTH KITSAP  
SCHOOL DISTRICT**

**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**

The New Student Online Enrollment application has five sections. You must complete each section, then select **Complete Step and move to next Step**. If you wish to complete the application at a later time, select **Save and go to Summary Page**.

Asterisk (\*) denotes a required field

Please Note: Only one step may be edited at a time

**Step 1: Student Information**

Edit

View Only

**Step 2: Family/Guardian Information**

Edit

View Only

**Step 3: Emergency Contact Information**

Edit

View Only

**Step 4: Requested Documents**

Edit

View Only

**Step 5: Additional District Forms**

Edit

View Only

Complete **all** areas of the application (steps 1-5), including all of the required District Forms, then click **Submit Application to the District** at the bottom of the screen.

**Hint:** Make sure to click the button "Complete Step and move to next step" at the bottom of each area.

\*All prior steps must be completed to edit or view this step.\*

Submit Application to the District

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

**Application Submitted**

The application has been successfully submitted.

This application will be reviewed by the school.

You will receive an email notification when the application has been approved and the school will reach out to you to discuss next steps.

See you soon!

OK

You will receive a confirmation that the application has been successfully submitted.