

SCM Parent/Guardian Guide to Enrollment

Step 1: Visit mishawakaschools.com/enrollnow

This shortcut will take you directly to the enrollment section of the School City of Mishawaka (SCM) website.

Step 2: Click on the blue Enrollment Form option.

Prospective Parents

- Welcome to Mishawaka Schools
- District Boundary Map
- Kindergarten Registration
- Lab-K Kindergarten Class at Bethel University
- Enrollment Instructions
- Non-Resident Student Openings

Enrollment Instructions

Parents and students new to the community are invited to visit the nearest School City of Mishawaka elementary school (K-6), John Young Middle School (7-8), or Mishawaka High School (9-12) to enroll a student or you can enroll online by clicking the button below. You will be able to upload the information listed below when enrolling online:

- A copy of the student's birth certificate
- Immunization records
- Proof of residency such as:
 - A mortgage or lease
 - A Mishawaka Municipal Utilities billing statement
 - A property tax billing statement
 - A voter registration card

Parents may also contact the School City of Mishawaka Administrative Center at 574-254-4500 with any questions.

Welcome to School City of Mishawaka!



Step 3A: Complete and submit the New Student Enrollment Form if your family is brand new to School City of Mishawaka.



School City of Mishawaka

New Student Enrollment

Welcome! This form is the first step to enroll your new student online. Complete the required fields to request an account you will use to log in to a secure New Student Enrollment system. Please provide legal guardian information for the student you would like to enroll below:

If you already have an account, please [sign in](#) with your username and password and select New Student Enrollment.

*Guardian First Name

*Guardian Last Name

*Street Number

*Street Name

Unit

Unit Number

*City

State

Step 3B: If you already have a student/s enrolled at SCM currently or have enrolled a student in the past, click on the "sign In" link towards the top of the form.



School City of Mishawaka


New Student Enrollment

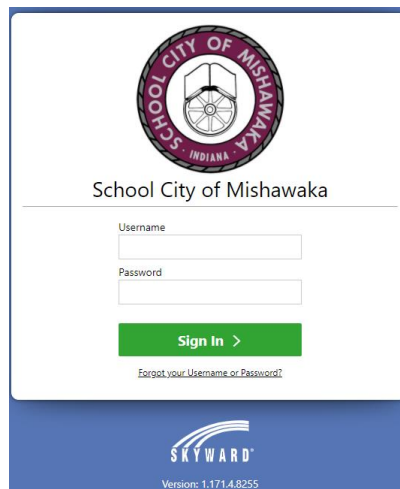
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- If this is your first time enrolling a student with School City of Mishawaka, please continue to Step 4.
- If you have enrolled with School City of Mishawaka previously, please skip Step 4 and go to Step 5.

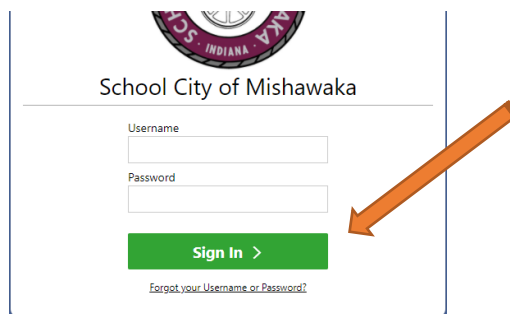
Step 4: After completing the Enrollment Form, you will receive an email with a username and a request to create a password. This will allow you to login to Skyward (our SCM Student Information System). Once your password is created, you may move forward with logging in to the Skyward site.


You will see a “[sign in](#)” option within the email after you have chosen your password. Click this option to see the login screen to the right. 

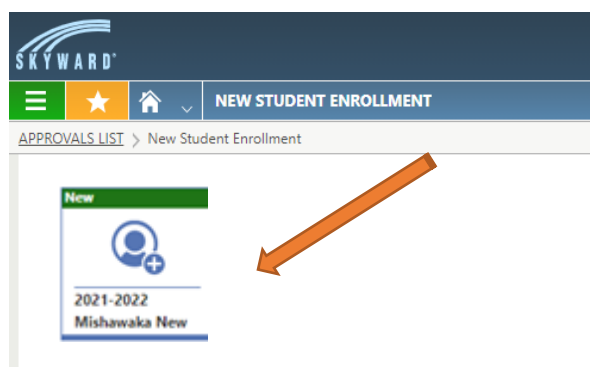


Step 5: When enrolling an additional or returning student to SCM, click the “sign in” option.

- If you do not recall your username or password, please choose the “Forgot Password” option below the “Sign In” box. Follow the instructions to reset your password. You will see a “[sign in](#)” option within the email after you have chosen your password. Click this option to see the login



Step 6: Once you have logged in to Skyward, you will see a tab for “Mishawaka New Student”. Click on the tab and follow all enrollment instructions. If the new student tab is not on your screen, please click on the  in the upper left hand corner of the screen and choose “New Student Enrollment”.



After you have submitted your student’s enrollment information: The school secretary will finalize your enrollment and will contact you with any additional information needed for school specifics and answer any questions you may have.

For questions or concerns, please contact the main office of the school in which your student is enrolling or contact the Administrative Center at (574) 254-4500 to be directed.