

# New Student Online Enrollment (NSOE)

## 1. SMSD.ORG > Families > Enrollment > Click New Student Enrollment

**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.  
Complete required fields to request an account to enroll your students.  
To complete online enrollment, you must use a laptop, tablet, or desktop. If you do not have access to one of these devices, please make an appointment to contact the early childhood department at 913-993-6441.

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

\* Guardian Email Address:   
\* Re-type Email Address:   
\* Guardian Primary Phone Number:

Address: \* House #:  Direction:  \* Street Name:  -partment:   
P.O. Box:  Address 2:  City:  State:  \* Zip Code:

Complete the security dialog


I'm not a robot

Asterisk (\*) denotes a required field  
[Click here to submit Account Request](#)

2. Complete this page to request an account to enroll your student.

Please make sure the address is correct by using W (not West) and selecting the street from the dropdown list.

Click "I'm not a robot".

Then  click the "Click here to submit Account Request".

**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 Shawnee Mission School District. The email will be sent to: RosaSmith@testemail.com

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

3. The messages tell you that you will get an email to start enrolling your student. That email will contain your NSOE login ID and password.


**Enrollment Submitted**

Your Account Request has been successfully submitted. An email has been sent to RosaSmith@testemail.com with instructions on how to continue enrolling your new student.

Steps for translating Family Access [CLICK HERE](#)  
Pasos para traducir a Acceso de Familia [HAGA CLIC AQUI](#)


4. To enroll a student, you will need to use a laptop, tablet or desktop. This cannot be done on a smartphone.

Enter your Login ID and password from the email you received from your account request.

  
Shawnee Mission School District  
Student

Login ID:

Password:



[Forgot your Login/Password?](#)

05.23.06.00.03

Login Area:

SKYWARD NEW Student Enrollment Rosa Smith Exit

## Application Form

**Instructions for completing the student application**

To complete online enrollment, you must use a laptop, tablet, or desktop. If you do not have access to one of these devices, please make an appointment to enroll in person. For K-12 enrollment, please contact the school. For pre-k enrollment, please contact the early childhood department at 913-993-6441.

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.

Once all steps are completed, you must click the "Submit Application to the District" button at the bottom of the page in order to finish your application.

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

**Step 1: Student Information**

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

Name Suffix:  Name Prefix:  Nickname:  \* In order to enable SMSD to meet State reporting requirements, please indicate which sex is marked on the child's birth certificate:

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

5. This screen will display. Please complete all the information with the red \*.

When you enter the birthdate, please verify the birthdate and grade level and click OK.

The Expected School to Enroll is based on your address entered when registering.

\* Do you have internet access?:

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

Additional Information: (on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

6. When done, click the "Complete Step 1..." and it will take you to the Family/Guardian step.

**Step 2: 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:   Should the District keep this number confidential?

\* Family Home Language:

Print Hard Copy Report Cards

House #:  Direction:  Street Name:  SUD:  #:

Home Address: P.O. Box:  Address 2:  City:  State:  Zip Code:

7. Complete the Family information making sure red \* information is entered.

Cell Phone:  Work Phone:  \* Contact Email Address:

\* Language:

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

8. To add more guardians, click "Yes..."

If there are no more guardians, then click "No..."

9. The Medical/Dental Information screen will display next. Complete the medical /dental information and then click Complete Step 3 and move ...” to go to next step.

10.The Emergency Contact Information screen will display next. Please make sure you enter at least one Emergency Contact. If you want to add another contact, click “Yes, I want to Add another...” button. To complete the emergency contact information, click “No, Complete Step 4 and move ...” to go to next step.

Step 5: Requested Documents

Instructions for completing the Requested Documents

Use the "Choose File" buttons to locate a file to upload that corresponds to the description on the same line.

In addition to completing the online process, **you must provide the following documents to complete the enrollment process**

- Birth Certificate
- Current lease or mortgage
- 2 utility bills (Gas, Water, Electric)
- Immunization Records
- Parent Photo ID
- Physical Examination (ONLY required for students 8 year and younger)

You can upload all required documents below. If you need assistance or have questions, please contact your neighborhood school Belvedere (Pre-K) at 913-993-6441.

Birth Certificate: Choose File No file chosen

Curr. Lease: Choose File No file chosen

Curr. Mortgage: Choose File No file chosen

Curr. Utility Bill 1: Choose File No file chosen

Curr. Utility Bill 2: Choose File No file chosen

Immunizations: Choose File No file chosen

Parent Photo ID: Choose File No file chosen

Physical Examination: Choose File No file chosen

Complete Step 5 and move to Step 6: Additional District Forms

Complete Step 5 Only

11.The Requested Documents screen will display next.

It is important you have the scanned/picture of the student’s birth certificate, your proof of residency (Curr. Lease, Curr. Mortgage, Curr. Utility 1 and Curr. Utility 2), Immunizations record, Parent Photo ID (Drivers License or Passport) and student’s Physical Examination from the doctor.

When documents are uploaded, click the “Complete Step 5...” to go to last step.

Step 6: Additional District Forms

Instructions for completing the Additional District Forms

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: IEP-504-Custody  This form has been completed

\* Required Form: MV-Migrant  This form has not been completed

\* Required Form: Home Language Survey  This form has not been completed

\* Required Form: OV Health History (NSOE)  This form has not been completed

\* Required Form: Gender Identification Preference  This form has not been completed

\* Required Form: NSOE Consent for School Records  This form has not been completed

Complete Step 6

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

12.Please click each required form button and fill each one completely so the checkmark shows it has been completed.

When all required forms are complete, click the “Complete Step 6”.

**SKYWARD** NEW Student Enrollment

### Application Form

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

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Step 1: Student Information   Edit   View Only   ✓ Date Completed: 07/20/2023

Step 2: Family/Guardian Information   Edit   View Only   ✓ Date Completed: 07/20/2023

Step 3: Medical/Dental Information   Edit   View Only   ✓ Date Completed: 07/20/2023

Step 4: Emergency Contact Information   Edit   View Only   ✓ Date Completed: 07/20/2023

Step 5: Requested Documents   Edit   View Only   ✓ Date Completed: 07/20/2023

Step 6: Additional District Forms   Edit   View Only   ✓ Date Completed: 07/20/2023

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

13. **All steps** should have a green checkmark showing the date it was completed.

To send the application to the Shawnee Mission School District, click the "Submit Application to the District" button. Once you submit it, you will no longer be able to make changes to the application.

Within a few days, School personnel may contact you with questions or they will approve your application if all required information was complete.

Please remember this is only an application for enrollment. You will not see your student in Skyward until the school has completed and approved your student's application.