New Student Online Enrollment (NSOE)

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

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”.

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.

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.
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.

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

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

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.

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.

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”. 
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.