

Inscripción en Línea para Nuevos Estudiantes (NSOE)

1. SMSD.ORG > Familias > Inscripción > Haga clic en Inscripción de nuevo estudiante

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: Rosa
* Guardian Legal Last Name: Smith
Guardian Legal Middle Name:
Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

* Guardian Email Address: RosaSmith@testemail.com
* Re-type Email Address: RosaSmith@testemail.com
* Guardian Primary Phone Number: 913-555-1234

Address: * House #: 3507 Direction: W * Street Name: 102nd Ct - Apartment:
P.O. Box: Address 2: City: KS * Zip Code: 66212

Complete the security dialog

I'm not a robot

Asterisk (*) denotes a required field
Click here to submit Account Request

2. Complete esta página para solicitar una cuenta para inscribir a su estudiante.

Asegúrese de que la dirección sea correcta utilizando W (no Oeste) y seleccionando la calle de la lista desplegable.

Haga clic en "No soy un robot".

Luego haga clic en "Haga clic aquí para enviar una solicitud de cuenta".

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.

OK Back

3. Los mensajes le indican que recibirá un correo electrónico para comenzar a inscribir a su estudiante. Ese correo electrónico contendrá su ID de inicio de sesión y contraseña de NSOE.

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.

OK

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

SKYWARD®

Shawnee Mission School District
Student

Login ID: Password: Sign

Forgot your Login/Password?

05.23.06.00.03

Login Area: All Areas

4. Para inscribir a un estudiante, deberá usar una computadora portátil, tableta o computadora de escritorio. Esto no se puede hacer en un teléfono inteligente.

Ingrese su ID de inicio de sesión y contraseña del correo electrónico que recibió de su solicitud de cuenta.

SKYWARD NEW Student Enrollment

Rosa Smith Exit

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

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 Edit View Only Save Save and Collapse Step

* 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: 0 Birth City: [] Birth State: []

5. Aparecerá esta pantalla. Por favor, complete toda la información con el asterisco rojo *.

Cuando ingrese la fecha de nacimiento, verifique la fecha de nacimiento y el nivel de grado y haga clic en OK.

La escuela esperada para inscribirse se basa en su dirección ingresada al registrarse.

* 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

Complete Step 1 and move to Step 2: Family/Guardian Information Complete Step 1 Only

6. Cuando haya terminado, haga clic en "Completar paso 1 ..." y le llevará al paso de la Familia / Tutor.

Step 2: Family/Guardian Information Edit View Only Save Save and Collapse Step

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: W Street Name: [] SUD: [] #: []

Home Address: P.O. Box: [] Address 2: [] City: Leawood State: KS Zip Code: 66206

7. Complete la información de la familia asegurándose de que se ingrese la información con el asterisco rojo *.

Cell Phone: [] Work Phone: [] * Contact Email Address: RosaSmith@tes*

* Language: []

Are there other Legal Guardians who live at this address?

Yes, I want to Add another Legal Guardian who lives at this address No other Legal Guardians live at this Address

8. Para agregar más tutores, haga clic en "Sí ..."

Si no hay más tutores, haga clic en "No ..."

9. A continuación aparecerá la pantalla de información médica/dental. Complete la información médica / dental y luego haga clic en Completar paso 3 y mueva ..." para ir al siguiente paso.

10. A continuación aparecerá la pantalla Información de contacto de emergencia. Asegúrese de ingresar al menos un contacto de emergencia. Si desea agregar otro contacto, haga clic en botón "Sí, deseo agregar otro ...". Para completar la información de contacto de emergencia, haga clic en "No, complete el paso 4 y mueva ..." para ir al siguiente paso.

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. A continuación aparecerá la pantalla Documentos solicitados.

Es importante que tenga la imagen escaneada / imagen del certificado de nacimiento del estudiante, su prueba de residencia (Contrato de Arrendamiento, Hipoteca, Utilidad 1 y Utilidad 2), registro de vacunas, identificación con foto de los padres (licencia de conducir o pasaporte) y examen físico del estudiante del médico.

Cuando se carguen documentos, haga clic en "Completar paso 5..." para ir al último paso.

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	<input checked="" type="checkbox"/>	This form has been completed
* Required Form:	MV Migrant	<input type="checkbox"/>	This form has not been completed
* Required Form:	Home Language Survey	<input type="checkbox"/>	This form has not been completed
* Required Form:	OV Health History (NSOE)	<input type="checkbox"/>	This form has not been completed
* Required Form:	Gender Identification Preference	<input type="checkbox"/>	This form has not been completed
* Required Form:	NSOE Consent for School Records	<input type="checkbox"/>	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. Haga clic en cada botón de formulario requerido y complete cada uno para que la marca de verificación muestre que se ha completado.

Cuando todos los formularios requeridos estén completos, haga clic en "Completar paso 6".

SKYWARD NEW Student Enrollment

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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. **Todos los pasos** deben tener una marca de verificación verde que muestre la fecha en que se completó.

Para enviar la solicitud al Distrito Escolar de Shawnee Mission, haga clic en el botón "Enviar solicitud al Distrito". Una vez que lo envíe, ya no podrá realizar cambios en la solicitud.

Dentro de unos días, el personal de la escuela puede comunicarse con usted con preguntas o aprobarán su solicitud si toda la información requerida estaba completa.

Recuerde que esto es solo una solicitud de inscripción. No verá a su estudiante en Skyward hasta que la escuela haya completado y aprobado la solicitud de su estudiante.