Student Enrollment

Welcome to Nooksack Valley School District!

There are currently three ways to enroll your student(s), depending on your family's situation.

- 1. If your family **currently** has active student(s) in the District
- 2. If you are a family with returning students who have ever attended any school in the District
- 3. If your family is **new** to the District

Select the situation that is appropriate for your family and use the correlating number option below to register your student(s).

1. FOR FAMILIES WITH EXISTING STUDENTS:

Please log into your Family Access account and use the drop-down option next to the Home icon to select New Student Enrollment (NSE tiles are year-specific).



2. FOR FAMILIES WITH STUDENTS RETURNING TO OUR DISTRICT:

Use the steps below to complete a PDF version of the enrollment paperwork:

- 1. From our NVSD website (<u>https://www.nv.k12.wa.us/</u>), select the Enrollment button on the Home page.
- 2. Scroll down to the "Returning Families to the District" section.
- 3. Click on "Returning Student Registration Forms."
- 4. We recommend that you download this form and save it to your local computer so information isn't lost if you need to stop and return to the form.
- 5. Complete all pages of the form.
- 6. When finished, you can either **Print** the form and bring it to your child's school or **Save** the completed form and email it to the school registrar listed on page 11 of the forms.

3. <u>FOR FAMILIES NEW TO OUR DISTRICT</u>: Use the steps below to complete the New Student Enrollment:

- If you aren't already there, navigate to our NVSD website (<u>https://www.nv.k12.wa.us/</u>)
- In the middle of the Home page click on the Enrollment button. You will see a form to complete requesting an account for the New Student Enrollment (NSE) portal.

NOTE: Required fields are identified with an asterisk. You must complete required fields before you can save your work.

- 3. Enter your first name and last name in their respective fields.
- 4. Enter the Address Information in the appropriate fields. Notice that the Street Number and Street Name are two separate fields.
- 5. Enter your Email Address and confirm it by typing it again.
- 6. Enter your Phone Number.
- 7. Families that have been in our district before, should not use this application to enroll their student so new families will not need to check the **Previously in District** box.
- 8. Complete the reCAPTCHA prompt to verify you are not a robot.
- 9. Click Submit at the bottom right of the screen to submit your information. You will see a message that says an email has been sent to you with further instructions. The email (from <u>Noreply@nv.k12.wa.us</u>), will provide your username and a link to access the actual NSE portal. If you do not receive the email, please check your email's spam/trash/junk folders. If you still don't see the email, please contact the District Office (360 988-4754) for help.
- 10. Use the link in the email to <u>create a password</u> for the NSE portal. Be sure to document your login information in case you need to pause the NSE process and log in at a later time.
- 11. Once you log in to the New Student Enrollment screen, you will see a tile for the New Student Enrollment form. There may be two tiles if we are accepting applications for the next school year. Click on the appropriate tile
- 12. Read the instructions/information provided, and then select Start.
- 13. Complete the New Student Enrollment Information, New Student Guardian Information, and all other steps in the form.
- 14. Select Complete & Next at the end of each step to continue to the next step.
- 15. After completing all steps of the form, use the Review step to verify all of the information is accurate.
- 16. Check the box at the bottom of the Review page to confirm that the information is correct then click the **Submit Form** button. You will get a thank you screen with a link to return to the dashboard where other students can be registered if needed and a new tile will appear with your submitted forms.

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