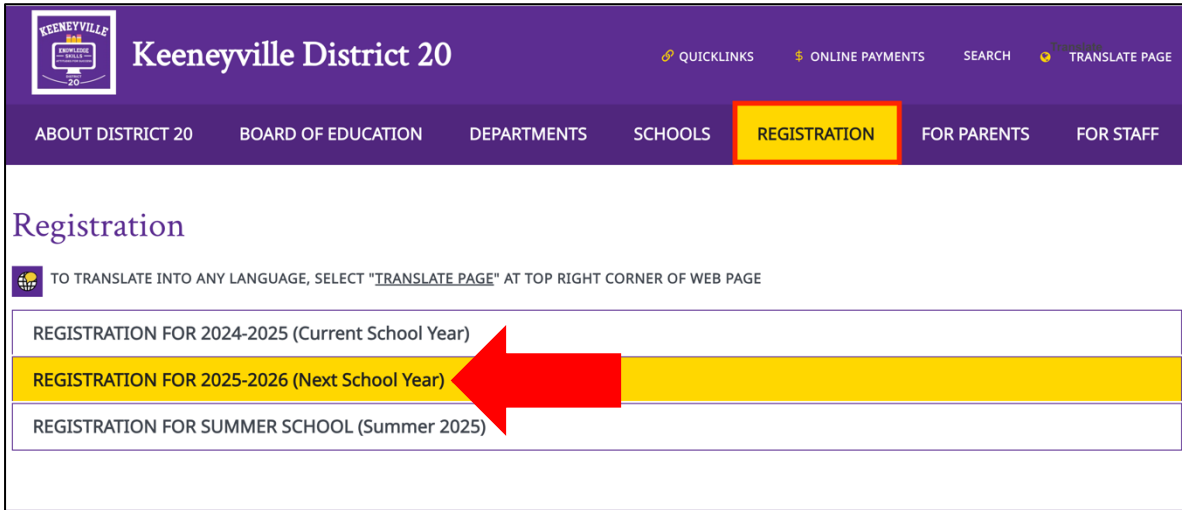


2025-2026

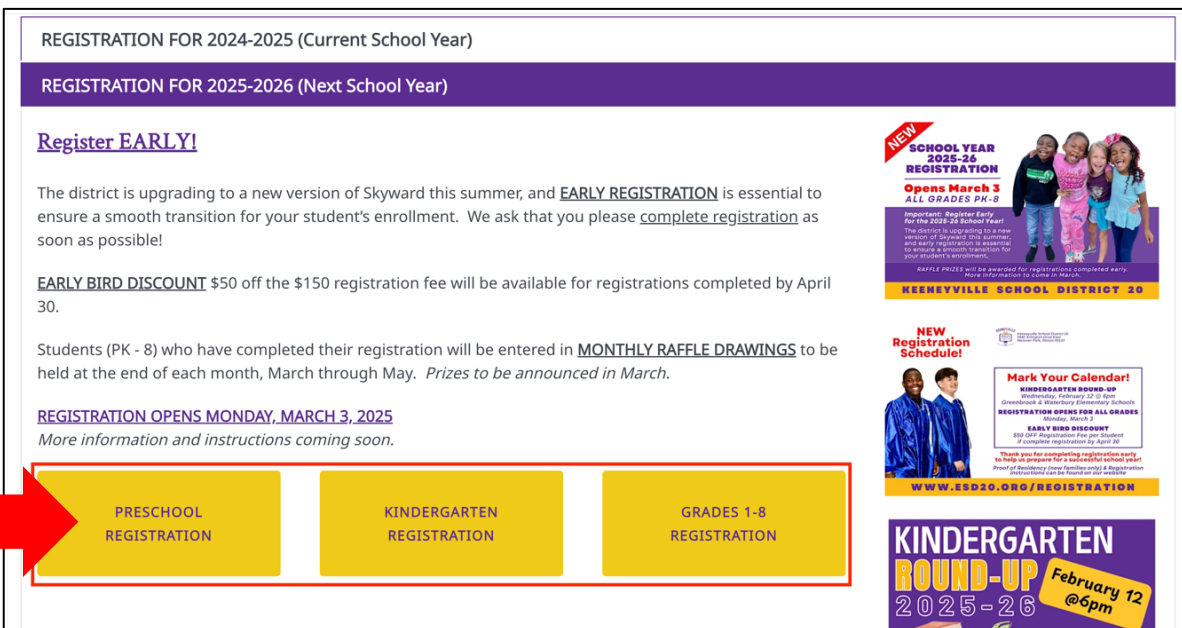


INSTRUCTIONS: HOW TO ENROLL YOUR NEW STUDENT (K-8)

- ✓ Go to the District 20 website <https://www.esd20.org/> and select the **REGISTRATION** tab.
- ✓ Select **REGISTRATION FOR 2025-2026 (Next School Year)**



- ✓ Select your child's **grade level** (Preschool, Kindergarten, or Grades 1-8)



- ✓ Select the drop-down menu for step-by-step instructions on how to **ENROLL YOUR NEW STUDENT (did not attend a D20 School previously)**.

Follow each step carefully to ensure that your student is fully enrolled. If you have any questions, please contact your school office or email registration@esd20.org.

NOTE: An incoming Kindergarten student who attended DISTRICT 20'S EARLY CHILDHOOD CENTER is considered a RETURNING STUDENT.

TO TRANSLATE INTO ANY LANGUAGE, SELECT "TRANSLATE PAGE" AT TOP RIGHT CORNER OF WEB PAGE

Register EARLY!

The district is upgrading to a new version of Skyward this summer, and **EARLY REGISTRATION** is essential to ensure a smooth transition for your student's enrollment. We ask that you please **complete registration** as soon as possible!

EARLY BIRD DISCOUNT \$50 off the \$150 registration fee will be available for registrations completed by April 30.

Students (PK - 8) who have completed their registration will be entered in **MONTHLY RAFFLE DRAWINGS** to be held at the end of each month, March through May. *Prizes to be announced in March.*

REGISTRATION OPENS MONDAY, MARCH 3, 2025
More information and instructions coming soon.

Registration for School Year 2025-2026 (NEXT SCHOOL YEAR)

- ENROLL YOUR NEW STUDENT K-8 (did not attend a D20 School previously)
- ENROLL YOUR RETURNING STUDENT K-8 (attended a D20 School previously)

(1) REQUEST NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT

RETURNING FAMILIES who already have a D20 account in Skyward Family Access (for older siblings) may use that same account and log-in credentials to access Skyward. **You do not need to request a New Student Online Enrollment (NSOE) Account.**

Log into Skyward and select the **NEW STUDENT REGISTRATION** tab on the left side menu and go to **STEP 2** below to enroll their new student in NSOE.

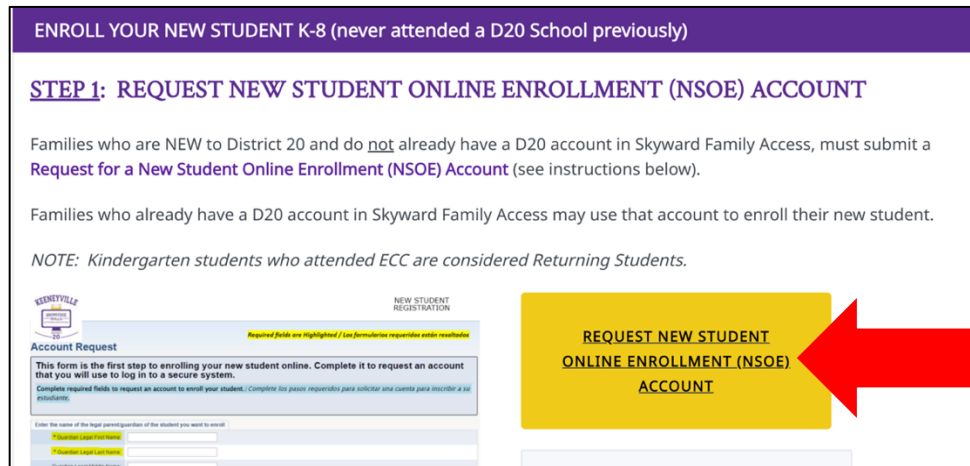
Family Access

SKYWARD All Students

- Home
- NEW STUDENT REGISTRATION**
- Returning Student Registration
- Ethnicity/Race
- Calendar
- Gradebook
- Busing
- Food Service
- Schedule
- Fee Management
- Portfolio
- Skylert
- Login History

NEW FAMILIES who do not already have a D20 Skyward Account (no older siblings), must first submit a **REQUEST FOR A NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT** as outlined below:

- ✓ Select **REQUEST NEW STUDENT ONLINE ENROLLMENT (NSOE) ACCOUNT** (yellow button on right or go to <https://bit.ly/Request New Student Online Enrollment Account>) which will take you to an online Account Request form.



- ✓ Complete the online **ACCOUNT REQUEST FORM** to request an account that you will use to log into the secure registration system (NSOE).

****Enter Legal First Name:** This is the legal first name of the person requesting a Portal Account to enroll their new student(s).

****Enter Legal Last Name:** This is the legal last name of the person requesting a Portal Account to enroll their new student(s).

Enter Legal Middle Name: This is the legal middle name of the person requesting a Portal Account to enroll new students.

Enter Legal Name Prefix: The user can select the appropriate legal prefix for their name.

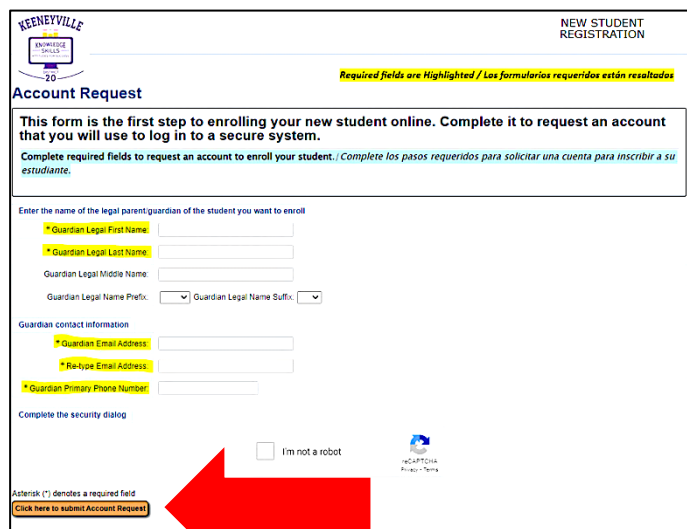
Enter Legal Name Suffix: The user can select the appropriate legal suffix for their name.

****Enter Email Address:** The guardian needs to enter a valid email to have their account information sent to them. This will be their login name for the New Student Online Enrollment Portal.

****Re-Type Email Address:** The guardian needs to reenter the email address as an exact match. The guardian will receive an error message if the emails do not match and they will be unable to complete the application.

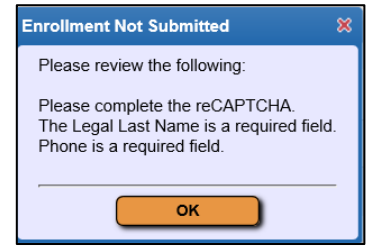
Enter Primary Phone Number: The guardian should enter their primary phone number, which will also become the primary phone number of the first family of the student(s) that they submit Enrollment Applications.

The **CAPTCHA** verification will appear at the bottom of the page on the Enrollment Portal Configuration.



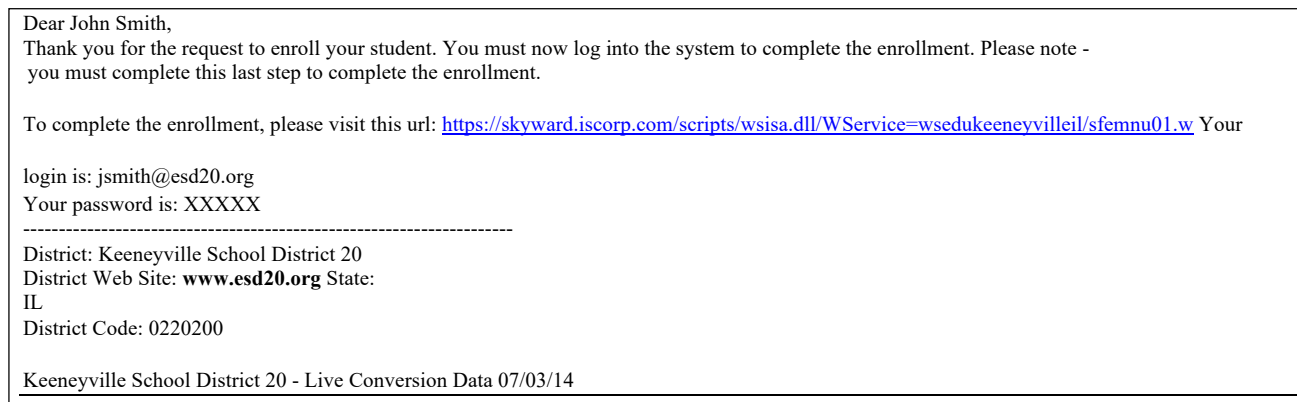
- ✓ Click the orange button at bottom of the form to **Submit Account Request**

You may receive an error message if you do not complete all required fields, or if you do not complete the reCAPTCHA ("I am not a robot") field. Please complete all required fields. Contact your [school office](#) or email registration@esd20.org if you have any questions or need assistance.



- ✓ If your Account Request was successfully completed, you should **receive an email with log-in information** to allow you access Skyward to complete the **New Student Registration Application** (see step 2 below).

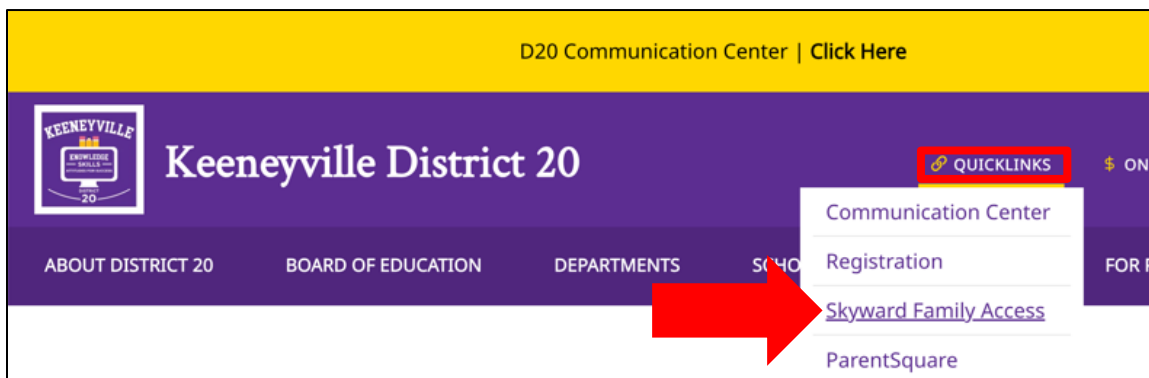
If you do not receive an email with log-in credentials, please contact your [school office](#) or email registration@esd20.org for assistance.



(2) COMPLETE NEW STUDENT ENROLLMENT APPLICATION

New Students have a different registration process that Returning Students in Grades K-8. In order to complete the *New Student Registration Application*, you must **access NSOE through Skyward.**

- ✓ Go to **SKYWARD FAMILY ACCESS** (<https://bit.ly/SkywardFamilyAccessLogin>) to begin the online enrollment process. Skyward may also be accessed from the district website under **QUICKLINKS** → **SKYWARD FAMILY ACCESS**



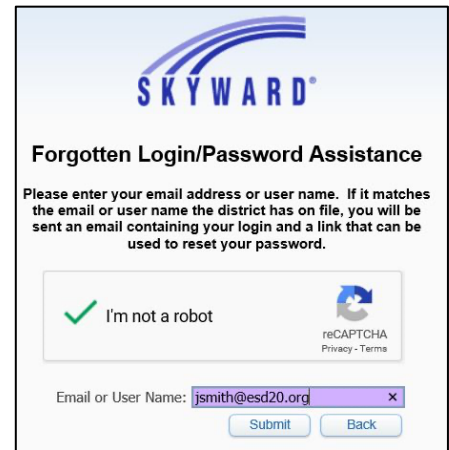
✓ **Log into Skyward**

RETURNING FAMILIES who already have a D20 account in Skyward Family Access (for older siblings) may use that account and log-in credentials to access Skyward.

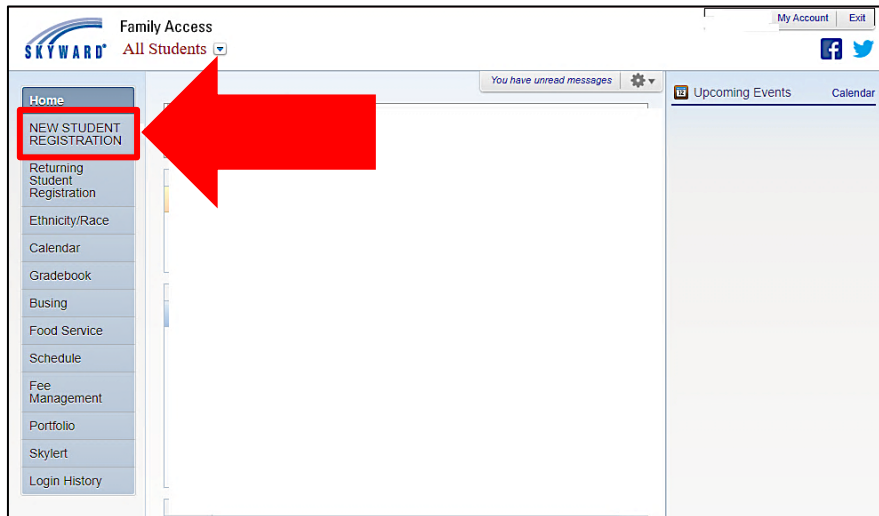
NEW DISTRICT 20 FAMILIES will log in using the credentials emailed to them after submitting the Request New Student Online Enrollment (NSOE) Account. *If you did not receive an email with log-in credentials, contact your [school office](#) or email registration@esd20.org for help.*

Forgot your Login/Password? Allows you to request new account information sent to your email if you forgot your password.

After clicking the Forgot your Login/Password link, the screen on the right below will appear. Enter responses to requested CAPTCHA screens. Guardians should use the email when they requested their account.



✓ From the Skyward Home Page, select the **NEW STUDENT REGISTRATION** button at the top of the left side menu, which will take you to the NSOE system to enroll your student.



- ✓ Complete the online **New Student Registration Form**

Read the instructions carefully and submit complete information for each step to ensure that your student is fully enrolled.

*The first time a parent/guardian logs into the portal, they will be taken directly to the **Application Form**. This is the form to be filled out with the new student's information. If a guardian logs in for the first time after a previous application has been denied, and they have no other pending applications, they will see this page with a red message in the upper left corner notifying them of the denied application.*

Save and Continue to Fill Out Application: This button will save the data filled in so far and keep the screen open to allow the guardian to complete it.

Save and go to Summary Page: This button will save the data filled in so far and take the user back to the Portal's main page.

Print Application: This button will send the page to the guardian's printer.

Leave WITHOUT Saving: This button will take the user back to the Portal's main page and not save any data entered into the form.

These buttons will also display at the very bottom of the form.

The area below the buttons should display instructions for the guardians and give them any necessary reminders.

Creating and Submitting a New Student Enrollment Application

*The first time a user logs into the Portal, they will be taken directly to the Application Form. A guardian who has at least started an Enrollment Application and is logging into the Portal to start a new one will need to click on the **Click to Enroll Additional Student** button from the "New Student Enrollment Applications: Summary Page."*

NOTE: With the Application form split into different steps, it is important to know that *guardians will only be able to have one step expanded and available for editing at a time*. The currently active step will have the **Save** and **Save and Collapse Step** buttons active at the top of the section. If no step/section is in Edit mode, then the **Edit** and **View Only** buttons will be active. When one step/section is in Edit mode, the other sections will have the **View Only** button active, so a guardian can review those sections while editing another.

STEP 1: STUDENT INFORMATION

The next area is where the guardian enters the student data for available fields, and those fields marked as required. It is important to enter data in this section since some fields will make up the student's Entry record. A guardian also has space in the **Additional Information** field to leave a note for the office to see as they process a student's application.

A guardian will then need to click the **Complete Step 1 and move to Step 2:** **Family/Guardian Information** to move on to the next step or they can click on the **Complete Step 1 Only** button.

Both buttons will scan through the fields for Step 1 and verify that all the required data has been entered.

The screenshot shows the 'Step 1: Student Information' form. At the top, it says 'Asterisk (*) denotes a required field' and 'Please Note: Only one step may be edited at a time'. The form contains various fields for student information, with required ones highlighted in yellow. These include: Last Name/Apellido del Estudiante (Smith), First Name/Primer Nombre del Estudiante (Mary), Middle Name/Segundo Nombre del Estudiante, Date of Birth/Fecha de Nacimiento (08/20/2019), Age (4), Birth City/Ciudad de Nacimiento (Hanover Park), Birth State/Estado de Nacimiento (IL - ILLINOIS), Birth Country/Pais de Nacimiento (United States), Birth County/Condado de Nacimiento (DuPage), Second Phone/Telefono Secundario (630-894-4021), and Student's Language Spoken at Home/Idioma que el estudiante habla en casa (English). There are also checkboxes for 'Does student live within this school district?', 'Is Student Hispanic/Latino?', 'Federal Race/Ethnicity', and 'Has student attended a state school?'. At the bottom, there are two buttons: 'Complete Step 1 and move to Step 2: Family/Guardian Information' and 'Complete Step 1 Only'. A red arrow points to the first button.

If the user has missed any required fields, the **Application Not Submitted** error screen will display, and the missing required fields are highlighted with a red box. Click **OK** to close the box and fill in the missing data. Then click one of the Complete Step 1 buttons. As a step is completed, a Date Completed will show to the right of the collapsed step. If the guardian clicks the **Edit** button for that step, the Date Completed will go away until they click one of the complete buttons again.

The screenshot shows an 'Application Not Submitted' error dialog box. The message says: 'Please review the following: Expected School to Enroll into is a required field.' There is an 'OK' button at the bottom right. The background shows the form with the 'Expected School to Enroll into' field highlighted in red. Below the dialog box, there are two buttons: 'Complete Step 1 and move to Step 2: Family/Guardian Information' and 'Complete Step 1 Only'.

STEP 2: FAMILY/GUARDIAN INFORMATION

Users can update everything on this screen except their email. Guardians will notice that some of the filled in fields, since it pulls the data from the form that, they filled out requesting the account.

Upon clicking the check box to add the guardian as an emergency contact, this guardian's information will show in that portion of the application form.

If a guardian is creating an additional Enrollment Application form, meaning that they have already submitted one and have started a new one, the first family information will merge into the Family and Guardian fields; however, update fields such as Relationship to Child.

If there are other guardians within this family (at the same address), click the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of the section. Notice the slightly thicker blue box around the guardians in this first family.

If there are additional families that need to be attached to the student, click the **Yes, I want to Add a Legal Guardian who lives at a Different Address** button in the bottom left corner of the Family/Guardian Information Section. Clicking this button, the guardian will then be able to fill in the new family's information.

FAMILY WITH A GUARDIAN AT A DIFFERENT ADDRESS STEP: 2A

Step 2A is to fill in the fields for the new family. This can be repeated to add as many families as needed for the student. Notice at the top of the screen, the blue box that is around the first family can be seen, and a new purple box is around this new family. Each different family added will have a new color around the guardians to help keep them visually separated.

If the new family was added in error, click the **Remove this Family** button to delete the record.

Just as with the primary family/guardian, additional family members can be added by clicking the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of step 2A.

A confirmation screen will display after clicking the **Remove this Guardian** and the **Remove this Family** buttons respectively.

A **Remove this Guardian** button will display above all guardians in a family with more than one guardian in it.

Once all the Family/Guardian Information has been entered, the guardian completing the application needs to click either the **No, Complete Step 2 and move to Step 3: Emergency Contact Information** button or the **No, Complete Step 2 Only** button to complete the step.

STEP 3: EMERGENCY CONTACT INFORMATION

Step 3: Emergency Contact Information Edit View Only Save Save and Collapse Step **Required data is Highlighted/ Los datos requeridos están resaltados**

Instructions for completing Emergency Contact Information
Please Complete Emergency Contact Information /Complete la información de contacto de emergencia
Please make sure that the Emergency Contact is not the parent or guardian / Asegúrese de que el contacto de emergencia no sea el padre o tutor.

Enter the Information for Emergency Contact #1 Remove this Emergency Contact

* Last Name/ Apellido: Smith * First Name/ Primer Nombre: Judith Middle Name/ Segundo nombre:
Name Suffix: Name Prefix: Is this contact allowed to pick up the student from school? / ¿Este contacto tiene permitido recoger al estudiante de la escuela?
Gender/Genero: Language/ Idioma:
Contact Email Address: * Primary Phone/ Telefono Principal: 630-894-4021 Cell Phone/ Telefono celular: --
Work Phone/ Telefono del trabajo: --
* Relationship to Child/ Relacion al Estudiante: Aunt Relationship Comment/ Comentario de relacion:

Do you have other Emergency Contacts to add for this student?
Yes, I want to Add another Emergency Contact Record No, Complete Step 3 and move to Step 4: Additional District Forms No, Complete Step 3 Only

If contacts other than the guardian need to be entered, click the **Yes, I want to Add another Emergency Contact Record** button in the bottom left corner of the section. This will add another set of Emergency Contact fields to be filled in.

If an Emergency Contact record is added in error, the **Remove this Emergency Contact** button can be used.

Upon clicking the button, a confirmation box will display. Click **Yes** to remove the Emergency Contact, or **No** to cancel the request.

Confirm
Are you sure you wish to remove this Emergency Contact?
Yes No

After clicking either the **No, Complete Step 3 and move to Step 4...** button or the **No, Complete Step 3 Only** button the next step will become available (as long as Steps 1 through 2 are also marked as complete).

STEP 4: ADDITIONAL DISTRICT FORMS

In this step, all ***Required Forms** must be completed.

If you exit from completing a form and the box is checked that the form **has been completed**, you can click on the form and return to add additional information or correct the form. If the form was not filled out and you plan to come back to it, you can uncheck the box showing it as not completed.

Please complete all of the required District forms. / Complete todos los formularios requeridos por el Distrito.

Once the application is submitted, you cannot make any changes to its content. You would need to contact your designated school or the inaccurate information. / Una vez enviada la solicitud, no podrá realizar ningún cambio en su contenido. Deberá comunicarse con su escuela de notificarles cualquier información inexacta.

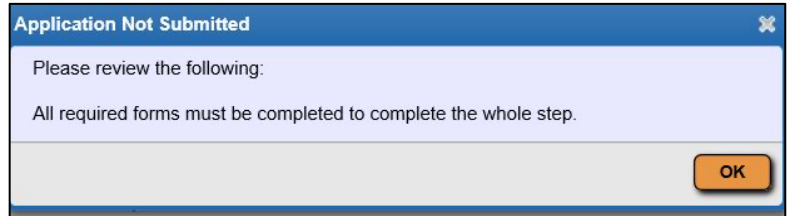
Your application will not be approved unless all of the required forms have been completed. / Su solicitud no será aprobada a menos que se requiridos.

Asterisk (*) denotes a required form

* Required Form:	25-26 CERTIFICATE OF RESIDENCE & Custody	<input type="checkbox"/>	This form has not been completed
* Required Form:	25-26 NEW CONSENT FOR RELEASE OF RECORDS	<input type="checkbox"/>	This form has not been completed
* Required Form:	25-26 NEW FIELD TRIP-DISTRICT	<input type="checkbox"/>	This form has not been completed
* Required Form:	25-26 HOME LANGUAGE SURVEY	<input type="checkbox"/>	This form has not been completed
* Required Form:	25-26 MILITARY Family & INFORMATION FORM	<input type="checkbox"/>	This form has not been completed
* Required Form:	25-26 NEW STUDENT ADDITIONAL REGIST. REQUIR.	<input type="checkbox"/>	This form has not been completed
* Required Form:	25-26 PARENT LANGUAGE PREFERENCES/REPORT CARD WAIVER	<input type="checkbox"/>	This form has not been completed
* Required Form:	25-26 TECHNOLOGY ACCESS PERMISSION FORM	<input type="checkbox"/>	This form has not been completed

Complete Step 4

The required forms do not have to be completed in the order listed on the screen. If the Complete Step 5 button is selected without all of the required forms being marked as completed, an error message will display.



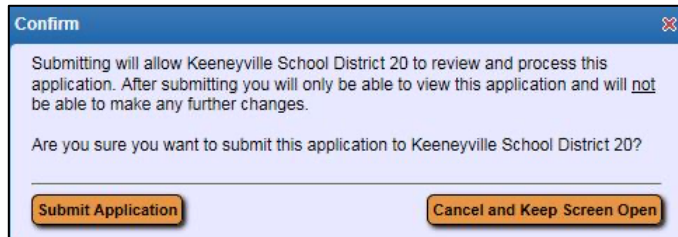
After all of the Additional District Forms have been marked as completed, the guardian can mark Step 5 complete.

SUBMITTING THE APPLICATION

When all of the steps are complete and the steps are showing the Date Completed to the right of each step, the **Submit Application to the District** button will be active at the bottom of the screen.

Before submitting, guardians should review all parts to make sure the information is correct.

Once the application is submitted, you cannot make any changes to its content. You would need to contact your designated school or the school district to notify them of any inaccurate information.



A confirmation screen will display after clicking the **Submit Application to the District** button.

Click the **Submit Application** button to complete the process or click the **Cancel and Keep Screen Open** button to have the ability to review and update the application.

The below message will display after clicking **Submit Application**.

The application will be reviewed and you will be contacted by your school secretary as to how to proceed.

When all required information has been reviewed and your application has been approved, you will receive a login and password to access the Keeneyville Webstore to pay required fees – see instructions (4) below.

(3) SUBMIT PROOF OF RESIDENCY DOCUMENTS

RETURNING FAMILIES (who have attended D20 schools previously) do not need to submit proof of residency documents. The district uses a third-party service to verify residency in district boundaries to lessen the burden for our families. A returning family will be contacted if additional information is needed to verify your residency. Families will not be able to complete registration until the required residency documentation is provided.

ALL NEW FAMILIES (who have not attended District 20 schools previously) must bring the following documents to your student's school office (or district office) in addition to completing the online registration forms (instructions above Steps 1 & 2). You will only need to submit one copy of the residency documents listed below for your entire family.

1 - Parent/Guardian Photo ID

2 - Student Original Birth Certificate

3 - Category I Residency Documents - one document required from the list below:

Home ownership title, deed, or mortgage statement

Most recent property tax bill

Apartment lease (current year, signed + dated)

4 - Category II Residency Documents - 2 additional documents required from the list below:

Gas/Electric/Water Bill (most recent)

Vehicle Registration (current)

Bank Account Statement (current)

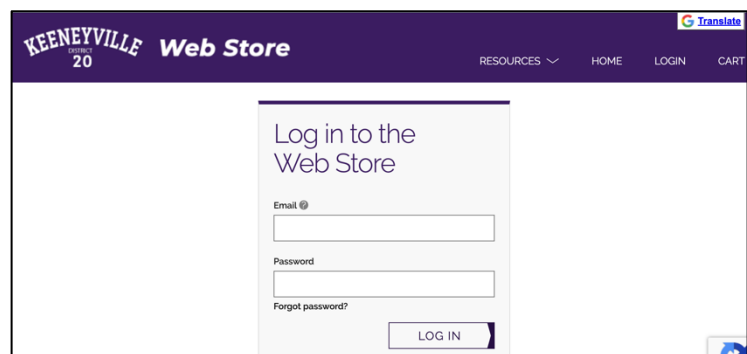
Home/Apartment Insurance Policy (current) Pay Check Stub (current)

(4) PAYMENT OF FEES

As part of the enrollment process, families will be directed to the **Keeneyville Webstore (RevTrak)** https://bit.ly/Keeneyville_Webstore to submit online payment of required fees.

NEW FAMILIES will receive log-in and password to the Keeneyville Webstore after their New Student Registration Application is reviewed and approved by our staff.

RETURNING FAMILIES may log into the Keeneyville Webstore to make payments by going to the district website and selecting the **\$ ONLINE PAYMENT** button at the top of the webpage.



All families must submit payment of the following fees before the first day of school. Please contact your school if you would like to discuss a payment plan or fee waiver application. For instructions on making payments in the Webstore, go to <https://bit.ly/D20WebstorePaymentGuide>.

- **Registration Fees of \$150.00 per student. **Early Bird Discount of \$50 off \$150 Registration Fee is available for each student if registration is completed by April 30, 2025.***
- **Technology Fees of \$50.00 per student** to ensure that we continue to be a 1:1 device district. This fee cannot be waived.