

Kindergarten Online Enrollment Instructions

Parents\Guardians can enroll your kindergarten-aged child through the online enrollment process. Please follow the instructions below. If you choose not to enroll your student online contact our district Registrar, Melony Follmer 651-407-7476

- If you are new to the district or you do not have students in the White Bear Lake School District you will need to follow the steps in Part 1.
- If you currently have a Skyward Family Access account you may skip to part 2

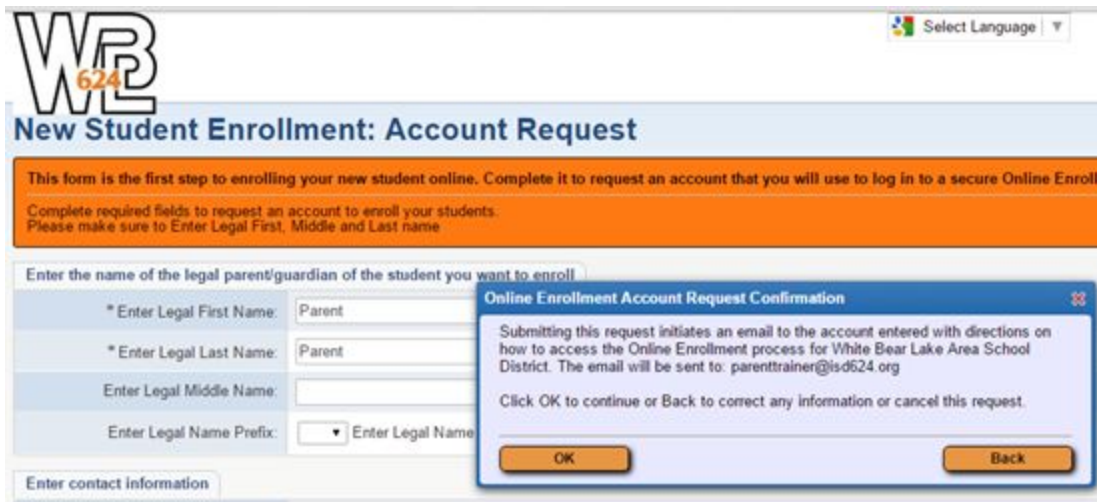
Assistance: If you have questions about how to fill out any of the forms, please call our district Registrar, Melony Follmer at 651-407-7674.

If you have technical login issues with the registration process, please call the tech support line at 651-407-7500 Ext: 1234.

Part 1: New families



Parents\Guardians that have students who are new to our district will need to sign in and request a Skyward account. Go to <https://skyweb.isd624.org/scripts/wsisa.dll/WService=wsSky/skyenroll.w> Enter your legal name and email information. Click on "Click here to submit Online Enrollment Account Request"



Select Ok to continue



Select Language ▼

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 Online Enrollment System.

Complete required fields to request an account to enroll your students. Please make sure to Enter Legal First, Middle and Last name

Enter the name of the legal parent/guardian of the student you want to enroll

* Enter Legal First Name:	Parent
* Enter Legal Last Name:	Parent
Enter Legal Middle Name:	
Enter Legal Name Prefix:	▼ Enter Legal Name

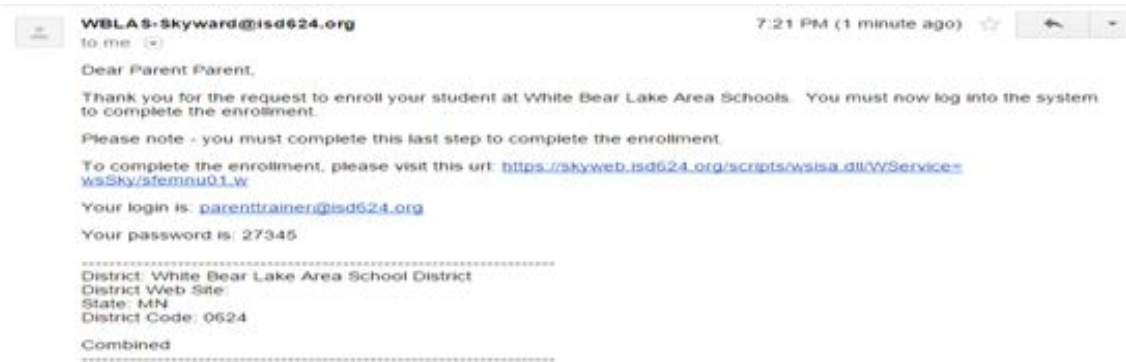
Enrollment Submitted

Your Account Request has been successfully submitted. An email has been sent to parenttrainer@isd624.org with instructions on how to continue enrolling your new student.

OK

Enter contact information

If you do not have an account in our system you will receive the message that your account request has been submitted and an email has been sent to your account.



To complete enrollment click on the url provided in the email

Enrollment Not Submitted

This request cannot be processed. An account is already associated to the email address of nadeaupeg@gmail.com.

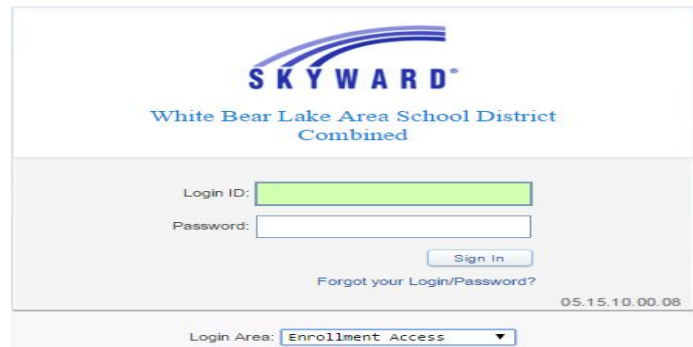
Please enter a different email address or log in to the Enrollment Access system with the password associated to this email address or use the Forgot Login/Password link for help.

OK

If you have a Family Access account in our system you will receive a message that your enrollment account request was not submitted. Click on the "Enrollment Access System" and login with your username and password or use the Forgot Login/Password to receive an email with your login information. Continue to Part 2 (below)

Part 2: Login and complete enrollment application

To login and complete the Online Enrollment Application go to <http://bit.ly/1QiuifJ>



Login Area should be set to "Enrollment Access" Enter your family access Login ID and password. If you do not remember your Login ID or password click on "Forgot your Login/Password" link on the login page. An email will be sent to you that contains your login information and directions to change your password.

NOTE If you receive an error message that you do not have access to enrollment please call Melony Follmer at 651-407-7476

New Student Enrollment: 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

Answer the questions to progress through the enrollment 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.
Please enter Relationship to Student

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

Instructions for completing Student Information

Please enter students full legal name.

If you are enrolling a student and are not a legal guardian the "Student Not Living with Parent" form is required. You can find the form at <http://www.isd624.org/pdfs/m>

* Legal Last Name: * Legal First Name: Legal Middle Name:
Name Suffix: * Gender:
* Date of Birth: Birth Country:

Step 1. Enter your kindergarten students full legal name, continue to fill out additional information. Select complete step one and move to step 2.

Step 2: Family/Guardian Information

Your Family information has been imported onto the application.

All the fields not specific to the student have been pre-populated. Any changes needed, will be conducted by the Registrar.

Primary Phone: (555) 135-8435 Should the District keep this number confidential?

Family Home Language: SPANISH

Home Address: House #: 1254 Direction: E Street Name: MAPLE ST Apartment:
P.O. Box: Address 2: City: AUSTIN State: TX Zip Code: 55555

For the guardian listed, complete any remaining fields related to the student.

* Last Name: ADUSCR * First Name: ABBY Middle Name:
Name Suffix: Name Prefix: Date of Birth: * Gender: Female

* Relationship to Child: Marital Status:
 Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: Contact Email Address: abby@scramble.com
Language: Employer:
Work Hours:

Step 2

- If you are new to our district complete family information.
- If you are not new to our district the current family information that we have in Skyward will automatically be filled in for you. All fields for the Primary Family will be locked from editing. Only the options to change the relationship and mark the guardian as an Emergency Contact will be available to guardians. If any of the information is incorrect, contact our district Registrar, Melony Follmer 651-407-7476
- If you would like to add additional family members that live at a different address, click on "Yes; I want to Add a Legal Guardian who lives at a Different Address" button in the lower left corner of the section.
- If you do not have any additional families to add select "No complete step 2 and move to step 3"

New Student Online Enrollment - Google Chrome
<https://skyweb.isd624.org/scripts/wisa.dll/WService=wsSky/sf/enr01.w>

Step 3: Medical/Dental Information

Instructions for completing Medical/Dental Information
Please complete the Health and Emergency Summary form.

Allergy/Medical Condition: Is this condition critical info that staff should be alerted to?

Physician Last Name: Physician First Name: Physician Middle Name:
Name Suffix: Name Prefix: Physician Phone:

Dentist Last Name: Dentist First Name: Dentist Middle Name:
Name Suffix: Name Prefix: Dentist Phone:

Hospital: Hospital Phone:
Insurance: Insurance Phone:
Insurance Policy Number:

Step 3 Enter medical/dental information for your student. List any allergy or medical conditions
Select Complete Step 3 and move to Step 4

New Student Online Enrollment - Google Chrome
 https://skyweb.isd624.org/scripts/wsisa.dll/WService=wsSky/sfenr101.w

Step 3: Medical/Dental Information Date Completed: 11/30/2015

Step 4: Emergency Contact Information

Instructions for completing Emergency Contact Information
 Primary Phone number is the first number called for any automated informational or emergency calls.

Enter the Information for Emergency Contact #1

* Last Name: Parent * First Name: Parent Middle Name:
 Name Suffix: Is this contact allowed to pick up the student from school?
 Gender: Language:
 Primary Phone: (551) 407-1429 Cell Phone: Work Phone:
 Relationship to Child: Mother Relationship Comment:

Do you have other Emergency Contacts to add for this student?

Step 4. Enter Emergency Contact Information, to add additional emergency contacts click “yes I want to add another emergency contact record” Click on “No complete step 4” enter all emergency contacts.

Step 3: Medical/Dental Information Date Completed: 11/30/2015

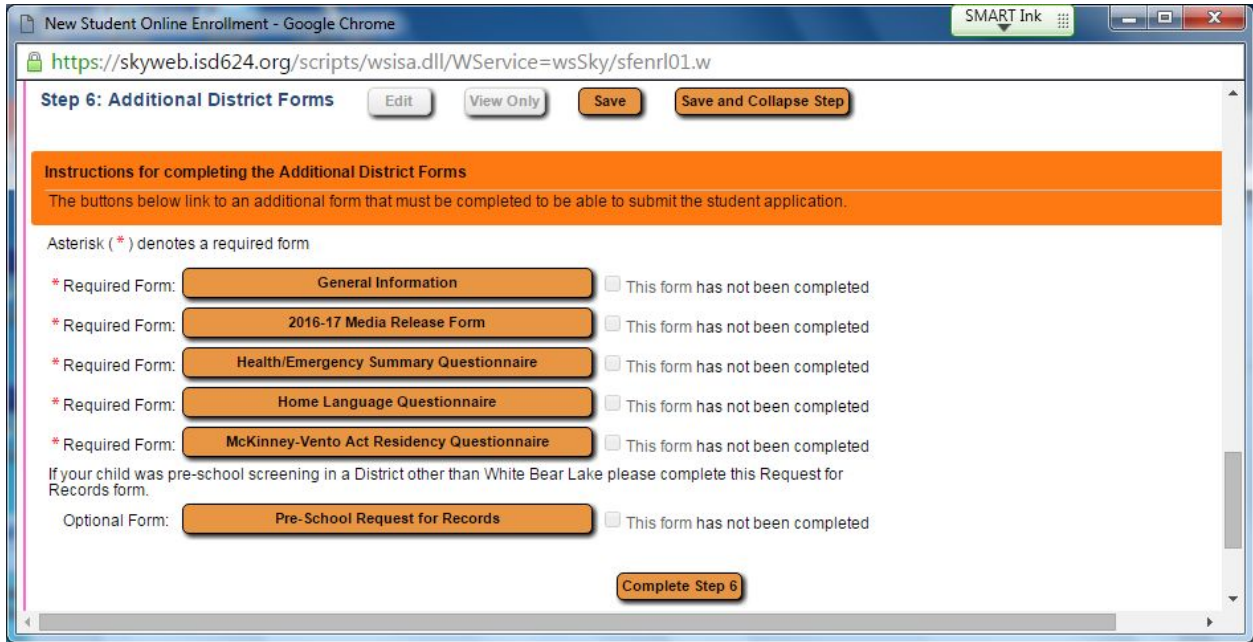
Step 4: Emergency Contact Information Date Completed: 11/30/2015

Step 5: Requested Documents

Instructions for completing the Requested Documents
 You can upload a copy of documents to show Proof of Residency (eg. copy of drivers license, recent utility bill, etc) and Verification of Birth (eg. birth certificate, religious, hospital, or physician certificate showing date of birth). If you are unable to upload documents bring in the following forms to District Enrollment Office, 4855 Bloom Ave, White Bear Lake.

Birth Verification: No file chosen
 Proof of Residency: No file chosen

Step 5 You have the option to upload a copy of documents to show Proof of Residency (eg: copy of driver's license, recent utility bill, etc), Verification of Birth (eg: birth certificate, religious, hospital, or physician certificate showing date of birth) and copy of Immunization Record. If you are unable to upload documents bring in the following forms to District Enrollment Office 4855 Bloom Ave, White Bear Lake When you have completed this step Click on “Complete Step 5 and move to step 6”



Step 6 You will need to complete each form and e-sign if necessary. Click on "Save" after each form has been completed. Click on



"Back to Additional District Forms" button and move to the next form.

Click on "Complete Step 6" Click on Submit Application to the District" when you have completed the application. Select "Print Application" if you would like a copy of it for your records.