Enrolling Your New Student at Slinger School District

All students NEW to Slinger School District need to enroll using our New Student Online Enrollment (NSOE) process. The following help guide outlines the steps parents/guardians need to follow to complete the enrollment process.

* Open Enrollment students should not complete the online enrollment process until they have received notice from Slinger School District indicating their child has been approved for Open Enrollment.

Once the process is completed and submitted, the new student enrollment applications will be reviewed for approval. Families without computer or Internet access may call the District office to set up a time to complete the process online in the District Office. 262-644-9615

If you currently have other children attending Slinger School District go to the Skyward Family Access login page and enter your family access login ID and password, then click Sign In. Click on the New Student Online Enrollment tab on the left side of your Family Access page. Skip to page 3 of this help guide (Step 1 Student Information) to begin enrolling your new student.

E	Family Access Student Access ducator Gradebooks
Slinger School District	Login
Sig	jn ln
	Forgot your Login/Password?
	05.20.02.00.09
Logir	n Area: Family/Student Access

If you do not currently have a student attending Slinger School District, begin at (shortcut on website) click on the link <u>https://webed.slinger.k12.wi.us/scripts/wsisa.dll/WService=wsEAplus/skyenroll.w</u> to begin the enrollment process.

- Enter the first and last name, email address and phone number of the parent/guardian of new student. Fields with an asterisk (*) are required.
- Click the orange button to submit your account request

	<i>ภ</i>	NEW Student Enrollme
Account Request		
This form is the first step to Complete required fields to request a	nrolling your new student online. Complete it to request an account that you will use to log in to a secure system. account to enrol your students.	
Enter the name of the legal parent/g	uardian of the student you want to enroll	
* Guardian Legal First Name:	Singer	
* Guardian Legal Last Name:	Example	
Guardian Legal Middle Name:		
Guardian Legal Name Prefix:	Ulardian Legal Name Suffic V	
Guardian contact information		
* Guardian Email Address:	NSCEexample@slingerschools.org	
* Re-type Email Address:	NSOEexample@slingerschools.org	
* Guardian Primary Phone Number:	(262) 644-9015	
Complete the security dialog		
	V I'm not a robot	
sterisk (*) denotes a required field Click here to submit Account Request		

After you submit the account request, you will receive an email with information about how to login to begin submitting the enrollment application.

Subject:	Complete Student Enrolment
From:	noreply@slingerschools.org
To:	NSOEexample@slingerschools.org
Date:	Thursday, June 11, 2020 8:51 AM
Dear Sling Thank you	er Example, for the request to enroll your student. You must now log into the system to complete the enrollment.

Use the login information from your email to login to the Skyward system.



Once logged in, you will see seven steps requesting various types of information needed to enroll your student.

Step 1 Student Information

- Complete the fields marked with a red asterisk (*)
- If enrolling your student for the next school year, click the button for next school year and select "First Day of School"
- After entering the required information, click "Complete Step 1 and move to Step 2." Click "Complete Step 1 Only" if you want to save the information you entered and come back another time to finish entering information.
 Application Form

	Save and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving
tructions for completing the student application				
structions for completing the student application				
swer the questions to progress through the application form, click bave and continue to Fill Out Application' to save your progress and stay on this screen. Click	c save and go to summary Page' to save your progres	is and return to the summary page. Click 'Le	save WITHOUT Saving' to return to the sum	nary page without saving.
sk (*) denotes a required field Please Note: Only one step may be edited at a time				
an 1: Student Information (res.) (In-out) (res.) (Res. of Colors (Res.)				
ave and Collapse step				
structions for completing Student Information				
lease enter all information regarding the STUDENT. Use LEGAL names onlyno nicknames.				
*Last Name: Example *First Name: Student Middle Name:				
Name Suffic: V Cender: Female V				
* Date of Birth: 10/10/2015 R Age: 4				
Second Phone: More Email: NSCEexample@slingerschools.org				
Does student live within this school district? Mom's Maiden Name:				
Local Race: WHITE				
*Is Student Hispanic/Latino?: No 💙				
* Federal Race: American Indian or Alaska Native (select all that apply)				
Asian Black or African American				
Native Hawaiian or Other Pacific Islander				
V/hite				
* Language Spoken Most: English 🗸				
* Home Language Survey: (Fill Out Home Language Survey)				
Is either parent or guardian of active duty in the military?				
Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under	r Title 32?			
Previous School District: School in the District Student Previously Attended:				
au are entrilling your shylest into the Next School Year (2020 - 2024)				
First Day of School (09/01/2020) *Expected Enrolment Date (09/01/2020				
Evenented Grade Level PK x * Evenented School to Evenil into Stinner Elementary School x District Boundary Map				
* AUP (Acceptable Use Policy): Lallow V Additional Information:				
(on the Student for the District)				
Maximum characters: 5000, Remaining characters: 5000				
Complete Star 4 and more to Star 2 Samite Constitute Information				
Compare and a support of any service of any service of any service of the service				
beyond/d.				

Step 2 Family Information

- Complete the fields marked with a red asterisk (*) at a minimum.
- Add information about the parent(s)/guardian(s) residing at the address of the student. Click the button to add additional legal guardians who live at the same address or click the button to add legal guardians that live at another address. Once all parent(s)/guardian(s) information is entered click the buttons to continue to step 3.

Step 2: Family/Guar	dian Information	Edit View Only	Save Sa	eve 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:	(262) 644-9615	O Should the District ke	ep this number confid	ential?				
Family Home Language:	~							
Linne Address	House #:	Street Name:		SUD: 🗸 #:				
Home Address.	P.O. Box:	Address 2:	City:	State:	✓ Zip Code:			
* Mailing Address: (if different than	House #:	Street Name:		SUD: 🗸 #:				
home address)	P.O. Box:	Address 2:	City:	State:	V Zip Code:			
Enter Information	for the Primary Gu	ardian of the Family	this Student lives	with				
* Last Name:	Example	* First Na	ame: Slinger	Middle Name:				
Name Suffix:	~							
*Relationship to Child:		 Marital Status: 	~					
	Should this guardian	also be considered an En	nergency Contact?					
Cell Phone:		Work Phone:	* Contac	t Email Address: NSOEexamp	e@slingerschools.org			
Language:	~	Employer:						
		Are there other Lega	al Guardians who	live at this address?				
	Yes, I want to Add a	nother Legal Guardian who	o lives at this address	No other Legal Guardians live	at this Address			

Step 3 Medical/Dental Information

Provide information about allergies, physician and clinic information that can be helpful to the school.

ergy/Medical Condition:				this condition critical info that staff should be alerted t
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:	

Step 4 Emergency Contact Information

In the event of an emergency, parents/guardians will be contacted first, but in the event they cannot be reached, you may authorize Slinger School District to contact other individuals in the event of an emergency.

Step 4: Emergency	Contact Information Edit View Only Save Save and Collapse Step				
Enter the Informat	ion for Emergency Contact #1 Remove this Emergency Contact				
* Last Name:	* First Name: Name Suffix: 🗸				
	□ Is this contact allowed to pick up the student from school?				
Contact Email Address:	Primary Phone: Cell Phone:				
Work Phone:					
Relationship to Child:	✓ Relationship Comment:				
Do you have other Emergency Contacts to add for this student?					
Yes, I want to Add an	nother Emergency Contact Record) No, Complete Step 4 and move to Step 5: Immunization Information No, Complete Step 4 Only				

Step 5 Immunization Information

You are able to enter your child's immunization records.

Step 5: Immunization Information	Edit	View Only	Save	Save and Collapse :	Step				
Instructions for entering Immunization	n Information								
Enter Immunization Information for each	Enter Immunization Information for each Vaccine listed below.								
Has your child had Chickenpox? Cf	lickenpox Illness	Date:							
	Complete S	tep 5 and move	to Step 6: Req	uested Documents	Complete Step 5 Only				

Step 6 Requested Documents

This section is used to verify Grade levels and Residency. Students attending Slinger School District must live in the district or be an open enrolled student. This step will give you the opportunity to upload your child's birth certificate and proof of residency. Only 2 forms are required for Proof of Residency.

Step 6: Requested	Documents	Edit	Collapse St	ep	or ate Completed: 06/11/2020
Instructions for comp	pleting the Red	quested Documents			
Use the Browse button District Office Regist	ns to locate a fi trar (Beverly Z	le to upload that correspo ukowski). Only two forr	nds to the description on the same ns are required for Proof of Resi	line. Birth Certificate is required dency. You may upload them or	d. You may upload it here or bring it to the bring them to District Office.
Birth Certificate:	Choose File	No file chosen			
Custody Agreement:	Choose File	No file chosen			
Driver's License:	Choose File	No file chosen			
Home Purchase :	Choose File	No file chosen			
Lease:	Choose File	No file chosen			
Property Tax Bill:	Choose File	No file chosen			
Rent Receipt:	Choose File	No file chosen			
Title:	Choose File	No file chosen			
Utility Bill:	Choose File	No file chosen			
		Complete Step 6	and move to Step 7: Additional Dis	trict Forms Complete Step 6 O	niy

Step 7 Additional District Forms

This section is used to gather additional information of Emergency call out information and special education information. You must complete each form listed in order to submit the application.

Step 7: Additional Dis	strict Forms	Edit	View Only	Save	Save and Collapse Step
Instructions for con	pleting the Add	ditional D	istrict Form	s	
The buttons below each I	ink to an additional fo	orm that mu	st be complete	d to be able to	submit the student application.
Asterisk (*) denotes a re	quired form				
* Required Form:	Emergency C	all Out Infor	mation	📃 🗆 This	form has not been completed
* Required Form:	NSOE Special	Ed Questio	ns Final	📃 🗆 This	form has not been completed
				Con	iplete Step 7)

Name: Student Example Gender: Female	
	e
Prir Bac	it k
Family 1 G1 Primary #. 262-644-9615	<u> </u>
Family 1 G1 Secondary #.	
Family 1 G1 E-Mail: NSOEexample@slingerschools.org	
Family 2 G1 Primary #	
Family 2 G1 E-mail:	
Name: Student Example Gender: Female	Save Save and Print
	Back
Student Example	
PK	
Is your child a child with a disability?	
If yes, what is the disability?	
Does your child have an active IEP?	
Does your child have an active 504 plan?	

Once all 7 steps are completed you can click **Submit Application to the District**. Application Form

	and the second			
Sav	and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving
nstructions for completing the student app	ication			
Answer the questions to progress through the application return to the summary page. Click 'Leave WITHOUT Sav	form. Click 'Save and Continue to Fill Ou ng' to return to the summary page withou	It Application' to save your progress and stay It saving.	on this screen. Click 'Save and go to Sur	nmary Page' to save your progress and
terisk (*) denotes a required field Please Note: On	y one step may be edited at a time			
Step 1: Student Information Edit Vie	v Only			√Date Completed: 06/11/2020
Step 2: Family/Guardian Information	View Only			∛ Date Completed: 06/11/202
Step 3: Medical/Dental Information Edit	View Only)			√Date Completed: 06/11/202
Step 4: Emergency Contact Information	Edit View Only			∛ Date Completed: 06/11/202
Step 5: Immunization Information	View Only			∛ Date Completed: 06/11/202
Step 6: Requested Documents Edit	View Only)			∛ Date Completed: 06/11/202
Step 7: Additional District Forms	View Only			
	* All steps must be Co	Submit Application to the District) ompleted before an Application can be Su	bmitted *	
ascriptypid(0)	and Continue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving

You will receive an email upon denial or approval of the application to the email address that is provided in your application. If you are not able to submit Immunization records, birth certificate, or proof of residency documents with this application and want to do it in person, via mail or fax, please contact the District office at 207 Polk St. Slinger WI 53086, 262-644-9615 or <u>maria.gehring@slingerschools.org</u>.

When your application has been approved you will also receive by email your Skyward Parent/Guardian Login Credentials. Save this information for your records. If you have any questions regarding the New Student Online Enrollment (NSOE) please contact Maria Gehring at 262-644-9615 or email <u>maria.gehring@slingerschools.org</u>.