

New Families Student Online Registration Guide

(For new families NOT currently on Skyward)

STEP 1: Create User name and password

Click on link to New Student Online Enrollment. Create a username and password using the following screen. All items with an * are required.

If you DO NOT have an Email Address go to page 2.

The screenshot shows a web form titled "New Student Enrollment: Account Request" for New Richmond Tigers. The form includes a header with the school logo, a title, and introductory text. It is divided into three main sections: "Enter the name of the legal parent/guardian of the student you want to enroll", "Enter contact information", and "Complete the security dialog".

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

- * Enter Legal First Name:
- * Enter Legal Last Name:
- Enter Legal Middle Name:
- Enter Legal Name Prefix: Enter Legal Name Suffix:

Enter contact information

- I don't have an email
- * Enter Email Address:
- * Re-type Email Address:
- Enter Primary Phone Number:

Complete the security dialog

- I'm not a robot
- reCAPTCHA Privacy - Terms

Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

Click here to receive your username and password.

PLEASE CHECK YOUR EMAIL: You should receive an email message containing your username, password and the web link to Family Access.

If you do not have an email address check the box “I don’t have an email”. The system will then have you create your own Login.

The screenshot shows a web form with two main sections: "Enter contact information" and "Complete the security dialog".

- Enter contact information:** Includes a checked checkbox for "I don't have an email", a required login field (* Enter Login:), a required re-type login field (* Re-type Login:), and a primary phone number field (Enter Primary Phone Number:).
- Complete the security dialog:** Includes an "I'm not a robot" checkbox and a reCAPTCHA logo with "Privacy - Terms" link.

Below the form, there is a note: "Asterisk (*) denotes a required field" and a button: "Click here to submit Online Enrollment Account Request".

A callout box with an arrow pointing to the button contains the text: "A pop up box will display with your Login name and password. Make sure to write that down for future reference."

STEP 2: Enter your Login ID and Password.

The screenshot shows the Skyward login page for New Richmond School District. It features the Skyward logo at the top, followed by the text "New Richmond School District". Below this are two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the "Sign In" button. The version number "05.16.10.00.09" is displayed in the bottom right corner of the login area. At the bottom of the page, there is a "Login Area:" dropdown menu currently set to "Enrollment Access".

STEP 3: Enter Student Information

Step 1-6 (see below for info on each step)

- Items with an * are fields that are required.
- Only one step may be edited at a time.
- To fully complete a step and move forward to the next step you must click on “Complete Step”

New Student Enrollment: Application Form

Save and Continue to Fill

Instructions for completing the student application
 Answer the questions to progress through the application form.
 ** All steps must be marked as completed and indicated with "Date Completed" before an application can be submitted.

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

* Legal Last Name: * First Name: Middle Name:
 Name Suffix: * Gender:
 * Date of Birth: Age: * Birth City: * Birth State:
 * Birth Country (USA): * Birth County:
 * Does student live within this school district?:
 * Is Student Hispanic/Latino?:
 * Federal Race: (select all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
 * Language Spoken Most by Student:
 * First time enrolling in a Wisconsin Public School?: * Has student attended the New Richmond School District previously?:
 Last School Attended:

4K and Grades 6-9 begin school on September 1, 2017
 Grades 10-12 begin school on September 5, 2017
 Grades 1-5 begin school on September 6, 2017
 Kindergarten Students begin school on September 7, 2017

If enrolling an Elementary student(s), school placement will be determined by Building Principals. You will be contacted prior to the start of school with placement information.

* What School Year are you enrolling your student into? Current School Year (2016 - 2017) Next School Year (2017 - 2018)
 * Anticipated Enrollment Date First Day of School (09/01/2017)
 (The first day of school is 09/01/2016) * Anticipated Enrollment Date
 * Expected Grade Level (4K-K4) * Expected School to Enroll into

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

Must “Complete” before moving to next step.

STEPS 1-5

Step 1: Student information. (Items with an * are fields that required)

Step 2: Family/Guardian Information (The New Richmond School District requires a student to be enrolled by HIS/HER legal guardian only. Step parents should be listed as an Emergency Contacts)

Step 3: Emergency Contact Information (Please provide at least 2)

Step 4: Requested Documents. Your child's immunization records are required. Information on how to provide that information is found here in Step 4.

Step 5: Additional District Forms

- Click **"Save and Print"** for each form once complete.

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. Once you have completed a form, **please scroll back to the top and click "Save"**.

Asterisk (*) denotes a required form

* Required Form:	<input type="button" value="2016-17 Additional Student Information"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2016-17 Health Information"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2016-17 Acceptable Use Agreement"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2016-17 Transportation Form"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	<input type="button" value="2016-17 Request for Records"/>	<input checked="" type="checkbox"/> This form <i>has been completed</i>

Each *Additional District Form* must be marked completed in **green**.

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information	<input type="button" value="Edit"/> <input type="button" value="View Only"/>	✔ Date Completed: 02/13/2018
Step 2: Family/Guardian Information	<input type="button" value="Edit"/> <input type="button" value="View Only"/>	✔ Date Completed: 02/13/2018
Step 3: Emergency Contact Information	<input type="button" value="Edit"/> <input type="button" value="View Only"/>	✔ Date Completed: 02/13/2018
Step 4: Requested Documents	<input type="button" value="Edit"/> <input type="button" value="View Only"/>	✔ Date Completed: 02/16/2018

Each Step must have the following status before you are able to submit enrollment form to the School

District ✔ Date Completed: 12/15/2016

STEP 4: All required information has been completed

Click the following button at the bottom of the screen.

* All steps must be Completed before an Application can be Submitted *

STEP 5: What Now?

- If you have additional students to

enroll:

New Richmond TIGERS

New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

There are no un-submitted enrollment applications to list.

[Click to Enroll Additional Students](#)

Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
JANE MARY NSOE	The district is currently reviewing the application, please select one of the following options: View the Submitted Application

- If NO additional students, your application will be reviewed and someone from the district will contact you regarding your student's information.

Step 5: Requested Documents

Edit

View Only

Save

Save and Collapse Step

Instructions for completing the Requested Documents

Your child's Immunization records are **REQUIRED**.

If you didn't enter them in Step 4, you must do one of the following:

- upload the documents [HERE](#)
- fax them to (715) 246-3638
- bring them to the District Office at 837 East Eleventh Street, New Richmond, WI 54017

Immunization: No file chosen

Complete Step 5 and move to Step 6: Additional District Forms

Complete Step 5 Only