SKYWARD NEW STUDENT ONLINE ENROLLMENT

Steps for Viewing Application

The Alert button ⚠ on your Menu will indicate you have a new application to review

WS\ST\OE\EP ENROLLMENT APPLICATION PROCESSING

Filter by All Available or New Applications

◄ ▼ ► Enrollment Application Processing 🕐 ❗   ▼ 🗔 New Window 🖨 My Print Queue

Views: [Date Received ▼] Filters: [All New Applications Clone ▼]   ↺ ▽ 📊 📑 🔍   **Quick Print**

Date Received	Time Received	Entity	Status*	Stage	CY/NY	Assigned To	Student Name ▲	Grade	Guardian #1 Name
▶ 03/31/2021	03:39 PM	104	New		NY		Kent, Clark	PK	Solis, Amanda

Assign Application

Process Application

Preview application details by clicking **Process Application**, and selecting **No**

View or Process 📷

Do you wish to begin processing this application?

Click **Yes** to begin processing.
Click **No** to open the application in view mode

[Yes]   [No]

Assign Application allows you to transfer student to another entity if they do not pertain to you

⬇

Process Application

Application is New and was Received on 03/30/2021

Student Information

Parent   Skyward

	Entered By Guardian	Registrar Modified Values
Last Name:	Kent	Kent
First Name:	Clark	Clark
Middle Name:		
Name Suffix:		
Gender:	Male	Male
Date of Birth:	03/30/2017 Age: 4	03/30/2017 Age: 4
Birth City:		
Birth State:		
Birth Country:		
Home Email:		
	☑ Resident	☑ Resident
SSN:		
PEIMS ID:		
Student Language:	98 ENGLISH	98 ENGLISH
Student Home Language:	98 ENGLISH	98 ENGLISH
Correspondence Language:		
	☐ Attended State School	☐ Attended State School
	☐ Attended District	☐ Attended District
Previous School District:		

Attention: This student is selected to enroll into the 2022 school year ()

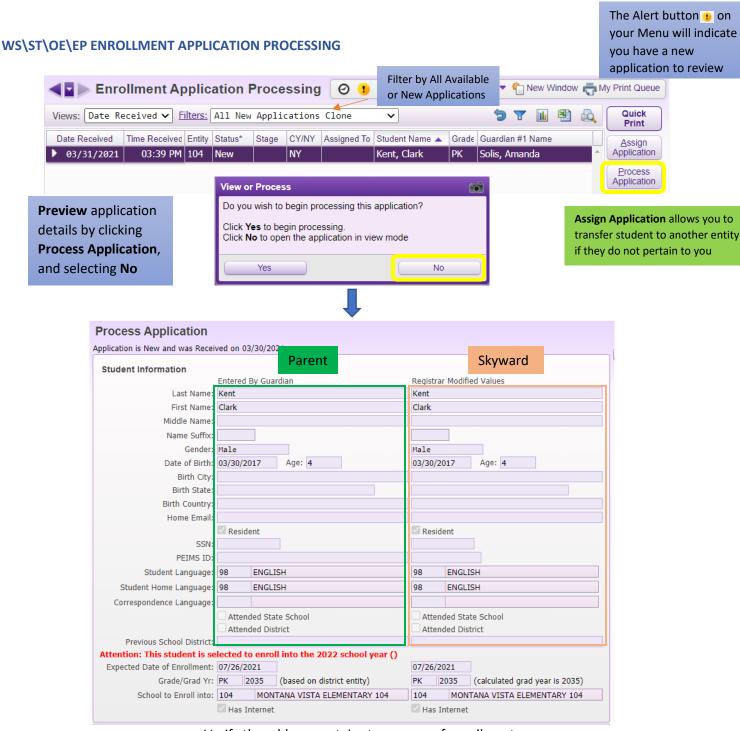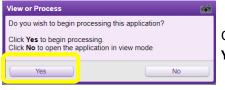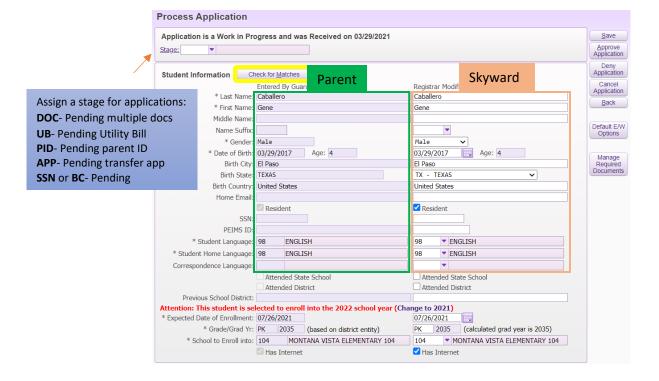|		
Expected Date of Enrollment:	07/26/2021	07/26/2021
Grade/Grad Yr:	PK 2035 (based on district entity)	PK 2035 (calculated grad year is 2035)
School to Enroll into:	104 MONTANA VISTA ELEMENTARY 104	104 MONTANA VISTA ELEMENTARY 104
	☑ Has Internet	☑ Has Internet

- Verify the address pertains to campus of enrollment
- Verify students grade level, school year and enrollment date

View or Process 📷
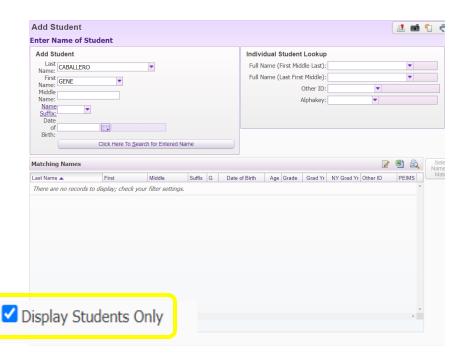
Do you wish to begin processing this application?

Click **Yes** to begin processing.
Click **No** to open the application in view mode

[Yes]   [No]

Click **Process Application** and **Yes** once verified to continue

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Steps for Processing Application

PROCESS APPLICATION- STUDENT INFORMATION

Assign a stage for applications:
DOC- Pending multiple docs
UB- Pending Utility Bill
PID- Pending parent ID
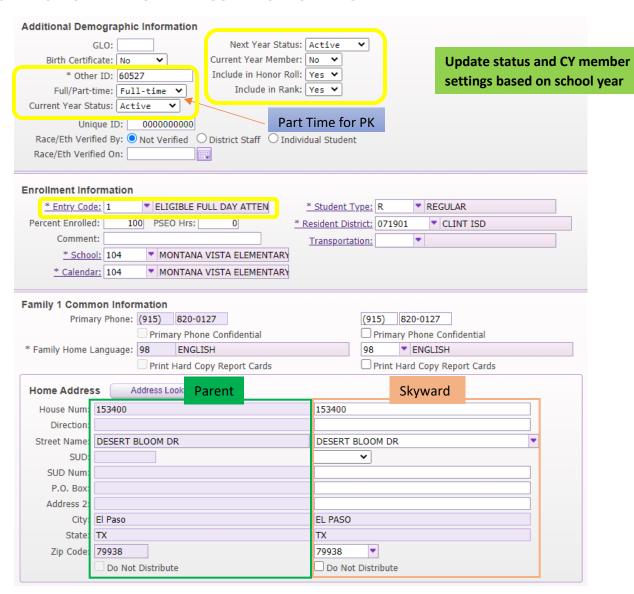**APP**- Pending transfer app
SSN or **BC**- Pending

- Click on Check for matches to see if student has been previously enrolled
- Must verify student information against Birth Certificate

Click Display Students Only to prevent Security,
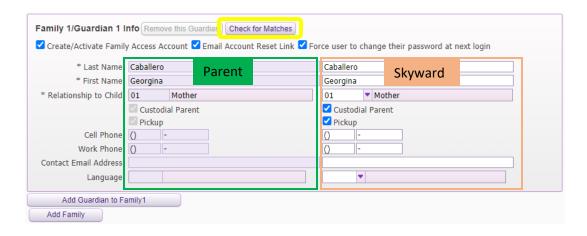Employees and other users from appearing on the list

SKYWARD NEW STUDENT ONLINE ENROLLMENT

Steps for Processing Application

PROCESS APPLICATION- ADDITIONAL DEMOGRAPHIC INFORMATION

Additional Demographic Information

GLO:

Birth Certificate: No

* Other ID: 60527

Full/Part-time: Full-time

Current Year Status: Active

Unique ID: 0000000000

Race/Eth Verified By: ● Not Verified ○ District Staff ○ Individual Student

Race/Eth Verified On:

Next Year Status: Active

Current Year Member: No

Include in Honor Roll: Yes

Include in Rank: Yes

> **Update status and CY member settings based on school year**

> Part Time for PK

Enrollment Information

* Entry Code: 1 ▼ ELIGIBLE FULL DAY ATTEN

Percent Enrolled: 100   PSEO Hrs: 0

Comment:

* School: 104 ▼ MONTANA VISTA ELEMENTARY

* Calendar: 104 ▼ MONTANA VISTA ELEMENTARY

* Student Type: R ▼ REGULAR

* Resident District: 071901 ▼ CLINT ISD

Transportation:

Family 1 Common Information

Primary Phone: (915) 820-0127   (915) 820-0127

☐ Primary Phone Confidential   ☐ Primary Phone Confidential

* Family Home Language: 98 ENGLISH   98 ▼ ENGLISH

☐ Print Hard Copy Report Cards   ☐ Print Hard Copy Report Cards

Home Address   Address Look

> Parent   Skyward

	Parent	Skyward
House Num:	153400	153400
Direction:		
Street Name:	DESERT BLOOM DR	DESERT BLOOM DR ▼
SUD:		▼
SUD Num:		
P.O. Box:		
Address 2:		
City:	El Paso	EL PASO
State:	TX	TX
Zip Code:	79938	79938 ▼
	☐ Do Not Distribute	☐ Do Not Distribute

- Note Student ID on the enrollment checklist
- Verify address against the utility bill

SKYWARD NEW STUDENT ONLINE ENROLLMENT

Steps for Processing Application- Linking Families

- Click on Check for guardian matches
- Follow the same steps to verify additional guardians

Click Display Guardians Only to prevent Security, Employees
and Students from appearing on the list of available guardians

SKYWARD NEW STUDENT ONLINE ENROLLMENT

Steps for Processing Application

FINALIZING APPLICATION

Save

Approve Application

Deny Application

Cancel Application

Back

Default E/W Options

Manage Required Documents

If application is **approved**, live records will be created and you will no longer be able to edit the application.

Applications may be **denied** if parent did not provide a birth certificate. They'll need to upload or bring it in.

If **canceled**, the application will be finalized and no longer editable. May be canceled if parent changes their mind.

Will send an email to parent notifying them that application was denied/canceled. Indicate reason.

Click **Manage Required Documents** to mark documents as received and view/maintain the enrollment portfolio

- Upon approval, if guardian requested the NSOE application **using an email**, they will receive an email with their login information and they'll be provided a link to request access to Family Access
- If guardian chose to **create their own User ID to NSOE**, you will need to contact them using the phone number they provided to assign them their permanent username and password to Family Access