

## Online Registration – Families NEW to the district

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

* Guardian Legal First Name:	Jenny
* Guardian Legal Last Name:	Jones
Guardian Legal Middle Name:	
Guardian Legal Name Prefix:	Guardian Legal Name Suffix:

**Guardian contact information**

I don't have an email

* Guardian Email Address:	jjones@gmail.com
* Re-type Email Address:	jjones@gmail.com
* Guardian Primary Phone Number:	(708) 123-3456

Asterisk (\*) denotes a required field

[Click here to submit Account Request](#)

1. Enter information in the above screen and then at the bottom, select “Click here to submit Account Request.” This will generate the below pop-up.

**Account Request Confirmation** ✕

Submitting this request initiates an email to the account entered with directions on how to access the New Student Registration TDB process for Alsip-Hazlgrn-Oaklwn SD 126. The email will be sent to: jjones@gmail.com

Click OK to continue or Back to correct any information or cancel this request.

**OK** **Back**

2. The request generates a temporary account linked only to Skyward New Student Enrollment access. The email will contain a link, Login ID and password to access the New Student Enrollment Portal.

Dear Jenny Jones,

Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.

Please note - you must complete this last step to complete the enrollment.

To complete the enrollment, please visit this url: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedualsiphgreenil/sfemnu01.w>

Your login is:



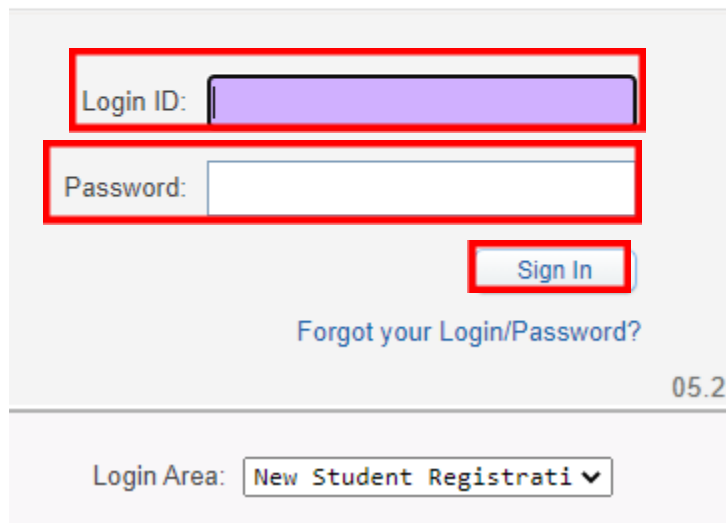
Your password is:



3. Follow the link in the email and enter the login and password to gain access to the New Student Online Registration. Click on Sign In once the information is entered.



Alsip-Hazlgrn-Oaklwn SD 126

A screenshot of the Skyward login page. The page has a light gray background. At the top, there is a "Login ID:" label followed by a purple input field. Below it is a "Password:" label followed by a white input field. To the right of the password field is a "Sign In" button. Below the "Sign In" button is a link that says "Forgot your Login/Password?". In the bottom right corner of the login area, there is a version number "05.2". At the bottom of the page, there is a "Login Area:" label followed by a dropdown menu showing "New Student Registrati" with a downward arrow.

Login ID:

Password:

[Forgot your Login/Password?](#)

05.2

Login Area:

4. Fill in the **Student Information**. Fields with an \* are required fields and must be filled in or you will not be able to continue on to the next step. Click Complete Step 1 and move to Step 2: Family/Guardian Information when finished.

**Step 1: Student Information**           

\* Last Name: Jones   \* First Name: Lucy   Middle Name:

Name Suffix:    Name Prefix:    \* Gender: Female

\* Date of Birth: 10/22/2015    Age: 5   \* Birth City: Oak Lawn   \* Birth State: IL - ILLINOIS

\* Birth Country: United States   Birth County:

Second Phone:    Home Email:

\* Mom's Maiden Name: Smith

\* Is Student Hispanic/Latino? No

\* 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: English    \* Native Language: English

\* Language Spoken at Home: English

Has student attended this district previously?

Previous School District:    School in the District Student Previously Attended:

You are enrolling your student into the **Current School Year (2020 - 2021)**

\* Expected Enrollment Date: 08/24/2021  (The first day of school is 08/24/2020)

\* Expected Grade Level: KD    \* Expected School to Enroll into: Stony Creek Elementary School

Additional Information:  
(on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

5. Fill in the **Family/Guardian** information. Fields with an \* are required fields and must be filled in or you will not be able to continue to the next step. Click either “Yes I want to Add another Legal Guardian who lives at this same address” to add additional family members or “No other legal guardians live at this Address”.

**Enter Information for the Primary Guardian and the Family this Student lives with**

**Enter Information for the Family this Student lives with**

\*Primary Phone: (708) 123-3456  Should the District keep this number confidential?  
 Print Hard Copy Report Cards

\*Home Address: House #: 12345 Street Name: S Street Apartment:   
P.O. Box:  Address 2:  City: Alsip State: IL Zip Code: 60803  
 Should the District keep this address confidential?

Mailing Address: (if different than home address) House #:  Street Name:  Apartment:   
P.O. Box:  Address 2:  City:  State:  Zip Code:

**Enter Information for the Primary Guardian of the Family this Student lives with**

\*Last Name: Jones \*First Name: Jenny Middle Name:   
Name Suffix:  Name Prefix:  Date of Birth:  Gender:

\*Relationship to Child: Mother Marital Status:   
\*Does this guardian have custody of the child? Yes  \*Is this guardian allowed to pick up the student from school? Yes   
 Should this guardian also be considered an Emergency Contact?

Cell Phone: (708) 555-5555 Work Phone: (708) 666-6678 Fax:    
Contact Email Address: jjones@dist126.org  
Language: English Employer:

**Are there other Legal Guardians who live at this address?**

Yes, I want to Add another Legal Guardian who lives at this address | No other Legal Guardians live at this Address

6. Are there other Legal Guardians who live at a different address? Choose “Yes, I want to Add a Legal Guardian who lives at a Different Address” or “No, Complete Step 2 and move to Step 3: Medical/Dental Information”

**Are there other Legal Guardians who live at a different address?**

Yes, I want to Add a Legal Guardian who lives at a Different Address | No, Complete Step 2 and move to Step 3: Medical/Dental Information

7. Fill in the **Medical/Dental Information**. Fields with an \* are required fields and must be filled in or you will not be able to continue to the next step. Click “Complete Step 3 and move to Step 4: Emergency Contact Information” when finished.

\*Allergy/Medical Condition: Tree Pollen  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:

Complete Step 3 and move to Step 4: Emergency Contact Information | Complete Step 3 Only

8. Fill in the **Emergency Contact Information**. Fields with an \* are required fields and must be filled in or you will not be able to continue to the next step. Click either “Yes, I want to Add another Emergency Contact Record” or “No, Complete Step 4 and move to Step 5: Additional District Forms”

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

\* Last Name: Jones \* First Name: Jenny \* Is this contact allowed to pick up the student from school? Yes ▾

Gender: ▾ Language: English ▾

Contact Email Address: jjones@dist126.org \* Primary Phone: (708) 123-3456 Cell Phone: (708) 555-5555

Work Phone: (708) 666-6678

\* Relationship to Child: Mother ▾

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

Yes, I want to Add another Emergency Contact Record No, Complete Step 4 and move to Step 5: Additional District Forms No, Complete Step 4 Only

9. Fill in the **Additional District Forms**. All forms are required and must be filled out or you will not be able to submit your child’s enrollment application to the district. Click on each form name to fill them out.

- \* Required Form: Acceptable Use Policy  This form has not been completed
- \* Required Form: Google Apps For Education  This form has not been completed
- \* Required Form: Student Device Protection Plan  This form has not been completed
- \* Required Form: Student Health Information  This form has not been completed
- \* Required Form: Student Media Release Form  This form has not been completed
- \* Required Form: Take Home Tech Device and Acceptable Use Agreement  This form has not been completed
- \* Required Form: Take Home Tech Device Opt Out  This form has not been completed
- \* Required Form: Military Personal Form  This form has not been completed

10. As you complete each form, you will see a check mark next to “This form has been completed”

- \* Required Form: Acceptable Use Policy  This form **has been completed**

11. Once you have completed all forms and **ALL** forms have been marked as completed, click “Complete Step 5”

* Required Form:	Acceptable Use Policy	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Google Apps For Education	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Student Device Protection Plan	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Student Health Information	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Student Media Release Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Take Home Tech Device and Acceptable Use Agreement	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Take Home Tech Device Opt Out	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Military Personal Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>

**Complete Step 5**

12. Once all steps have been completed, click “Submit Application to the District”

Step 1: Student Information	Edit	View Only	✔ Date Completed: 05/07/2021
Step 2: Family/Guardian Information	Edit	View Only	✔ Date Completed: 05/07/2021
Step 3: Medical/Dental Information	Edit	View Only	✔ Date Completed: 05/07/2021
Step 4: Emergency Contact Information	Edit	View Only	✔ Date Completed: 05/07/2021
Step 5: Additional District Forms	Edit	View Only	✔ Date Completed: 05/07/2021

**Submit Application to the District**

13. The following pop up will appear. Click “Submit Application” to confirm you would like to submit the application.

**Confirm** [X]

Submitting will allow Alsip-Hazlgrn-Oaklwn SD 126 to review and process this application. After submitting you will only be able to view this application and will not be able to make any further changes.

Are you sure you want to submit this application to Alsip-Hazlgrn-Oaklwn SD 126?

**Submit Application**      **Cancel and Keep Screen Open**

## 14. Once your enrollment application is submitted, you will receive the following pop-up.

**Application Submitted**

The application has been successfully submitted.

Thank you for using our New Student Online Enrollment system! We welcome your family to D1261! Your child's application has been received and will be processed.

The building secretary will call to set up an appointment to bring in the child's birth certificate and the registration documents listed below. Final placement is determined by the students Building Principals. If you have any questions about this process, please contact the building principal.

**Category A**

**Must provide one (1) document**

- Real Estate Tax Bill
- Signed Lease
- Mortgage Document or Payment Book
- Residency Attestation and Most Current Real Estate Tax Bill or Mortgage Statement
- Military Housing Letter
- Section 8 Letter

**Category B**

**Must provide any two (2) documents**

- Gas Bill
- Electric Bill
- Water / Sewer Bill
- Phone Bill (No Cell Phone)
- Cable Bill
- Vehicle Registration

## Summary Page

### Your Un-submitted Applications

There are no un-submitted applications to list.

### Your Submitted Applications

Student Name	Applicant Status/Options
Lucy Jones	The district is currently reviewing the application, please select one of the following options: <a href="#">View the Submitted Application</a>

\*\*\* If you have any additional children that **ARE NOT ENROLLED IN OUR DISTRICT**, click "Click to Enroll Additional Students" found in the upper right corner of the screen.

[Click to Enroll Additional Students](#)