

NEW STUDENT ONLINE ENROLLMENT – PARENT/GUARDIAN INSTRUCTIONS

Anacortes School District's online enrollment allows you the convenience of initiating the enrollment process of your student from any computer, at any time.

PLEASE FOLLOW THE STEPS BELOW as they relate to your current status with the Anacortes School District, i.e. currently have children in the District or new to the Anacortes School District.

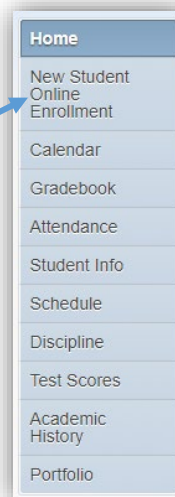
Already have children in the Anacortes School District? → Begin HERE

Did you know? As a parent/guardian in the Anacortes School District, you already have a Skyward Family Access account, even if you've never used it.

- If you know how to login to Skyward Family Access, please do so as Guardian 1. **TIP:** In most cases, Guardian 1 was entered as "dad" and Guardian 2 as "mom". If you login but do not see the "New Student Online Enrollment" link, the other guardian in your family was established as the Primary Guardian 1. Only Guardian 1 can perform this enrollment process. Click the Skyward button to the right to access Anacortes Skyward Family Access.

A screenshot of the Skyward Family Access login page. At the top is the Skyward logo and the text "ANACORTES SCHOOL DISTRICT Anacortes S.D. #103". Below this are input fields for "Login ID:" and "Password:", a "Sign In" button, and a link for "Forgot your Login/Password?". At the bottom, there is a "Login Area:" dropdown menu with "Family/Student Access" selected and highlighted with a red box. A date stamp "05.18.02.00.06" is visible in the bottom right corner of the page.

When successfully logged into Skyward Family Access, click on "New Student Online Enrollment"



- If you do not know your login, go to the district's website www.asd103.org, then select "For Students & Families" tab. From here, select "Skyward Family Access", and follow the prompts for "Forgot your Login/Password?"
- If you still cannot gain access to Skyward Family Access, call (360) 503-1200

Upon successfully navigating to New Student Online Enrollment...Skip to **PAGE 4**

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New to the District? → Begin **HERE**

- Click the ASD Account Request button to the right to begin the process. This takes you to the New Student Online Enrollment: Account Request screen (as seen below):



ONLY parents/guardians **NEW TO THE DISTRICT** fill out this account request page:

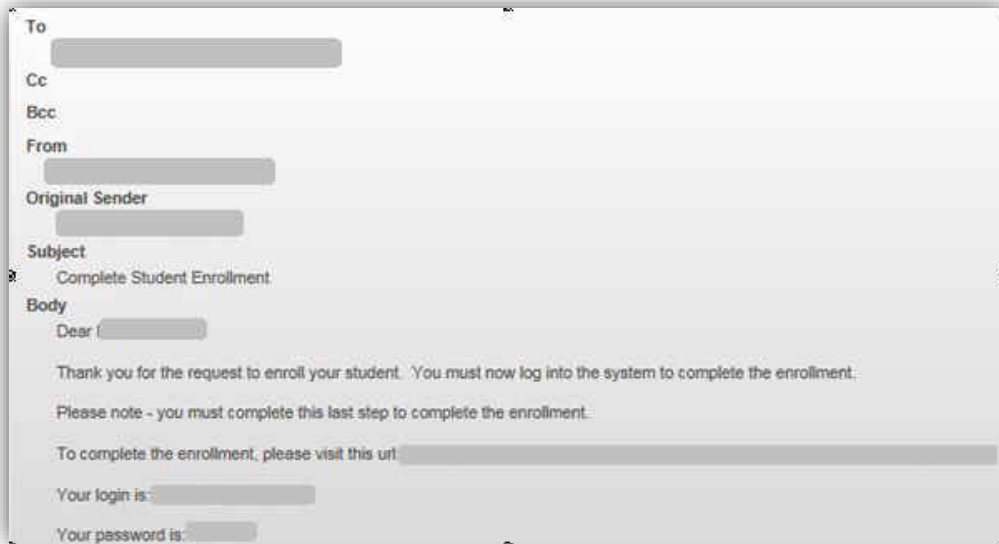
A screenshot of the "Account Request" web form. The header includes the Anacortes School District logo and the text "Account Request". The form contains several sections: a blue header with instructions, a section for "For any family that DOES NOT have a child currently attending ANY SCHOOL within the Anacortes School District" with bullet points, a section for "For ALL families with children currently attending ANY SCHOOL within the Anacortes School District" with bullet points, and a section for "For K-5 students, assignment to elementary schools will be considered according to the guidelines established in district Policy 3131." Below these are input fields for guardian name (first, last, middle, prefix, suffix), contact information (email, phone), and address (house #, direction, street name, apartment, P.O. box, address 2, city, state, zip code). A footer note says "Asterisk (*) denotes a required field" and there is a "Click here to submit Account Request" button.

- 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.

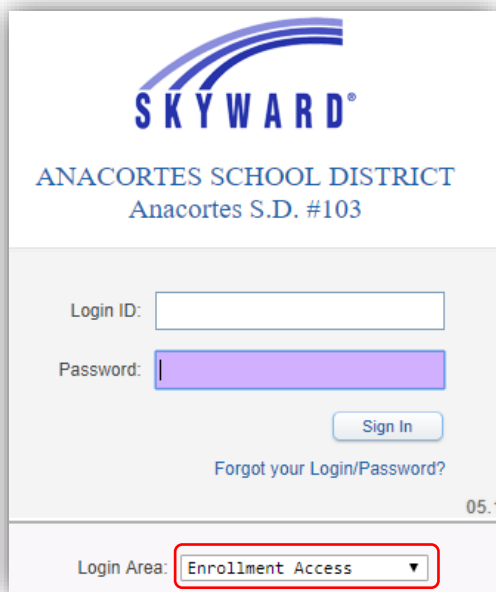
A blue pop-up dialog box titled "Account Request Confirmation" with a close button in the top right corner. The text inside reads: "Submitting this request initiates an email to the account entered with directions on how to access the Kindergarten Enrollment process for ANACORTES SCHOOL DISTRICT. The email will be sent to: Click OK to continue or Back to correct any information or cancel this request." At the bottom are two orange buttons labeled "OK" and "Back".

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- This request generates a temporary account only linked to Skyward Enrollment Access – not to be confused with Family Access, which is generated and emailed upon completion of enrollment. The email will contain a link, Login ID, and Password to access the New Student Online Enrollment Portal.



- Follow the link in the email and enter the login and password to gain access to the New Student Online Enrollment: Application Form.



The image shows a screenshot of the Skyward login page for Anacortes School District. The page features the Skyward logo at the top, followed by the text "ANACORTES SCHOOL DISTRICT" and "Anacortes S.D. #103". Below this, there are input fields for "Login ID:" and "Password:". A "Sign In" button is located below the password field. A link for "Forgot your Login/Password?" is also present. At the bottom, there is a "Login Area:" dropdown menu with "Enrollment Access" selected and highlighted by a red box.

ALL → Proceed to next page

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ALL → Proceed through remainder of instructions, stepping through the application

- Fill in the Student Information. Use the “Select Language” dropdown to translate to a language other than the default language of English. Fields denoted with an * require input or application will not submit.

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 application 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.
For K-5 students, assignment to elementary schools will be considered according to the guidelines established in district Policy 3131.

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

* Last Name: * First Name: Middle Name:
Name Suffix: Name Prefix: Nickname: * Gender:
* Date of Birth: 01/12/2010 Age: 8 Birth City: Birth State:
Birth Country: UNITED STATES
Second Phone:

* Federal/State Ethnicity: Not Hispanic (Change Federal/State Ethnicity)
(select all that apply)
* State Race: White (Change State Race)
(select all that apply)
* Student's Language Spoken Most: English * Language Student First Learned: English
* Primary Language Spoken at Home: English
* Military Family Status: N - No parent or guardian is currently serving the US Armed Forces or National Guard
* Has student attended a state school?: Yes * Has student attended this district previously?: No
Previous School District: Orange Co. Public Sch School in the District Student Previously Attended: Aloma Elementary

Kindergarten start date for 2018-2019 school year is 09/11/2018
You are enrolling your student into the Next School Year (2018 - 2019)
 First Day of School (09/06/2018) * Expected Enrollment Date 04/26/2019
* Expected Grade Level 03 * Expected School to Enroll into ELEMENTARY (K-5)

* I authorize this student's information to be distributed for the purposes of Military usage: Yes ?
* I authorize this student's information to be distributed for the purposes of Higher Ed usage: Yes ?
* I authorize this student's information to be distributed for the purposes of Public usage: Yes ?
* I authorize this student's information to be distributed for the purposes of District usage: Yes ?

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

Expected Grade Level = 03
Expected School = Elementary

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- Fill in the Family/Guardian Information. Fields denoted with an * require input or application will not submit.

Step 2: Family/Guardian Information Edit View Only Save Save 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: Should the District keep this number confidential?

* Family Home Language:

House #: Direction: Street Name: SUD: #:

Home Address: P.O. Box: Address 2: City: State: Zip Code:

Should the District keep this address confidential?

Mailing Address: (if different than home address) House #: Direction: Street Name: SUD: #:

P.O. Box: Address 2: City: State: Zip Code:

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

* Last Name: * First Name: Middle Name:

Name Suffix: Name Prefix: * Date of Birth: Gender:

* Relationship to Child: * Marital Status:

Does this guardian have custody of the child? Is this guardian allowed to pick up the student from school?

Should this guardian also be considered an Emergency Contact?

Second Phone: Work Phone: Contact Email Address:

* Language: Employer:

Are there other Legal Guardians who live at this address?

Yes, I want to Add another Legal Guardian who lives at this address

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 No, Complete Step 2 Only

- Fill in the Medical/Dental Information.

Step 3: Medical/Dental Information Edit View Only Save Save and Collapse Step

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:

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

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- Fill in the Emergency Contact Information.

Step 4: Emergency Contact Information Edit View Only Collapse Step ✔ Date Completed: 03/27/2018

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

* Last Name: * First Name: Name Suffix:

Name Prefix: Is this contact allowed to pick up the student from school?

Gender: Language:

Contact Email Address: * Primary Phone: Should the District keep this number confidential?


Cell Phone: Work Phone:

* Relationship to Child: Relationship Comment:

Employer:

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

- Continue until all application steps have been completed. Any of the steps may be reviewed and edited if need be.

 **ANACORTES**
SCHOOL DISTRICT
Passion. Purpose. Possibility.

New Student Enrollment: Application Form

Instructions for completing the student application

Answer the questions to progress through the application 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.
For K-5 students, assignment to elementary schools will be considered according to the guidelines established in district Policy 3131.

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

Step 1: Student Information Edit View Only ✔ Date Completed: 05/01/2018

Step 2: Family/Guardian Information Edit View Only ✔ Date Completed: 04/30/2018

Step 3: Medical/Dental Information Edit View Only ✔ Date Completed: 04/10/2018

Step 4: Emergency Contact Information Edit View Only ✔ Date Completed: 03/27/2018

Step 5: Requested Documents Edit View Only ✔ Date Completed: 04/16/2018

Step 6: Additional District Forms Edit View Only

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

NEW STUDENT ONLINE ENROLLMENT – PARENT/GUARDIAN INSTRUCTIONS

PLEASE NOTE:

- If your child's birth certificate and CIS immunization form (filled out) is not uploaded in **Step 5** of the online application, then paper copies of these forms must be delivered to the district office for grades K-5, to the middle school for grades 6-8, and to the high school for grades 9-12.
- **Step 6:** Additional District Forms also need to be completed as part of the registration process. Those forms marked with an * are required, and the others are optional. If you have a specific elementary building request, the optional form "Assignment to Elementary Preference Form" may be submitted as part of this application.

Step 6: Additional District Forms [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing the Additional District Forms
Each of the buttons below link to an additional form to be completed in order to submit the student application.

Asterisk (*) denotes a required form

* Required Form:	New Student Supplemental Information	<input type="checkbox"/> This form has not been completed
* Required Form:	19-20 Health Information	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Home Language Survey	<input type="checkbox"/> This form has not been completed
* Required Form:	19-20 Housing Questionnaire	<input type="checkbox"/> This form has not been completed
* Required Form:	19-20 Attendance K-8	<input type="checkbox"/> This form has not been completed
* Required Form:	19-20 Tech Use Agreement (6-12)	<input type="checkbox"/> This form has not been completed
* Required Form:	Request for Records	<input type="checkbox"/> This form has not been completed
Optional Form:	19-20 Opt Out Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>

[Complete Step 6](#)

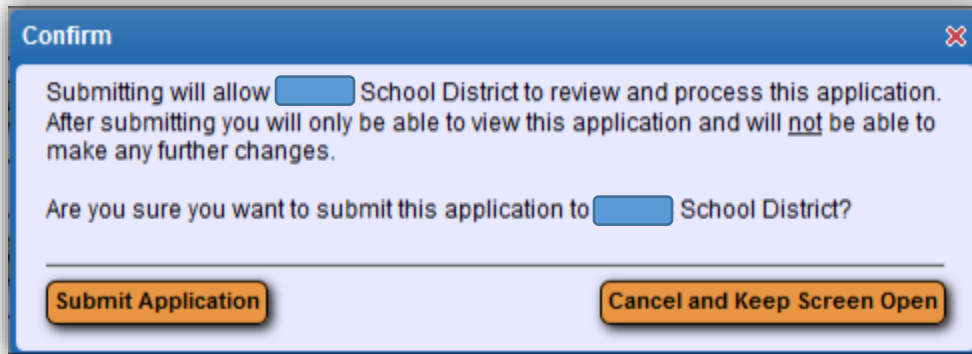
- Once all forms are completed, select "Submit Application to District"

[Submit Application to the District](#)

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

NEW STUDENT ONLINE ENROLLMENT – PARENT/GUARDIAN INSTRUCTIONS

- The following pop-up windows will appear, confirming you wish to submit the application:



- Upon successful submission, you will see following message:

Application Submitted

The application has been successfully submitted.

Thank you for beginning the enrollment process for attending the Anacortes School District. If the following were not uploaded, please deliver paper copies to the District Office (for K-5), Middle School registrar (for 6-8), or High School registrar (for 9-12).

Requested Documentation:

- Birth Certificate or other legally accepted document for age verification
- Immunization CIS form (filled out)
- Custody/Court Order, if applicable (hard copy required)
- Notarized guardianship if child living somewhere other than with legal custodian, if applicable (hard copy required)