

Shawano School District New Families New Student Online Registration Guide

1. Go to the Shawano School District's website, www.shawanoschools.com
2. Click the 'Online Registration' button.
3. Scroll to the bottom of the screen and under the heading 'Links to Online Registration' click the link for 'New Family Online Registration'.
4. In the window that appears, you will have to enter the requested data so Skyward, our registration system, can send you an account password. Once you have entered your information click the 'Click here to submit Account Request' button. Your temporary Login ID will be your email address and the temporary Password will be a series of numbers.

Note: This Login ID and Password are temporary. Once the district processes your student's application, you will receive a new Login ID and Password.

Account Request

This form is the first step in creating your new student online. Complete it to request an account that you will use to log in to a secure system. Completely required fields to request an account to enroll your students.

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

* Guardian Legal First Name
* Guardian Legal Last Name
Guardian Legal Middle Name
Guardian Legal Name Prefix Guardian Legal Name Suffix

Guardian Contact Information don't have an email

* Guardian Email Address
* Home Email Address
* Guardian Primary Phone Number

Address (*) denotes a required field

[Click here to submit Account Request](#)

5. Check your email. You should receive a message containing your Username, Password and a weblink to Skyward.
6. Click the weblink to go to the login page.
7. Enter your Login ID and Password and click the 'Sign In' button.

 **Learning, Living, Leading - The Hawk Way**


Shawano School District
Student Information & Family Access

Login ID:

Password:

[Forgot your Login/Password?](#)

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- Enter the information in Step 1 – Student Information.
- Once you have completed entering all student information, click the ‘Complete Step 1 and move to Step 2: Family/Guardian Information’ button.

The screenshot shows the 'Application Form' for a new student. At the top left is the Shawano School District logo and the text 'New Child to SSD Enroll Here'. Below the logo is the title 'Application Form'. A navigation bar contains four buttons: 'Save and Continue to Fill Out Application', 'Save and go to Summary Page', 'Print Application', and 'Leave WITHOUT Saving'. A red banner contains instructions for completing the application, including a note about emergency contacts and a 'Save and Continue to Fill Out Application' button. The main form area is titled 'Step 1: Student Information' and includes fields for:

- Legal Last Name, Nickname, Legal First Name, Full Middle Name (Enter 0 if none)
- Name Suffix, Birthdate, Age, Birth City, Gender, Birth State
- Birth Country, Birth Country (dropdown), Birth State (dropdown)
- Is Student Hispanic/Latino? (dropdown), Federal Race (dropdown)
- What device does the student most often use to complete school work at home? (dropdown)
- Is the primary learning device a personal device or school provided? (dropdown)
- Previous School District (dropdown), Special in the District (Student Previously Assessed) (dropdown)
- Current School Year (2020 - 2021) or Next School Year (2021 - 2022) selection
- Expected Enrollment Date (dropdown), First Day of School (09/27/2021) (dropdown)
- Expected Grade Level (dropdown), Expected School to Enroll into (dropdown), Shawano School District Homepage
- Additional Information (on the Student for the District) (text area)
- Do you have internet access? (checkbox), Do you have a device to access eLearning material? (checkbox)

 At the bottom of the form are buttons for 'Complete Step 1 and move to Step 2: Family/Guardian Information' and 'Complete Step 1 Only'. Below the form are sections for 'Step 2: Family/Guardian Information' and 'Step 3: Medical/Dental Information', each with 'Edit' and 'View Only' buttons.

- In Step 2 – Family/Guardian Information, because you created your login account, your basic information is already populated for you. Enter the information for all Family/Guardian contacts that live at the address you listed.
- Once you have completed entering all Family/Guardian contacts for Family 1, click the ‘No, Complete Step 2 and move to Step 3: Medical/Dental Information’ button.

Note: If a legal guardian lives at a different address, please enter as much information as you can after clicking the ‘Yes, I want to Add a Legal Guardian who lives at a Different Address’ button.

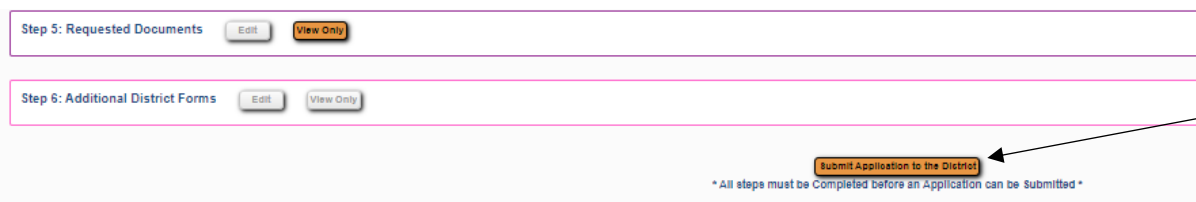
- In Step 3 – Medical/Dental Information, enter the medical and dental information for your student.
- Once you have completed entering the information in Step 3, click the ‘Complete Step 3 and move to Step 4: Emergency Contact Information’ button.
- In Step 4 – Emergency Contact Information, enter any additional emergency contacts for your student. (Example: Grandparent, Uncle, Aunt, Neighbor)
- Once you have completed entering the information in Step 4, click the ‘Complete Step 4 and move to Step 5: Requested Documents’ button.

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16. In Step 5 – Requested Documents, you can attach your student’s birth certificate, proof of residency, Title VI documentation and/or any court documents. This is not a required step, however, if you do not attach the birth certificate and proof of residency, you will need to bring them to the District Registrar, located in the District Office at Shawano High School.
17. Once you have completed Step 5, click the ‘Complete Step 5 and move to Step 6: Additional District Forms’ button.
18. In Step 6 – Additional District Forms, there are many additional forms that need to be completed, some are required and some are optional. Required forms have an asterisks (*) next to them. All required forms must have a checkmark in the box as to being completed for complete Step 6.
19. Once you have completed Step 6, click the ‘Complete Step 6’ button.

Note: If you want to add or change any information, go back to the specific step. Once you submit the application to the district, you will have to notify the District Registrar of any changes.

20. Click the ‘Submit Application to the District’ button.



The screenshot displays a user interface for the online registration process. It features two main sections: 'Step 5: Requested Documents' and 'Step 6: Additional District Forms'. Each section has 'Edit' and 'View Only' buttons. At the bottom right, there is a prominent 'Submit Application to the District' button, which is highlighted with a red arrow. Below this button, a small note reads: '* All steps must be Completed before an Application can be Submitted *'.

21. A ‘Confirm’ window will appear and click the ‘Submit Application’ button. You have now completed the enrollment application for your student.