

New Student Online Enrollment

Clinton Schools now allows guardians with students new to the district to enroll from home, using Skyward’s New Student Online Enrollment form.

If you currently have students attending school in Clinton: log into Skyward Family Access and click the “Enrollment for New Students” button at the top of the left column. If you have no current students attending school at Clinton, you’ll begin the process by requesting temporary login information. Visit our district website at www.cusd15.org and click Menu, then Students and Parents, then New Student Enrollment. Skip to the Application Form section on the next page to continue.

If you do not currently have students attending school in Clinton: visit our district website at www.cusd15.org and click Menu, then Students and Parents, then New Student Enrollment to go to the Account Request screen.

The process begins with obtaining temporary login information on the Account Request screen.



Clinton CUSD #15
Home of the Maroons

New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure Online Enrollment system.
Complete required fields to request an account to enroll your student(s).

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

* Guardian Legal First Name:	<input type="text" value="Fred"/>
* Guardian Legal Last Name:	<input type="text" value="Flintstone"/>
Guardian Legal Middle Name:	<input type="text"/>
Guardian Legal Name Prefix:	<input type="text" value=""/> Guardian Legal Name Suffix: <input type="text" value=""/>

Guardian contact information

<input type="checkbox"/> I don't have an email	
* Guardian Email Address:	<input type="text"/>
* Re-type Email Address:	<input type="text"/>
* Guardian Primary Phone Number:	(999) <input type="text" value="999-9999"/>

Asterisk (*) denotes a required field
[Click here to submit Online Enrollment Account Request](#)

Figure 1 - Account Request Screen

This screen requests the guardian’s contact information – we require first and last name and a phone number. If you have an email address, enter it in the appropriate box and then confirm it in the re-type

box. If you do *not* have an email address, check the “I don’t have an email” box. An email address is not mandatory, but entering an address will send your temporary login information to that address.

If the “I don’t have an email” box is checked, the email address fields will change into guardian login and confirmation boxes – enter your desired username in both boxes.

Click the gold “Click here” box to submit the information to the system. If you have entered an e-mail address or a username that is already being used in the system, you will be notified and prompted to go back and make a change.

If you entered an e-mail address, you will receive an e-mail from the system containing a link to visit to continue online enrollment, your temporary username, and your temporary password. If you did not enter an email address, you will be shown a pop-up screen with the same information – write this information down! Click the continue button to proceed to the Skyward login screen. If you need to return later to complete the enrollment, just go to <https://skyward.cusd15.org> and enter the Login ID and password you were given.

Application Form

From here, the process consists of six steps. You can stop at any point and come back later, simply hit any of the available Save buttons. You can only edit one step at a time, and must click one of the two Complete buttons at the end of each step. The larger of the two buttons will finish the current step and move to the next step, the smaller of the two Complete buttons will simply finish the current step.

Step 2 involves entering information about the student’s guardian(s).

Step 2: Family/Guardian Information

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

Enter Information for the Family this Student lives with

Primary Phone: (999) 999-9999 Should the District keep this number confidential?
 Print Hard Copy Report Cards

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: Social Security Number:
 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?

Cell Phone: Work Phone: Fax:

Contact Email Address:

Language: Occupation:
Employer: Work Hours:

Are there other Legal Guardians who live at this address?

Figure 3 - Family/Guardian Information

As above – fields with a red star are required. The information for the primary guardian will be that of the person filling out the form, or automatically populated if this is a new student for a returning family.

If an additional guardian lives at the same address, click the gold “Yes” button at the bottom. If a guardian lives at a different address, or there are no additional guardians to add, click the gold “no” button. You will be presented with the option to add a guardian living at a different address, or to simply complete the step and move on.

Step 3 involves the student’s medical and 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**

Figure 4 - Medical/Dental Information

If the student has allergy or medical information that the school needs to know about, enter it into the first box. If it is critical information, check the box next to Allergy/Medical Condition. All fields on this step are optional, but can be helpful to district staff in case of an emergency – all of these can be added later if you do not have the information handy. When finished, click the gold “Complete” button to move on to Step 4.

Step 4 involves the student’s emergency contact information. Use this area to enter additional contacts beyond the student’s guardians who might need to be notified in case of emergency.

Step 4: Emergency Contact Information Edit View Only Save Save and Collapse Step

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

* Last Name: * First Name: Middle Name:

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

Gender: Date of Birth: Marital Status: Language:

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

Cell Phone: Work Phone: Fax:

Relationship to Child: Relationship Comment:

Employer: Occupation:

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: Requested Documents** **No, Complete Step 4 Only**

Figure 5 - Emergency Contact Information

The district requires the contact’s name and a telephone number where that person can be reached. To add additional contacts (up to 3), click the gold “Yes” button. Click the gold “Remove” button to remove an emergency contact from the list. When finished, click the gold “No” button to move on to Step 5.

Step 5 allows you to upload required documentation, such as birth certificates or physical forms.

The screenshot shows the 'Step 5: Requested Documents' interface. At the top, there are four buttons: 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below this is a pink instruction box: 'Instructions for completing the Requested Documents' with the text 'Use the Browse buttons to locate a file to upload that corresponds to the description on the same line.' Underneath, there are four rows of labels and file selection controls: 'Birth Certificate: Choose File No file chosen', 'Immunization Record: Choose File No file chosen', 'Physical: Choose File No file chosen', and 'Proof of Residency: Choose File No file chosen'. At the bottom, there are two gold buttons: 'Complete Step 5 and move to Step 6: Additional District Forms' and 'Complete Step 5 Only'.

Figure 6 - Requested Documents

If you have a scan or photograph of the documentation available, click the Choose File button next to each line and upload the file (via phone or by computer). Note these are not required to complete the enrollment process, but district staff will contact you to obtain the documents if they are not provided. Note: the district will accept many forms of proof of residency. If you are uncertain if a document will be accepted, contact the district office.

When finished, click the gold “Complete” button to move on to Step 6.

Step 6 involves the completion of additional district forms, such as the transportation form.

The screenshot shows the 'Step 6: Additional District Forms' interface. At the top, there are four buttons: 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below this is a pink instruction box: 'Instructions for completing the Additional District Forms' with the text 'The buttons below each link to an additional form that must be completed to be able to submit the student application.' Underneath, there is a note: 'Asterisk (*) denotes a required form'. Below that, there is a row with a gold button labeled '2020-2021 JH Transportation Advanced' and a checkbox labeled 'This form has not been completed'. At the bottom, there is a gold button labeled 'Complete Step 6'.

Figure 7 - Required Forms

Click the gold button next to each required form. These forms can vary, read the directions on each form and complete them as necessary. When the form is complete, hit the Save button at the top to save the form, close it, and return to the enrollment screen.

When all steps have been completed, click the gold “Submit Application to the District” button at the bottom of the form. One final message will appear:

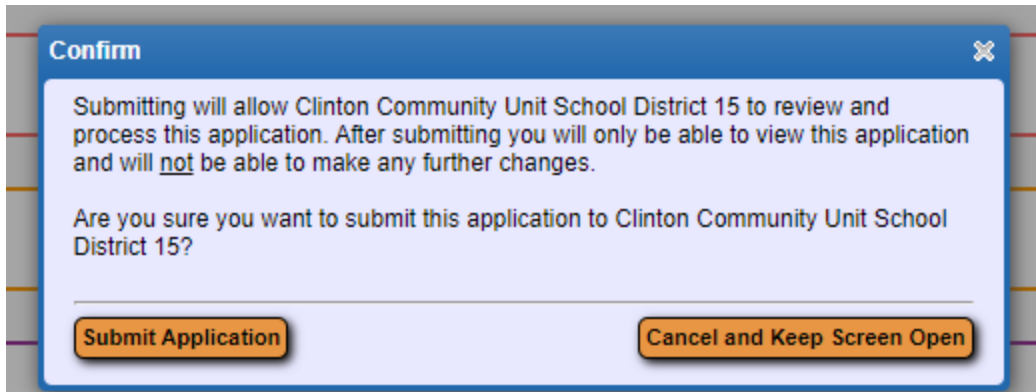


Figure 8 - Final Confirmation

Clicking the gold “Submit” button here will submit the application to the district. NOTE! Once you have submitted the application, it can no longer be changed. Once the application has been submitted, district staff will review the information and will be in contact with you to gather any other needed information and give you your permanent Skyward Family Access login credentials. Welcome to Clinton Schools!