



# Skyward Family Access

## New Student Online Enrollment

### (Families with No Current WCS Student)

#### Important notes

These instructions are for families who do not have a current WCS student. Families with a current WCS Student should see the instructions **New Student Online Enrollment (Families with Current WCS student)**

For the best user experience, we recommend using a computer and the Chrome browser. For language support, you may want to utilize the [Google Webpage Translator for Chrome](#).

Ensure your pop-up blocker is set to allow pop-ups from Family Access. [Instructions](#)

#### Need Help?

Please contact the school where your child is zoned and request to speak with the secretary or registrar in charge of enrollment.

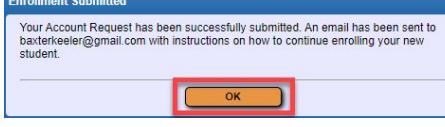
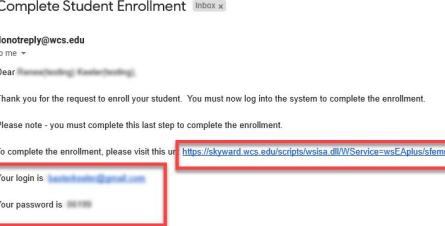
#### Request Account

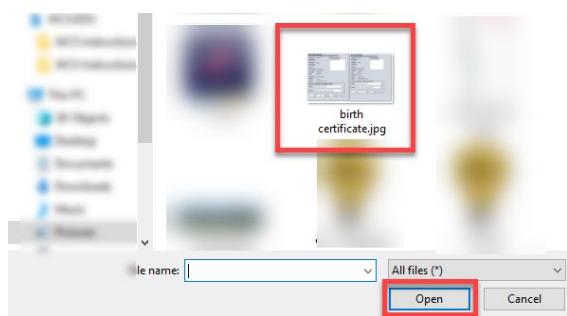
Before completing a new student enrollment, you will first request an account. Select the link entitled [New Student Enrollment Account Request](#).

Please note, that after you receive your account login information, you will use the link in the email going forward.

On the New Student Enrollment Account Request screen, enter information for the parent or guardian who will be completing the enrollment. You will have a chance to add additional parents later in the enrollment process.

Complete the **security dialog** and **Click here to submit Online Enrollment Account Request**.

<p>If you see the message that a Family Access account is already associated to the email address you entered, please discontinue, and see the instructions <b>Enrollment for New Student (Families with Current WCS Student)</b></p>	
<p>Select <b>OK</b> to confirm your account request.</p>	
<p>Select <b>OK</b>.</p>	
<p>You will receive an email providing you with a link to access your enrollment as well as your username and password.</p>	
<h2>Access Enrollment</h2>	
<p>Access the enrollment site using the link in the email.</p> <p>Enter your <b>login information</b> and select <b>Sign-In</b>.</p>	
<h2>Tips for Completing Enrollment</h2>	
<p>The application form does not save automatically. It is very important to save your entries as you move through the application.</p>	<p>At the end of every step, you will have the option to complete and move to the next step or just complete the step. Selecting one of the <b>Complete</b> options will save that step.</p>
	<p><b>Complete Step 1 and move to Step 2: Family/Guardian Information</b></p> <p><b>Complete Step 1 Only</b></p>

<p>The <b>Print Application</b> button will allow you to print the application. Please note that all registration is online, and printing the application is only for your reference.</p>	<p style="text-align: right;"><b>Print Application</b></p>
<p>After completing each step, you will see a green check and a completed date.</p>	<p style="text-align: right;"> <b>Date Completed: 04/24/2020</b></p>
<h3>Important Notes for Step 2: Family/Guardian Information</h3>	
<p>At the end of Step 2, you will be prompted to choose <b>Yes, I want to Add another Legal Guardian who lives at this address</b> or <b>No other Legal Guardians live at this Address</b>. If you select the option <b>No other legal guardians live at this Address</b>, you will see additional options displayed that will allow you to add another guardian at a different address.</p>	<p style="text-align: right;"><b>Yes, I want to Add another Legal Guardian who lives at this address</b></p> <p style="text-align: right;"><b>No other Legal Guardians live at this Address</b></p> <p style="text-align: right;"><b>Yes, I want to Add a Legal Guardian who lives at a Different Address</b></p>
<h3>Important Notes for Step 3: Emergency Contacts</h3>	
<p>Parents and guardians added in Step 2 will automatically be emergency contacts. You do not need to add parents or guardians here. It is not required that you add emergency contacts, but you may choose to add up to five if you would like.</p>	
<h3>Important Notes for Step 4: Requested Documents</h3>	
<p>Prior to completing this step, you will want to scan and save copies of the necessary items. If you do not have a scanner, you can use your cell phone and a free app like Google Drive (<a href="#">iOs/Android</a>), <a href="#">Adobe Scan</a> or <a href="#">Genius Scan</a> to take photos of the documents and access through cloud based services or email to yourself. You might also want to give the image a descriptive name to make browsing for the correct file easier.</p>	<p>An asterisk will identify the documents that are required. To upload a document, select <b>Browse</b> or <b>Choose File</b>.</p> <p style="text-align: right;"> <input type="text" value="*Birth Certificate:"/> <input type="button" value="Browse..."/>  <input type="text" value="*Immunization Form:"/> <input type="button" value="Browse..."/>  <input type="text" value="*Parent Photo ID:"/> <input type="button" value="Browse..."/>  <input type="text" value="*Proof of Residency:"/> <input type="button" value="Browse..."/> </p>
<p>Select the file and <b>open</b>.</p> <p>Acceptable file types include .JPG, .PNG, or .PDF.</p>	
<p>Each uploaded file will appear with the title and file type. If you need to make changes, select <b>Remove File</b>.</p>	<p style="text-align: right;"> <input type="text" value="*Birth Certificate: birth certificate.jpg"/> <input type="button" value="Remove File"/> </p>

## Important Notes about Step 5: Additional District Forms

Select the **name of each form** to open and complete.

20-21 Guardian Information

After completing, make sure to **Save**.

Save  
Save and Print  
Back

Each form completed will be noted.

20-21 Guardian Information

This form **has been completed**

## New Student Online Enrollment Summary Page

To check the status of an enrollment application or to enroll additional students, return to the **Summary Page** using the link and login credentials provided in the original email.

## Submitting the Online Enrollment Application

Verify each step has a green check with date completed and select **Submit Application to the District** at the bottom of the page. You will **Submit Application** again on the Confirm page and select **OK** after reading the Application Submitted message.

Important notes:

- Submitted applications cannot be edited.
- Applications are manually processed so there will be a delay between submission and acceptance.
- Submitting an application does not mean your child is enrolled. Your child will be considered enrolled after the application is processed and all required documentation is received and verified by the district.

**Submit Application to the District**  
\* All steps must be Completed before an Application can be Submitted \*