



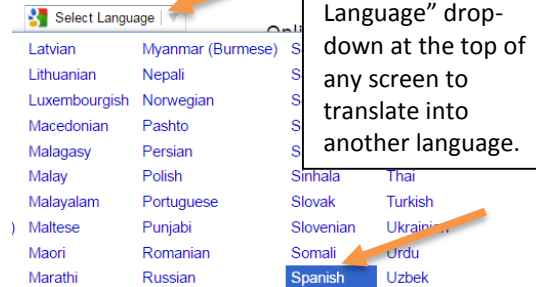
# Georgetown ISD New Student Online Enrollment

## Skyward Student

Welcome to Georgetown ISD! For the 2016-2017 school year, GISD will be using an online enrollment system for new students. Parents/guardians can complete all of their required registration paperwork online prior to attending a new student registration session at their student's campus.

### NOTE: Language Translation Option

If English is not your preferred language, use the drop-down at the top of any screen in the account request or enrollment process that says "Select Language" and switch to another language. The screen will be translated into that language.



### STEP ONE: New Student Enrollment Account Request

To begin the new student enrollment process, you will need to request an account first. You only need ONE account as a parent/guardian to submit multiple new student registration applications for the children in your family. The account request process can be completed either with or without an email address – follow the appropriate steps for either below.

#### Requesting an Account WITH an Email Address

1. If you have an email address, use the Account Request screen and enter your own legal first name, last name, middle name, prefix/title (Mr., Mrs., Ms., etc.), suffix (Jr., Sr., I, II, III), and your email address and primary phone number.
2. Click the button that says "Click Here to Submit Online Enrollment Account Request."
3. You will see a message that tells you that an email is being sent to the address you entered. Click OK.
4. Check your email account for an email with your login credentials and a link to continue the enrollment process and skip ahead to STEP TWO.

#### New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete it to request an Online Enrollment system.

Welcome to Georgetown ISD's online enrollment system for new students. Please complete the following information.

\* If you have an email address, your login information will be emailed to you after you provide further information.

\* If you do not have an email address, please be aware that your login information will be emailed to you after you provide further information.

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

\* Enter Legal First Name: Jane

\* Enter Legal Last Name: Doe

Enter Legal Middle Name: Anne

Enter Legal Name Prefix: Mrs. Enter Legal Name Suffix:

Enter contact information

☐ I don't have an email

\* Enter Email Address: jane.doe@outlook.com

\* Re-type Email Address: jane.doe@outlook.com

\* Enter Primary Phone Number: (512) 555-1212

Asterisk (\*) denotes a required field

Click here to submit Online Enrollment Account Request

Complete required fields, enter email address, and then click this button to submit account request.

## Requesting an Account WITHOUT an Email Address

1. If you DO NOT have an email address, use the Account Request screen and enter your own legal first name, last name, middle name, prefix/title (Mr., Mrs., Ms., etc.), suffix (Jr., Sr., I, II, III).
2. Check the box that says "I don't have an email". Then enter a login username instead.
3. Click the button that says "Click Here to Submit Online Enrollment Account Request."

### New Student Enrollment: Account Request

This form is the first step to enrolling your new student online. Complete the Online Enrollment system.

Welcome to Georgetown ISD's online enrollment system for new students. For student enrollment.

\* If you have an email address, your login information will be emailed to you for further information.

\* If you do not have an email address, please be aware that your login information submission. You will need to make note of your credentials to continue.

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

\* Enter Legal First Name: Jane

\* Enter Legal Last Name: Doe

Enter Legal Middle Name: Anne

Enter Legal Name Prefix: Mrs. Enter Legal Name Suffix:

Enter contact information

☒ I don't have an email

\* Enter Login: jane.doe

\* Re-type Login: jane.doe

\* Enter Primary Phone Number: (512) 555-1212

Asterisk (\*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

Complete required fields, check "I don't have an email" then click this button to submit account request.

4. A request confirmation screen will appear.
5. Click OK.

### Online Enrollment Account Request Confirmation

Submitting this request will provide you with directions on how to access the Online Enrollment process for GEORGETOWN ISD. The desired login you have entered is jane.doe.

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

OK

Click OK on the first message.

6. An enrollment confirmation screen will appear.
7. Your **assigned username and password will be displayed. YOU MUST MAKE A NOTE OF BOTH TO CONTINUE.** Since you do not have an email account, you can only continue the enrollment process with this information.
8. Click OK and you will be redirected to the login page. You can use the credentials you wrote down to continue.

### Enrollment Submitted

Dear Jane Doe,

Thank you for the request to enroll your student into Georgetown ISD. Please log into the system to complete the enrollment.

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

To complete the enrollment, please visit this url:

<https://skyward.iscorp.com/scripts/wsisa.dll/WSIService=wsedugeo>

Your login is: jane.doe

Your password is: 34074

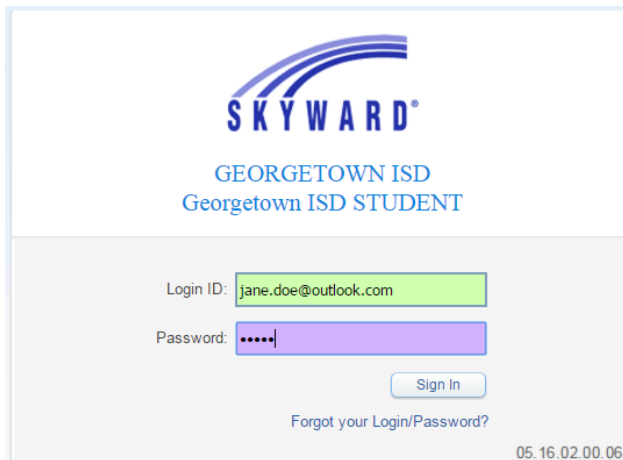
OK

On the second message, **MAKE A NOTE of your login and password.** You must have this to continue.

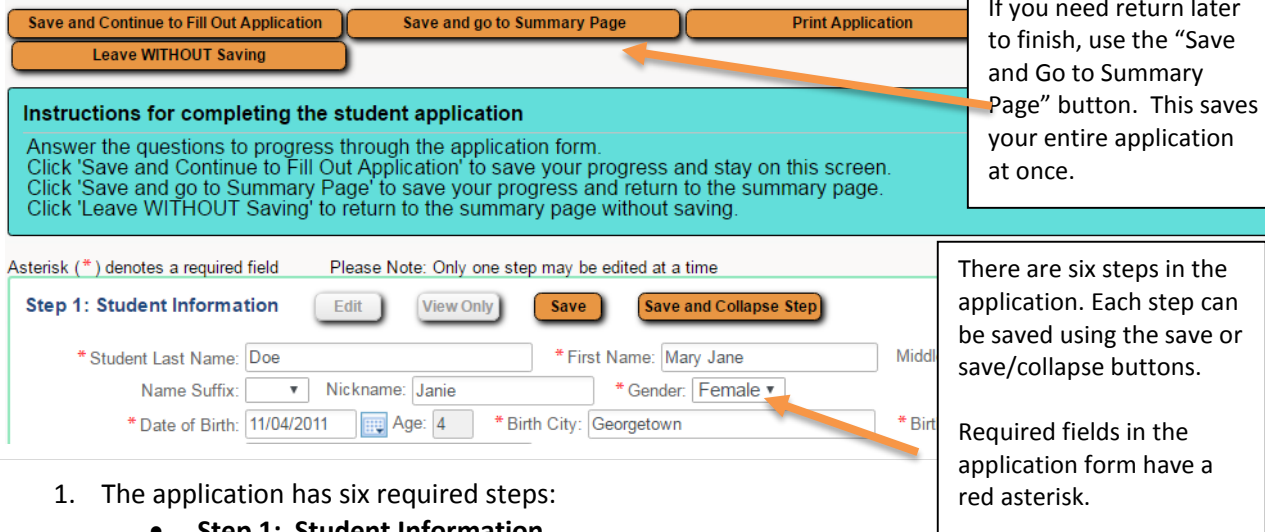
## STEP TWO : Online Enrollment Application

After you receive your online enrollment account information, either via email if you have an email address, or in the account request processing steps if you do not have an email address, you will need to login with those credentials to submit your student enrollment application forms.

1. **Enter your login ID.** If you had an email address, that will be your login ID. If you did not have an email address, your login ID will be the username you selected.
2. **Enter the password** that was provided to you, either in the email you received, or in the account request process if you did not have an email,
3. **Click Sign In.**
4. You will immediately be taken into the New Student Enrollment Application Form and can begin completing the application.



### 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.

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

\* Student Last Name: Doe    \* First Name: Mary Jane    Middle  
Name Suffix:    Nickname: Janie    \* Gender: Female  
\* Date of Birth: 11/04/2011    Age: 4    \* Birth City: Georgetown    \* Birth

1. The application has six required steps:
  - **Step 1: Student Information.**
  - **Step 2: Family/Guardian Information**
  - **Step 3: Medical/Dental Information**
  - **Step 4: Emergency Contact Information**
  - **Step 5: Required Documents**
  - **Step 6: Additional District Forms**
2. All required fields are marked with a red asterisk. As you complete a step, you **save your information on that step using the Save or Save and Collapse Step** before continuing.

3. If you need to exit the application and return to complete the remainder of the steps, **click the “Save and Go to Summary Page” buttons at the bottom or top of the screen.** Your work will be saved for the next time you log back in.

Additional notes on individual sections that may need further explanation are listed below.

## Family/Guardian Information

### ALL PARENT/GUARDIANS AT ONE ADDRESS:

If your child’s parent/guardians live at the same address, you will enter your address and name information first, and then use the button “Yes, I want to Add another Legal Guardian who lives at this address.” You will then only have to enter name/relationship details for the second and additional parent/guardians who are at the same address.

#### Step 2: Family/Guardian Information

[Edit](#)[View Only](#)[Save](#)[Save and Collapse Step](#)

#### Instructions for completing Family/Guardian Information

Enter ONLY parent or legal guardian information below. List parent/guardians living at the same address in one family. Add additional families needed for step-parents or other situations where parents/guardians are at more than one address.

DO NOT enter emergency contacts under this section. Other contacts may be listed under emergency contacts.

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

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

\* Primary Phone: (512) 555-1212

\* Physical Street Address (Required):

House #: 123 Direction: S Street Name: Main Street Apartment:   
P.O. Box: Address 2: City: Georgetown State: TX Zip Code: 78626

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

\* Last Name: Doe \* First Name: Jane

Title: Mrs. ▼

\* Relationship to Student: Mother ▼

Cell Phone: (512) 122-2233

Work Phone: (512) 333-2233

Email Address:   
Employer: Georgetown ISD

You may add multiple parent/guardian records at the same address using the “Yes, I want to add another Legal Guardian who lives at this address” button. Continue until completed adding names.

#### 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](#)

### PARENT/GUARDIANS AT MULTIPLE ADDRESSES:

If your child’s parent/guardians live at multiple addresses, follow the steps above to list all parent/guardians at the first address. Then click No Other Legal Guardians live at this address. Below that, you will see a question that says “Are there Legal Guardians who Live at a Different Address?” Click “Yes, I want to add a Legal Guardian who Lives at a Different Address.” You can then add another family or individual who lives at a different address.

#### 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](#)

If parents have more than one address, click “Yes, I want to add a Legal guardian who lives at a Different Address” after adding all names at the first address. You can then add another family/parent at a separate address.

## Required Documents

If you have scanned or photographed any of the required documents for enrollment, you may upload them from your computer or phone using the “Choose File” button on your device. Please note that this step is optional and you will still be required to bring original documents to your registration appointment for verification. Please see the Georgetown ISD website for a complete list of required documents.

Step 5: Requested Documents

Edit

View Only

Save

Save and Collapse Step

### Instructions for completing the Requested Documents

You do not have to upload documents to complete your online enrollment. This step is optional. Use the Browse buttons to locate a file to upload that corresponds to the description on the same line. You may use photos or scanned copies of these documents to upload to our system.

Please also bring original documents to your registration appointment with the campus registrar.

504/Special Ed Docs:	<input type="button" value="Choose File"/>	No file chosen
Birth Certificate:	<input type="button" value="Choose File"/>	No file chosen
Immunization Records:	<input type="button" value="Choose File"/>	No file chosen
Parent Photo ID:	<input type="button" value="Choose File"/>	No file chosen
Proof of Residency:	<input type="button" value="Choose File"/>	No file chosen
Social Security Card:	<input type="button" value="Choose File"/>	No file chosen
Student Photo:	<input type="button" value="Choose File"/>	No file chosen
Transcript/Grades:	<input type="button" value="Choose File"/>	No file chosen
Withdrawal Form:	<input type="button" value="Choose File"/>	No file chosen

## Additional District Forms

The additional district forms section of the application has buttons that allow you to open an online form that collects additional information for your enrollment application.

1. Click each button to open the online form.

Step 6: Additional District Forms

Edit

View Only

Save

Save and Collapse Step

### Instructions for completing the Additional District Forms

The buttons below each link to an additional form that must be completed to be able to submit the student before continuing.

Asterisk ( \*) denotes a required form

* Required Form:	<input type="button" value="Releases and Signatures"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="Pre-Kindergarten Application"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="Academic History and Records Release Form"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="Student Services Survey"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="Race and Ethnicity Questionnaire"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="Home Language Survey"/>	<input type="checkbox"/> This form has not been completed
* Required Form:	<input type="button" value="Student Health History"/>	<input type="checkbox"/> This form has not been completed

Complete Step 6

2. Each time you open a form, you will see a message asking if you would like to complete the form now. Click Yes to continue.

**Skyward**

The form "Releases and Signatures" has not yet been completed.  
Would you like to complete it now?

- Complete the form online, enter your full legal name and the current date as the electronic signature, **then click Save.**

- Click the **“Back to Additional District Forms”** button on the next screen to return to the online application.

- The form should show that it has been completed.
- You can then **click the next form to continue** and follow the same steps.

## STEP THREE: Submit Application to the District

When you are done completing all six steps and all required additional district forms, click **“Complete Step 6”** and then **“Submit Application to the District.”** Then click **“Submit Application”** again on the window that appears.

You will then be able to click the button **“Click to Enroll Additional Students”** on the summary page if needed.