

201 West Clay Street • Collinsville, IL 62234 • 618-346-6350 • fax 618-343-2556

CUSD10 NEW STUDENT Online Enrollment Parent Guide

New Student Online Enrollment (NSOE) allows you the convenience of initiating the enrollment process for your NEW STUDENT TO COLLINSVILLE CUSD10 from your electronic device or cell phone at any time.

NOTE: Before Starting, please make sure that you have the following information available to upload.

- 1. Parent/Guardian Photo ID
- 2. Copy of Student's Birth Certificate (Official)
- 3. Proof of Residency within Unit 10 School District Boundary (Category I and II) See examples on page 5.

New Student Enrollment

Step One: NSOE Account Request – New Student Enrollment when the parent does not have a Skyward Family Access Account (Families who currently have a Skyward Family Access Account may continue to Step Two).

If the parent has an active Skyward Family Access account and is enrolling a new student in the district, then this process should be completed through their current Skyward Family Access. New to the District parents must request an account from the New Student Online Enrollment Portal in order to enroll your student. The NSOE Portal has two parts: The <u>New Student</u> Enrollment Account Request and the Enrollment Application page.

Setting up a temporary Skyward Account Request (for those parents who do not currently have a Skyward Account). Please request a temporary Skyward Login and Password by clicking here <u>New Student Enrollment Account Request</u>. Use the "Select Language" dropdown to translate to a language other than the defaulted language of English. Please note that a valid email address is required. If you do not have a valid email address, you may obtain a free one through Gmail, Yahoo mail or Outlook.

*						Online	e Enrollment Access
_ (@) _ c	ollinsville Cor	nmunity Unit	School Dis	trict 10			
201 West 0	Clay Street • Collins	sville, IL 62234 •	618-346-6350	• fax 618-343-36	73		
lew Student Enroll	ment: Acc	ount Requ	lest				
This form is the first step to enrolling	g your new student o	nline. Complete it to	request an acc	ount that you will	use to log in to a	secure Online	e Enrollment system.
Complete required fields to request an	account to enroll your	students.					
Enter the name of the legal parent/gu	ardian of the studen	t you want to enroll)				
* Guardian Legal First Name:							
* Guardian Legal Last Name:							
Guardian Legal Middle Name:							
Guardian Legal Name Prefix:	Guardian I	Legal Name Suffix:	•				
Suardian contact information							
* Guardian Email Address:							
* Re-type Email Address:							
* Guardian Primary Phone Number:							
	* House #:	Direction:	*Street Name	11		Apartment	:
Address:	P.O. Box:	Address 2:		City:	S	tate: 🔹	* Zip Code:
sterisk (*) denotes a required field							
lick here to submit Online Enrollment A	ccount Request						



(Please make note of your login and password, you will need these for the next step)

to continue the request.

Step Two: NEW STUDENT Enrollment Application - NEW STUDENT Enrollment when the parent does not have a Skyward Family Access Account.



On your Skyward Family Access home page click the link to "New Student Online Enrollment".



You will be directed to the New Student Enrollment: Application Form

SKYWARD' Online Enrollment Access	Matthew Bass Exit
New Student Enrollment: Application Form Save and Continue to Fill Out Application Save and go to Summary Page Print Application Print Application	Leave WITHOUT Saving
Instructions for completing the student application Please 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 progress and return to the summary page. Click 'Leave WITHOUT Saving' to return to the summary page without saving.	k 'Save and go to Summary Page' to save your

There are three steps that **<u>must</u>** be completed in order to successfully complete your new student's application. Fields denoted with an * require input or the application will not submit. After each step, click the "Complete Step and move" Tab at the bottom of the page to move to the next field.

Step 1: Student Information – Here you will enter the student's full legal name, date of birth, federal

race/ethnicity information, plus some additional basic demographic information. You also be asked to confirm the grade level of the student.

Expected Grade Level has been updated	-
Attention! The Expected Grade Level has been updated to KG. This is based on your student's date of birth (02/12/2015) and the School Year selected to enroll into (Next Year). If the Expected Grade Level is not correct, please change it to the appropriate Grade Level your student is enrolling into	0.
ок	

Direction: W * Street Name: Clay

Address 2:

Step 2: Family/Guardian Information – Enter primary family and legal guardian information. The student will be enrolled in his/her home school based the parent/guardian legal residence. **NOTE:**

* House #: 201

P.O. Box:

Address

Click here to submit Online Enrollment Account Request

Asterisk (*) denotes a required field

When entering your street address, use the direction box if your street address is identified with North, South, East or West.

Step 3: Requested Documents – Here you will upload **the following three area categories:**

1. A copy of your student's **official** birth certificate;

2. A parent/guardian photo ID (which may also be used as one item for Category II Proof of Residence if the Photo ID also includes your current address); and

3. Proof of residency. (See items required from Category I and Category II on page 5). You may upload documents as a photo or pdf

If you are using an iPhone or iPad.

 Step 3: Requested Documents
 Edit
 View Only
 Save
 Save and Collapse Step

 Instructions for completing the Requested Documents
 Please use the Browse button to select requested documents from your device to upload for online submission. Please refer to the Online Enrollment Guide regarding Category 1 and Category 11 Proof of Residency documents for enrollment completion or visit

 Please use the "Other Information" attachment type to supply additional documentation such as Enrollment Affidavit, Court Orders, Foster Placement, etc.

 Asterisk (*) denotes a required document.

 *Birth Certificate:
 Choose File

 No file chosen

 *Cat II Residence #1:
 Choose File

 *D Photo (Pari/Guar):
 Choose File

 *D Dhoto (Pari/Guar):
 Choose File

 *D Dhoto (Pari/Guar):
 Choose File

 Other Information 1:
 Choose File

 *D Thoto (Pari/Guar):
 Choose File

 *D Thoto (Pari/Guar):</t

CII BARCLAY LN CLAY SCHOOL RD

CLAY ST

▼ *Zip Code:

To scan a document using your iPhone or iPad; 1. Go to the Notes icon; 2. Create a new note and click on the camera; 3. Click on Scan Documents

Other Information 3: Choose File No file chosen



Once steps 1 through 3 have been completed you can move on to step 4.

Step 4: Additional District Forms – You will have the ability to electronically fill out and submit

additional pertinent registration documents here. These forms include: 1. NSOE Home Language Survey (Required)

2. NSOE Student has/does not have an IEP (Required)

3. NSOE Consent to Release Records (if transferring from another school)

Once all steps have been marked as completed you will be able to submit the application to the district for review. If you choose to "Leave

Please use the buttons	below to complete the required enrollment forms.		
Asterisk (*) denotes a	required form		
Please use this form to	complete the Home Language Survey.		
Required Form:	NSOE - Home Language Survey	This form has not been completed	
Please use this form to	indicate whether or not your child is enrolling with a	current IEP.	
* Required Form:	NSOE-Student has/does not have an IEP	This form has not been completed	
Transfer Students On allow us to request stud	Iy; If your child is enrolling as a transfer student from lent records from your child's previous school.	n another district, please use this form to	
Optional Form:	NSOE-Consent to Release Records	This form has not been completed	

WITHOUT Saving" all entered information pertaining to this online application will be deleted. Before submitting, guardians should review all parts to make sure the information is correct. Once the application is submitted, they cannot make any changes to its content. You would have to contact the district to notify them of the inaccurate information.

Submit Application to the District * All steps must be Completed before an Application	an can be Submitted *
Save and Continue to Fill Out Application Save and go to Summary Page	Print Application Leave WITHOUT Saving
	Confirm 88
Submit Application Tab	Submitting will allow Collinsville CUSD 10 to review and process this application. After submitting you will only be able to view this application and will not be able to make any further changes. Are you sure you want to submit this application to Collinsville CUSD 10? Submit Application Cancel and Keep Screen Open
The New Student Enrollment Applications Summary Page will show you all of your submitted enrollment applications and will provide the link to enroll additional students.	New Student Enrollment: Application Form Insert Control to 10 Application Exert and go to Summary Page Proc Application Leve W TROUT Serving Instructions for completing the student application Exert and go to Summary Page Proc Application Leve W TROUT Serving Instructions for completing the student application Exert and Go to Summary Page Proc Application Leve W TROUT Serving Prace answer the quadration specification form. Citel X serve and Continue to FIE Cont Application's save your progress and stay on the somen. Citel X save and go to Summary Page' to save your progress and stay on the somen yape. Citel X save and go to Summary Page' to save your progress and stay on the somen. Citel X save and go to Summary Page' to save your progress and stay on the somen. Citel X save and go to Summary Page' to save your progress and stay on the somen. Citel X save and go to Summary Page' to save your progress and stay on the somen your progress and stay on the somen. Citel X save and go to Summary Page' to save your progress and stay on the somen your progress and stay on the some your progress and stay on the somen your progress and stay on the some your progress and stay on the so
	Step 2: Family/Guardian Information in Completed: 04/14/2020
	Step 2: Requested Documents Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Step 4: Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Step 4: Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Step 4: Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Place case the Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Place case the Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Place case the Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Place case the Additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Image: Case additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Image: Case additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Image: Case additional District Forms Image: Step 2: Additional District Forms Image: Step 2: Additional District Forms Image: Case additional District Forms Image: Step 2: Addit
You will receive an email with further instructions once your application has been review	wed by the CUSD10 Student Services Office.

4



Your Submitted Enroll	ment Applications
Student Name	Applicant Status/Options
Johnny Public	The district is currently reviewing the application, please select one of the following options View the Submitted Application



Enrollment of NEW STUDENTS to the Collinsville School District

Students NEW to the Collinsville School District are required to enroll ONLINE via the Skyward Family Access Portal.

During the Online Enrollment Process, parents/guardians will be required to upload: 1. A photo ID

2. A certified or registered birth certificate for the student at the time of enrollment.

(Note: If a birth certificate is unavailable, the parent may present other reliable proof of the child's identify and age that is supported by a sworn statement explaining why the birth certificate is not available (ie. Passport, Visa or other governmental documentation of a child's identity).

3. Proof of residency within the District by providing the required number of documents from each of the following categories:

Category I (One document showing proper name and address is required) Most recent residential property tax bill and proof of payment, e.g., canceled check or Form 1098 (homeowners) Mortgage papers (homeowners) Signed and dated lease and proof of last month's payment, e.g., canceled check or receipts (renters) Letter from manager and proof of last month's payment, e.g., canceled check or receipt (trailer park residents) Letter of residence from landlord in lieu of lease (7:60-AP2, E1) Letter of residence to be used when the person seeking to enroll a student is living with a District resident (7:60-AP2, E2) Category II (Two documents showing proper name and address are required) Current Illinois Driver's license or temporary Illinois Driver's license Consular Identification card, Green card, Visa, U.S. Passport or current State Identification card Current Vehicle registration Current Voter registration

Most recent (within 60 days) utility bill, e.g., gas, electric, cable television, trash, water (No cell phones) Current major credit card bill

Current public aid card

Current homeowners/renter's insurance policy and premium payment receipt

Receipt for moving van rental

Anyone with a Custody Order Seeking to Enroll a Student

Presents court order, agreement, judgment, or decree that awards or gives custody of the student to any person (including divorce decrees awarding custody to one or both parents).

Non-Parent Seeking to Enroll a Student

Must complete and sign *Evidence of Non-Parent's Custody, Control, and Responsibility of a Student* form, *Affidavit of Enrollment and Residency*, along with District approval. (This must be completed on a yearly basis). School Board exhibit 7:60-AP2, E3

IMPORTANT:

The School District reserves the right to evaluate the evidence presented, and merely presenting the items listed in this Procedure does not guarantee admission.

WARNING:

If a student is determined to be a nonresident of the District for whom tuition must be charged, the persons enrolling the student are liable for nonresident tuition from the date the student began attending a District school as a nonresident pursuant to Illinois School Code (105 ILCS 5/10-20.12a(a). A person who knowingly enrolls or attempts to enroll in this School District on a tuition-free basis a student known by that person to be a nonresident of the District is guilty of a Class C misdemeanor, except in very limited situations as defined in State law (105 ILCS 5/10-20.12b(e). A person who knowingly or willfully presents to the School District any false information regarding the residency of a student for the purpose of enabling that student to attend any school in that District without the payment of a nonresident tuition charge is guilty of a Class C misdemeanor (105 ILCS 5/10-20.12b(f).

