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 New Student 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 New Student Enrollment Account Request. 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.

Enter information and "Click here to Submit Online Enrollment Account Request" to generate an email with instructions on how to continue the request.
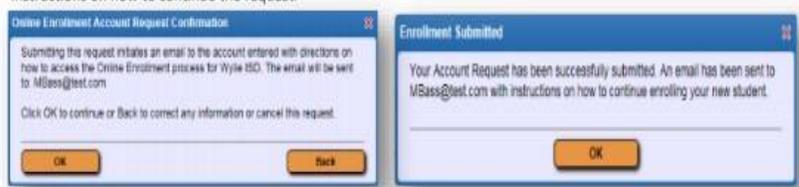
(Please make note of your login and password, you will need these for the next step)

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

Once you have obtained your Skyward login ID and password you can log into Skyward Family Access from the CUSD10 website at www.kahoks.org *or by clicking here* **Enrollment Application**.
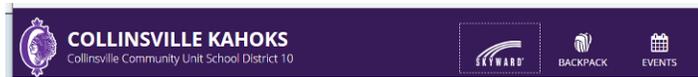
Skyward Family Access Icon on District Website

Login Area Enrollment Access (from dropdown)

On your Skyward Family Access home page click the link to "New Student Online Enrollment".
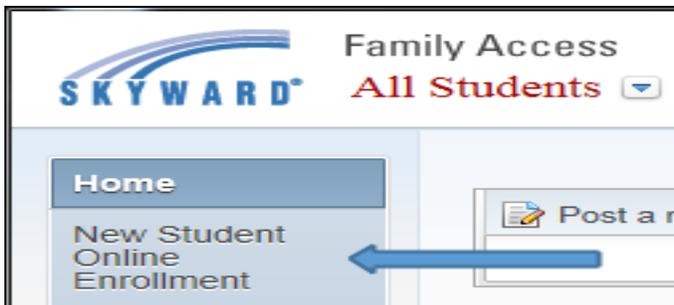
You will be directed to the New Student Enrollment: Application Form

There are three steps that **must** 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.
>
> OK
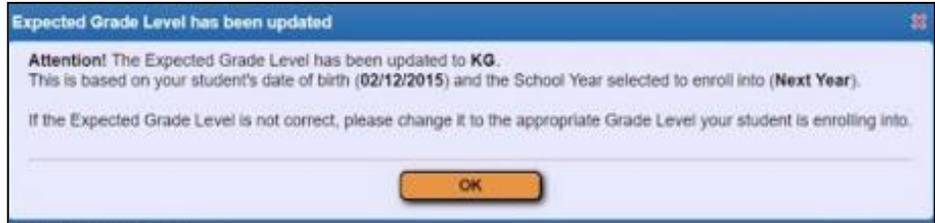
Step 2: Family/Guardian Information – Enter primary family and legal guardian information. The student will be enrolled in his/her home school based the parent/guardian legal residence. **NOTE:** When entering your street address, use the direction box if your street address is identified with North, 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.

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
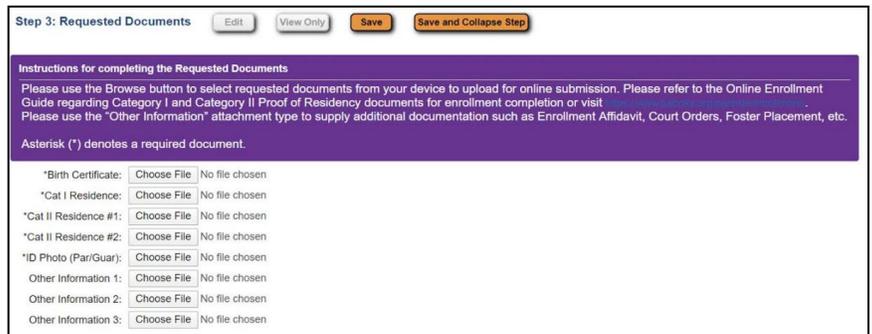
Step 1
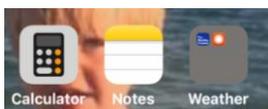
Step 2.
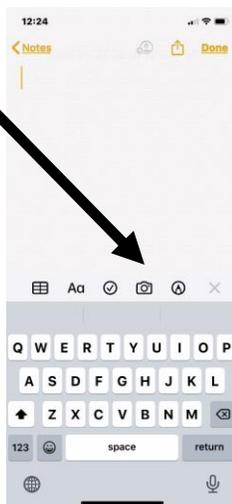
Step 3.
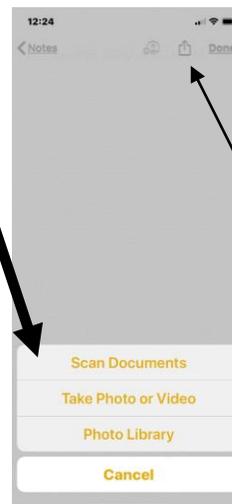
Once you have scanned your first document it will let you go ahead and scan other documents. Once you are finished click on file up icon From here you will be able to email to yourself or save to photos.

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 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 Tab

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.

You will receive an email with further instructions once your application has been reviewed by the CUSD10 Student Services Office.

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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:

<u>Category I</u> (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)

<u>Category II</u> (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

<u>Anyone with a Custody Order Seeking to Enroll a Student</u>
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).

<u>Non-Parent Seeking to Enroll a Student</u>
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

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

<u>WARNING:</u>
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).