

KLEIN ISD

PROMISE²PURPOSE

Online Enrollment Steps for 18-19 School Year

If you are an existing Skyward/Family Access user and will be enrolling student, log in to your Skyward/Family Access account. Click **New Student Online Enrollment** and proceed to Page 5 to enroll your new student.

The screenshot displays the Skyward Family Access interface. The browser address bar shows the URL: <https://skyward.kleinisd.net/scripts/wsisa.dll/WService=wsEplus/sfhome01.w>. The page title is "Family Access".

Navigation Menu (Left):

- Home
- New Student Online Enrollment (highlighted with a blue arrow)
- Calendar
- Gradebook
- Attendance
- Student Info
- Schedule
- Activities
- Academic History
- Portfolio
- Login History

Main Content Area:

Post a message

(Science 3 / 301, Period 0)

Planet Research Presentation Wed Feb 22, 2017 3:47pm

Parents, as we have completed our space unit the students have been researching a planet of their choice in class. We will wrap up our research on Friday and will send home the notes from the research to use for preparing a presentation.

The presentation is all on their own, I have no rules. It is up to them as to how they want to present it, but please know... IT IS NOT MANDATORY! This is optional if they would like to create a presentation.

Some ideas I gave are:
 Posterboard with foam ball
 Diorama from shoebox
 Slideshow on computer
 PowToon on computer
 Or they can present their research paper.

Upcoming Events (Right):

- Fri Mar 10, 2017: Language/Comp 3
- Fri Mar 10, 2017: Reading 3
- Fri Mar 10, 2017: QUARTER 3 Ends ROTH ELEMENTARY
- Mon Mar 13, 2017: No School ROTH ELEMENTARY
- Mon Mar 13, 2017: Holiday ROTH ELEMENTARY
- Tue Mar 14, 2017: No School

If you do not have a Skyward Family Access account, click [here](#) to request an account. Please note an email account is **required** to complete this process. A free Gmail, Yahoo or Mail.com account can be created by clicking [here](#). Proceed to page 2 for detailed instructions.

Select Language above to translate the website.
 Seleccione el idioma de arriba para traducir el sitio web.
 Chọn Ngôn ngữ ở trên để dịch trang web.

KLEIN ISD
PROMISE2PURPOSE

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.

Welcome to Klein ISD and the New Student Online Enrollment portal.
 Please read and follow all instructions as you enter your student's data.

***In order for you to enroll your student you must have a valid email address.

Note:
 Please do not type in all caps or in all lowercase.
 You must complete all required fields (*) to request an account to enroll your students.

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

* Guardian Legal First Name: Joe
 * Guardian Legal Last Name: Klein
 Guardian Legal Middle Name:
 Guardian Legal Name Prefix: MR Guardian Legal Name Suffix:

Guardian contact information

* Guardian Email Address: kientest1@mail.com
 * Re-type Email Address: kientest1@mail.com
 * Guardian Primary Phone Number: (832) 249-5000

Address:
 * House #: 16710 * Street Name: Kleinwood Dr. Apartment:
 P.O. Box: Address 2: City: Klein State: TX * Zip Code: 77379

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

Complete all required fields (*).

The *Street Name will produce a drop-down for you to select from so that all addresses are the same. Begin typing your street name and then select the correct one from the drop down.

KLEIN ISD
PROMISE2PURPOSE

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.

Welcome to Klein ISD and the New Student Online Enrollment portal.
 Please read and follow all instructions as you enter your student's data.

***In order for you to enroll your student you must have a valid email address.

Note:
 Please do not type in all caps or in all lowercase.
 You must complete all required fields (*) to request an account to enroll your students.

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

* Guardian Legal First Name: Joe
 * Guardian Legal Last Name: Klein
 Guardian Legal Middle Name:
 Guardian Legal Name Prefix: MR Guardian Legal Name Suffix:

Guardian contact information

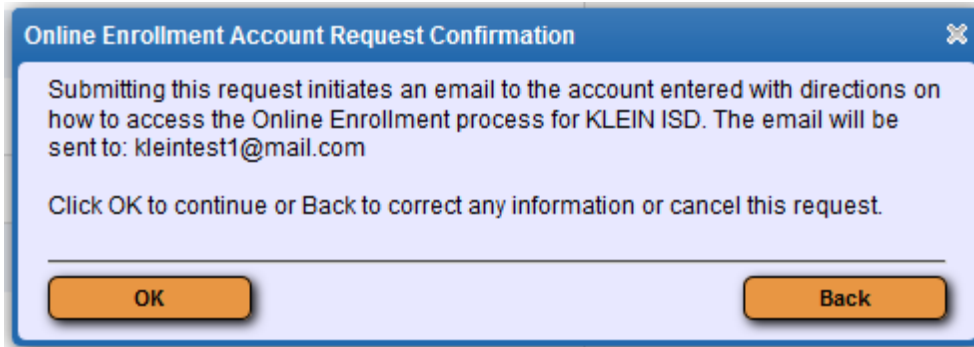
* Guardian Email Address: kientest1@mail.com
 * Re-type Email Address: kientest1@mail.com
 * Guardian Primary Phone Number: (832) 249-5000

Address:
 * House #: 16710 * Street Name: Kleinwood Dr. Apartment:
 P.O. Box: Address 2: City: Klein State: TX * Zip Code: 77379

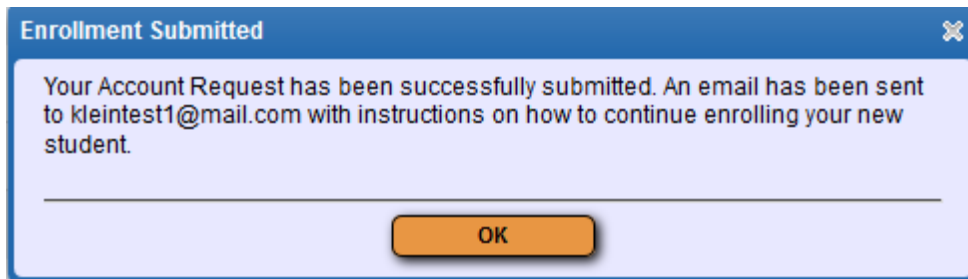
Asterisk (*) denotes a required field
[Click here to submit Online Enrollment Account Request](#)

Once completed, click the orange button to submit your Online Enrollment Request.

Click OK

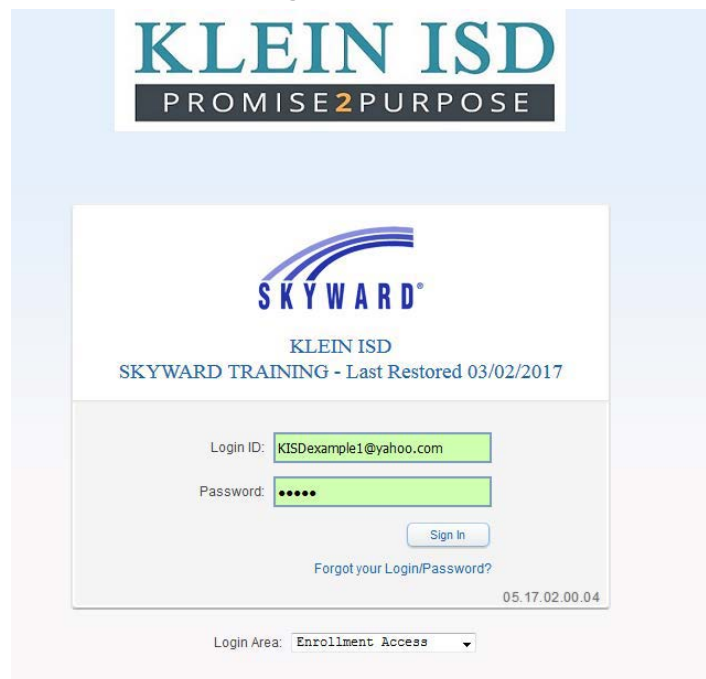


Click OK



Username/Password

Once you receive your Username and Password via email, make sure you write it down and save it for reference. It will not be shown again.



KLEIN ISD
PROMISE2PURPOSE

SKYWARD®
KLEIN ISD
SKYWARD TRAINING - Last Restored 03/02/2017

Login ID:

Password:

[Forgot your Login/Password?](#)

05.17.02.00.04

Login Area:

Make sure you choose **Next School Year (2018-2019)** when enrolling your student.
Enter all required fields (*)

Step 1: Student Information

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

Instructions for completing Student Information

Please use Legal names when entering data for student enrollment.

* Legal Last Name: * Legal First Name: Legal Middle Name:

Name Suffix: Nickname: * Gender:

* Date of Birth: Age: * Birth City: * Birth State:

* Birth Country:

Does student live within this school district?

* Is Student Hispanic/Latino?:

* Federal Race (select all that apply):

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

* Language Spoken By Student Most of the Time: Language District should use for Correspondence:

Has student attended this district previously?

Previous School District: School in the District Student Previously Attended:

Make sure you choose Next School Year (2018-2019) when enrolling your Kindergarten student.

* What School Year are you enrolling your student into? Current School Year (2017 - 2018) Next School Year (2018 - 2019)

* Expected Enrollment Date: First Day of School (08/20/2018)

(The first day of school is 08/21/2017) * Expected Enrollment Date:

* Expected Grade Level: Expected School to Enroll into: [Follow this link to verify school of enrollment](#)

Complete all required fields (*).

Note: Once you enter your student's birth date, the system will automatically calculate the expected grade level.

Note: Once you enter your student's birth date, the system will automatically calculate the expected grade level.

Expected Grade Level has been updated

Attention! The Expected Grade Level has been updated to 04.
This is based on your student's date of birth (02/12/2008) 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

To add more than one guardian
click **“Yes, I want to add...”**

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: (832) 249-5100 Should the District keep this number confidential?

Family Home Language:

House #: Street Name: Apartment:

* Home Address: P.O. Box: Address 2: City: Spring State: TX Zip Code: 77388

Should the District keep this address confidential? Subdivision:

Mailing Address: (if different than home address) House #: Street Name: Apartment:

P.O. Box: Address 2: City: State: Zip Code:

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

* Legal Last Name: Klein * Legal First Name: Joan Middle Name:

Name Suffix: Name Prefix:

* Relationship to Child: Mother

Does this guardian have custody of the child? Is this guardian allowed to pick up the student from school?

Cell Phone: (281) 658-0000 Work Phone: (832) 249-6000 * Contact Email Address: KISDexample1@yahoo.com

Are there other Legal Guardians who live at this address?

After all guardians are entered, click **“No, Complete Step 2 and move to Step 3”**

* Relationship to Child: Mother

Does this guardian have custody of the child? Is this guardian allowed to pick up the student from school?

Cell Phone: (281) 658-0000 Work Phone: (832) 249-6000 * Contact Email Address: KISDexample1@yahoo.com

Are there other Legal Guardians who live at this address?

Are there other Legal Guardians who live at a different address?

Step 3: Add Emergency Contacts for your student

Step 3: Emergency Contact Information [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing Emergency Contact Information
You may enter up to three (3) emergency contacts other than the primary guardians.

Enter the Information for Emergency Contact #1 [Remove this Emergency Contact](#)

* Last Name: * First Name: Middle Name:

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

Language:

* Best daytime phone number:

Relationship to Child:

Do you have other Emergency Contacts to add for this student?

[Yes, I want to Add another Emergency Contact Record](#) [No, Complete Step 3 and move to Step 4: Requested Documents](#) [No, Complete Step 3 Only](#)

Step 4: Upload original copy of birth certificate by clicking **Browse** and selecting digital file. **Or** go to Step 5.

Step 4: Requested Documents [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing the Requested Documents
Use the Browse buttons to locate a file to upload that corresponds to the description on the same line.

Birth Certificate: No file selected.

[Complete Step 4 and move to Step 5: Additional District Forms](#) [Complete Step 4 Only](#)

*Either way, **you must** bring the original birth certificate into the school for verification by the registrar. *

Step 5: Additional District Forms

Complete all required fields (*). After you save each form, the box will be marked **Complete**

Step 5: 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 application

- 1) Open the Federal Ethnicity Form. All data is filled in for you. All you need to do is hit save.
- 2) Open the Student Enrollment Questionnaire. Answer Yes or No to each of the required questions. If you answer Yes, please provide the necessary information in the corresponding box. The last question is optional, but if you have any other information to assist in placement, you can enter your statement there.
- 3) Open the KPDI/ADMIN Form. Klein ISD takes the safety of its students seriously. Please complete the following form to allow authorized family members and emergency contacts consent to pick up the student.
- 4) Open the Health Services Inventory. Please provide the school with information regarding any medical problems, allergies, or medications that the clinic may need to know about.
- 5) Open the Request for Special Dietary Accommodations and Health History Form. Please indicate if your child has a food allergy. If you answer yes, provide the necessary information to initiate plans necessary for your child's safety.
- 6) Open the Food Service Lunch Application Form. If you would like to apply for free or reduced meals, please check the box marked "Yes" and follow the corresponding instructions.

Once you have saved each of the six forms, you may then complete step 5 and proceed to submitting the application to the district.

Asterisk (*) denotes a required form

- * Required Form: **FEDERAL ETHNICITY** This form *has been completed*
- * Required Form: **STUDENT ENROLLMENT QUESTIONNAIRE** This form has not been completed
- * Required Form: **KPDI/ADMIN** This form has not been completed
- * Required Form: **HEALTH SERVICES INVENTORY** This form has not been completed
- * Required Form: **REQUEST FOR SPECIAL DIETARY ACCOMMODATIONS** This form has not been completed
- * Required Form: **KISD FOOD SERVICE LUNCH APPLICATION** This form has not been completed

Complete Step 5

After you save each form, the box will be marked as "completed"

Once all steps have been completed, you will need to click the **Submit** button

KLEIN ISD
PROMISE2PURPOSE

New Student Enrollment: Application Form

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving

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 Date Completed: 03/08/2017

Step 2: Family/Guardian Information Edit View Only Date Completed: 03/08/2017

Step 3: Emergency Contact Information Edit View Only Date Completed: 03/08/2017

Step 4: Requested Documents Edit View Only Date Completed: 03/08/2017

Step 5: Additional District Forms Edit View Only Date Completed: 03/08/2017

Submit Application to the District

* All steps must be completed before an Application can be Submitted *

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving

Click **Submit Application**

Confirm ✕

Submitting will allow KLEIN ISD 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 KLEIN ISD?

Submit Application Cancel and Keep Screen Open

Application Submission confirmation. Click OK

Application Submitted

The application has been successfully submitted.

Action is still required for your student to be enrolled.
You must still visit the campus of enrollment in order to complete additional forms and to provide original copies of the following:

- A) Proof of residency in Klein ISD (current gas, light, or water bill with parent/guardian name and address)
- B) Proof of child's identity (original birth certificate preferred)
- C) Transcript/report cards from previous school
- D) Complete immunization health records

Additional requested documents: Student's Social Security Card, Parent/Guardian's Identification

[OK](#)

If you have additional students to enroll, click

KLEIN ISD
PROMISE2PURPOSE

New Student Enrollment Applications: Summary Page

Your Submitted Enrollment Applications

There are no un-submitted enrollment applications to list.

[Click to Enroll Additional Students](#)

Your Submitted Enrollment Applications

| Student Name | Applicant Status/Options |
|--------------|--|
| Jason Klein | The district is currently reviewing the application, please select one of the following options: View the Submitted Application |