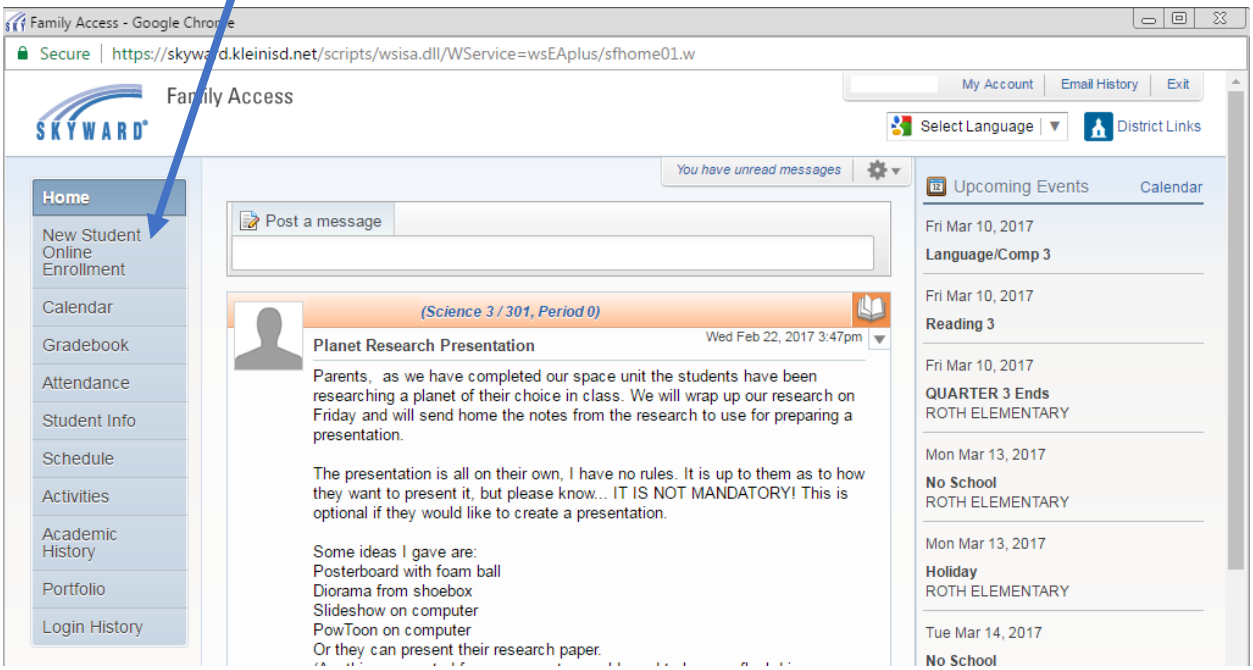
KLEIN ISD

PROMISE2PURPOSE

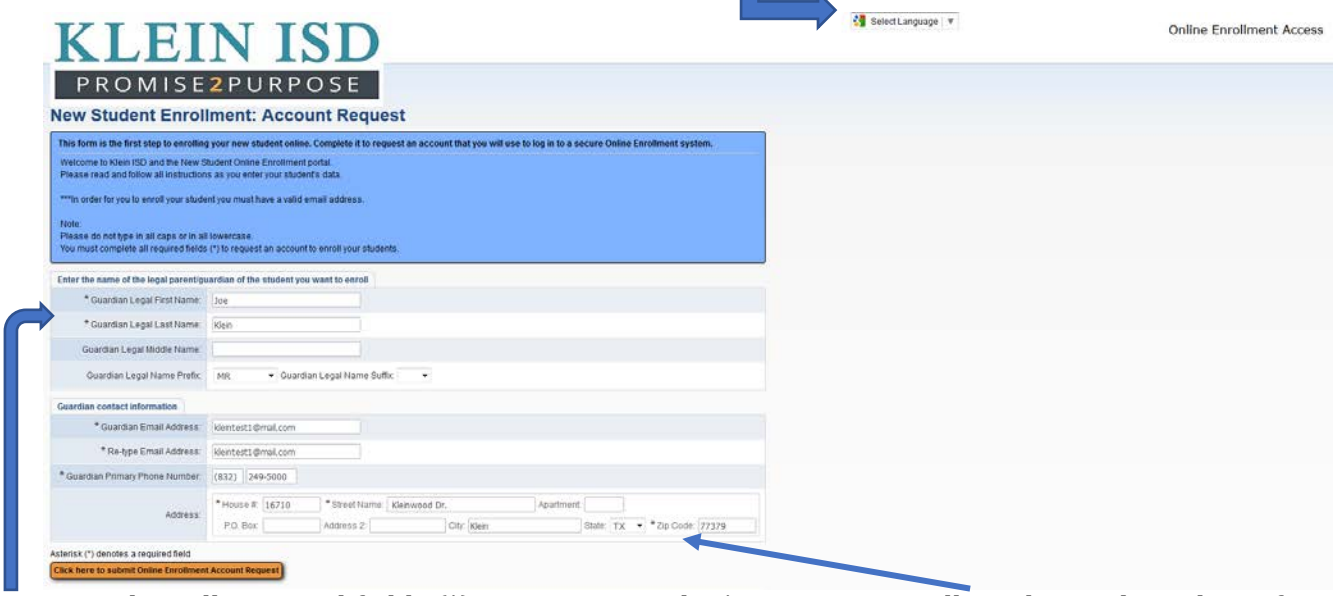
Online Enrollment Steps for 18-19 School Year

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.



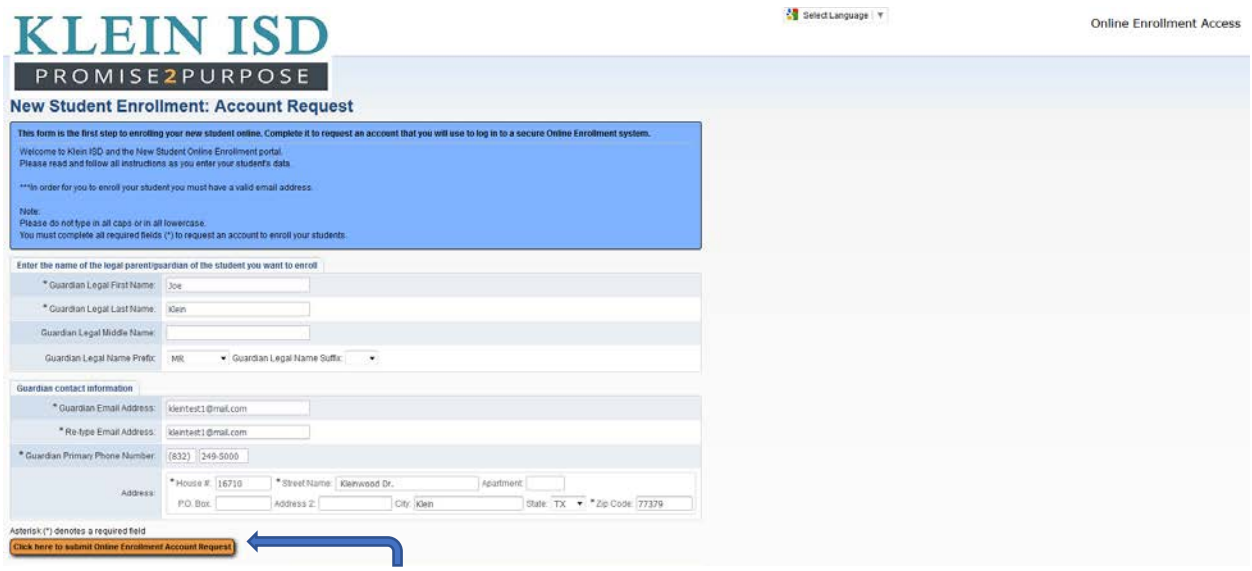
If you do not have a Skyward Family Access account, click here to request an account. Please note an email account is **required** to complete this process. A free Gmail, Yahoo or Mail.com account can be created by clicking here. Proceed to page 2 for detailed instructions.

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.



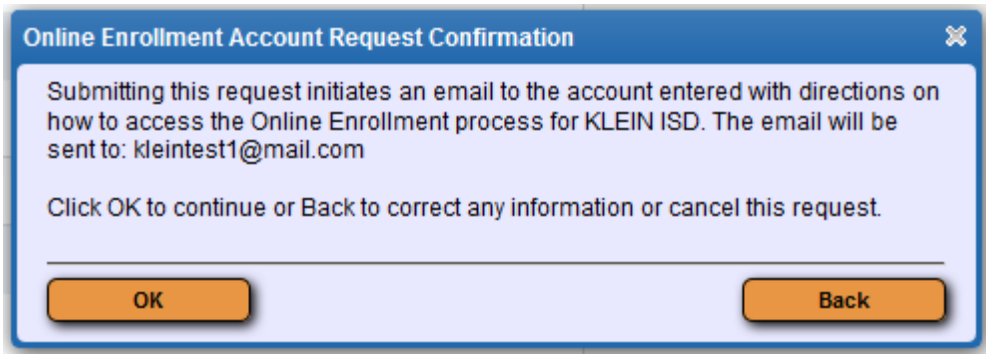
Complete all required fields (*).

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.

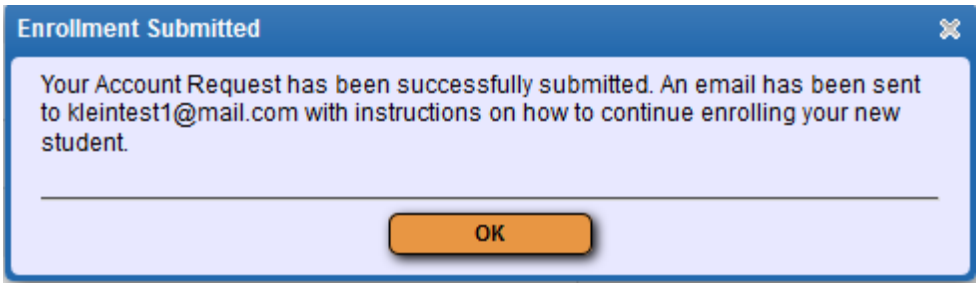


Once completed, click the orange button to submit your Online Enrollment Request.

Click OK



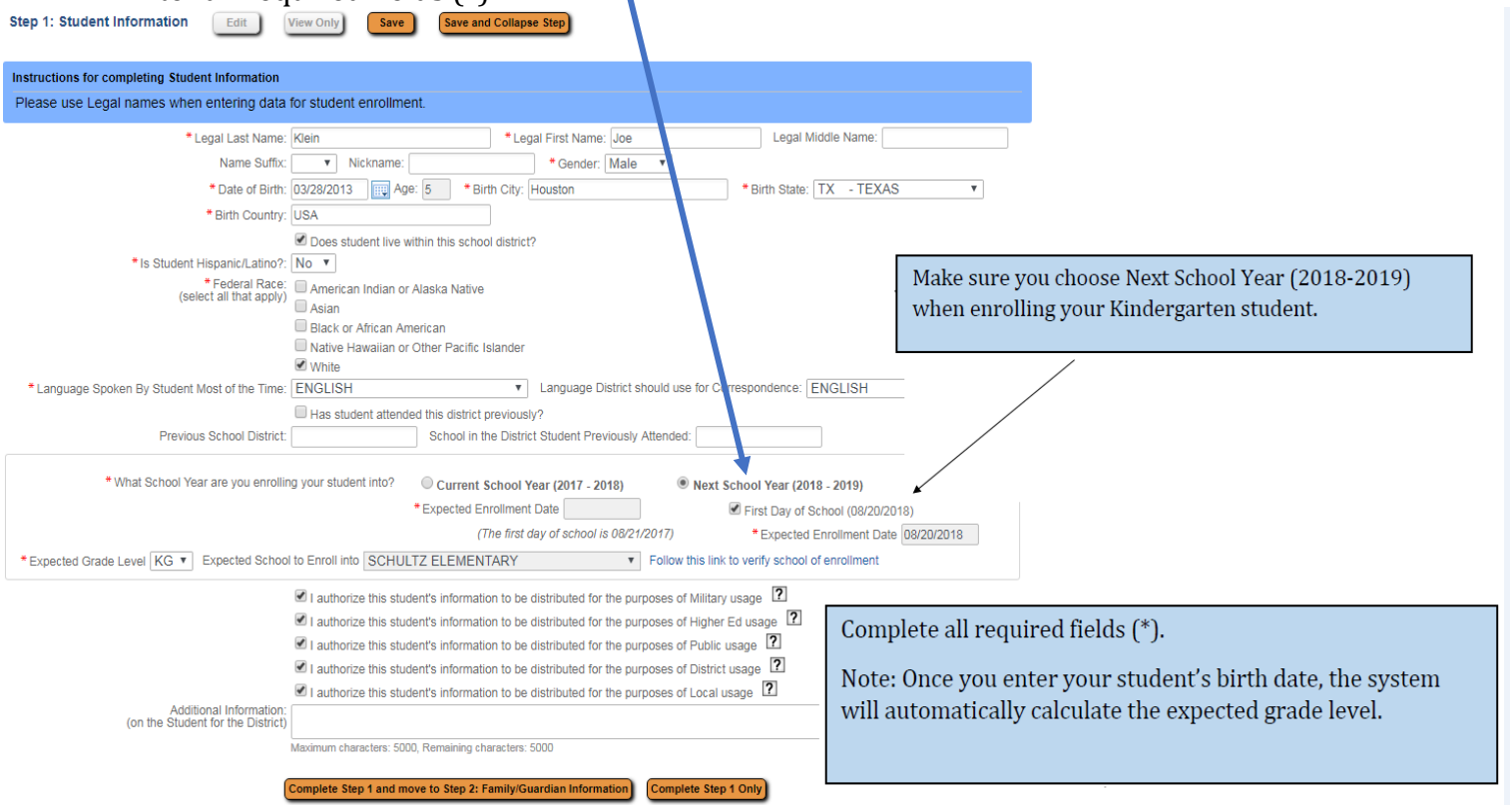
Click OK



Username/Password

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

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



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

Complete all required fields (*).

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

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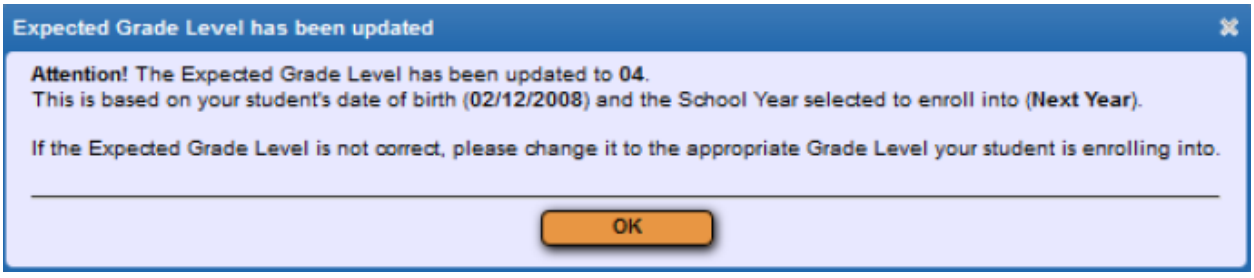
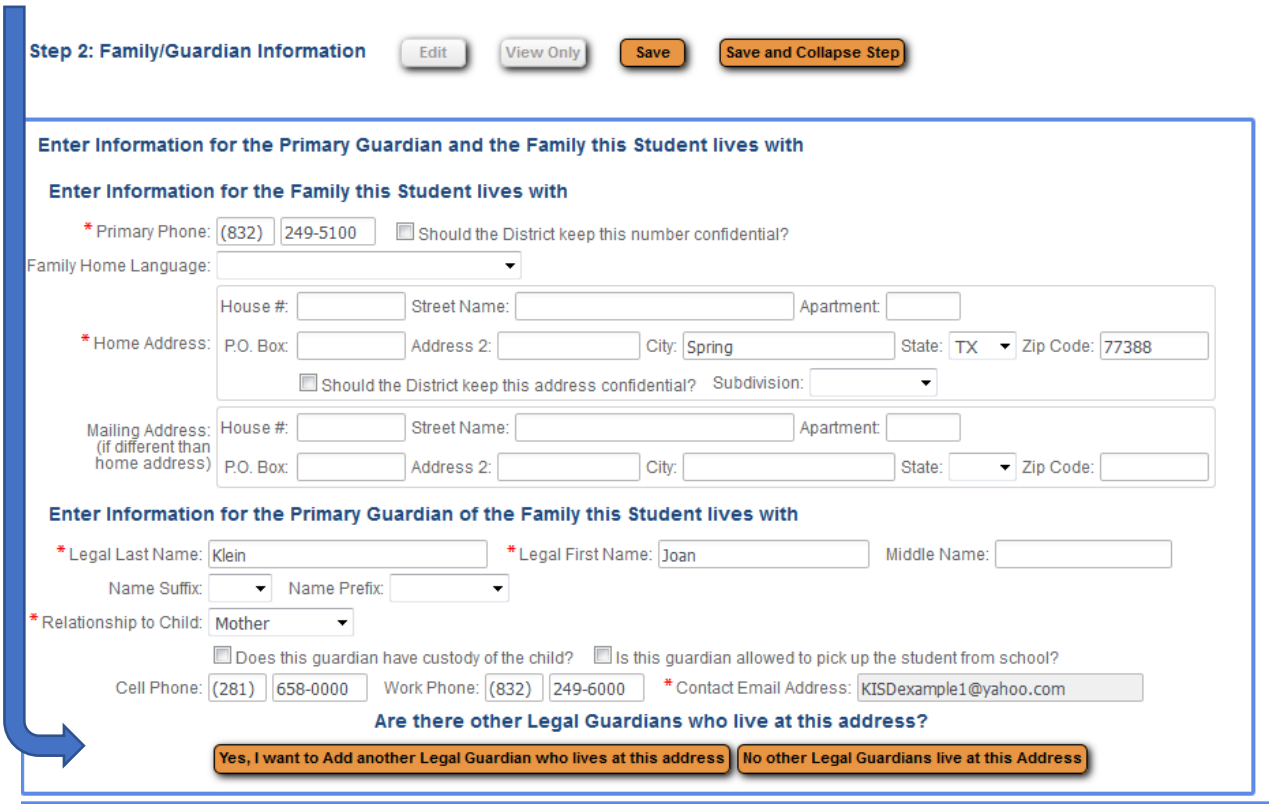
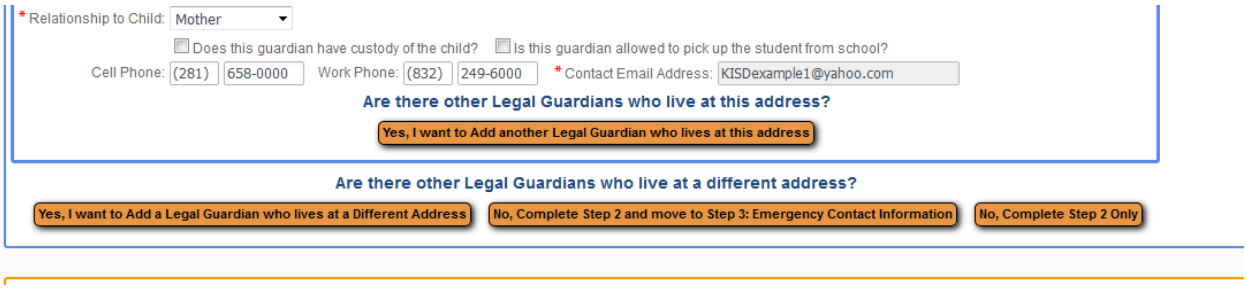


Step 2: Family/Guardian Information

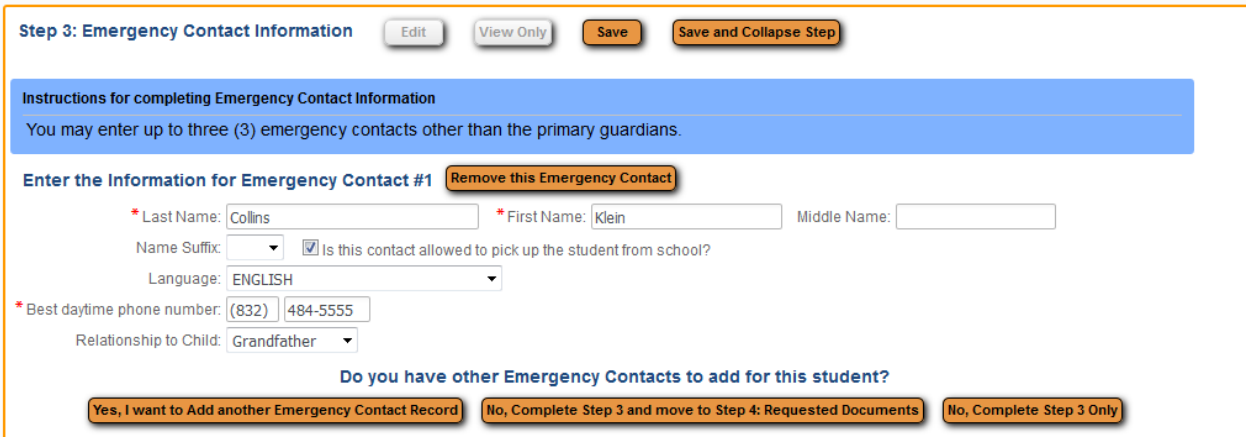
To add more than one guardian
click "**Yes, I want to add**…"



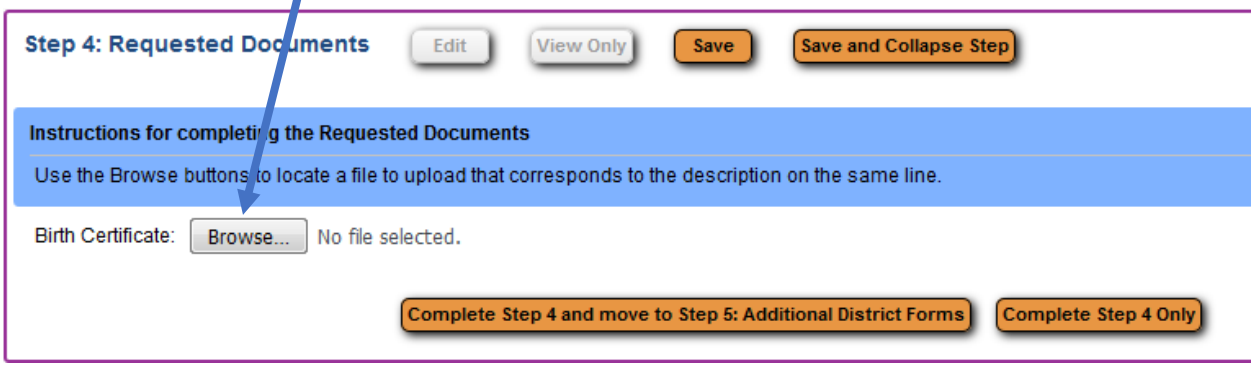
After all guardians are entered, click "**No, Complete Step 2 and move to Step 3**"



Step 3: Add Emergency Contacts for your student



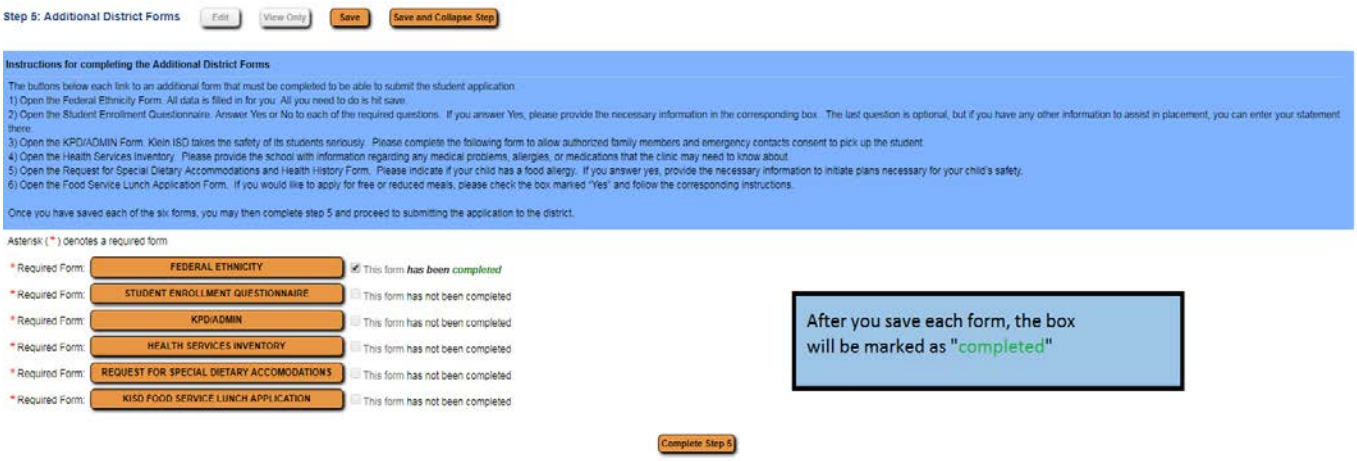
Step 4: Upload original copy of birth certificate by clicking **Browse** and selecting digital file. Dire **<u>Or</u>** go to Step 5.



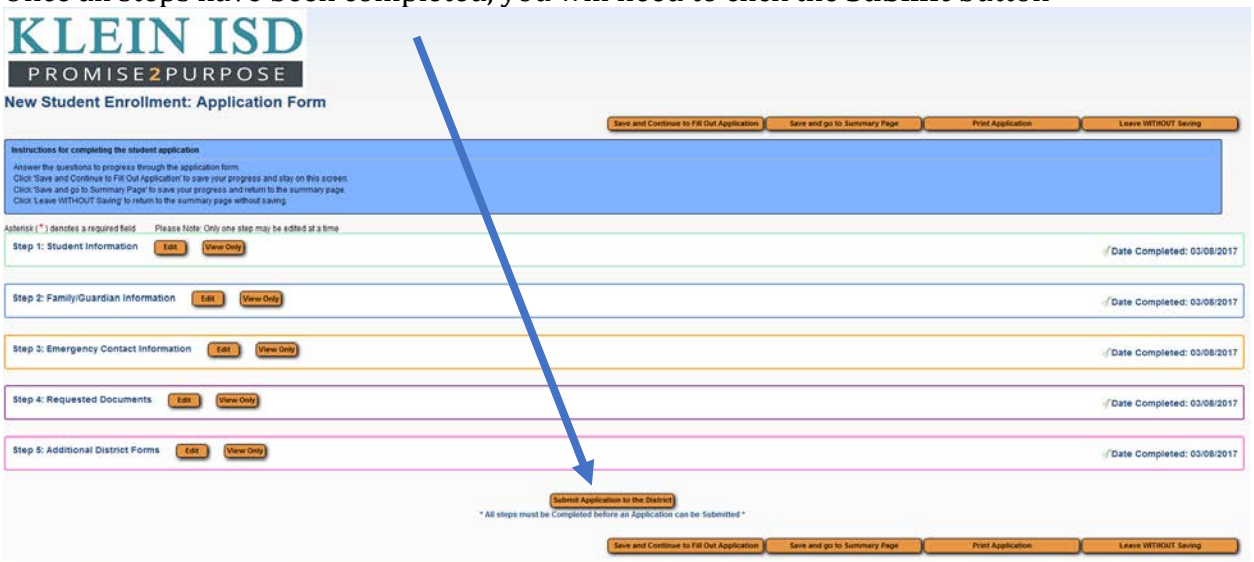
*Either way, **<u>you must</u>** bring the original birth certificate into the school for verification by the registrar. *

Step 5: Additional District Forms

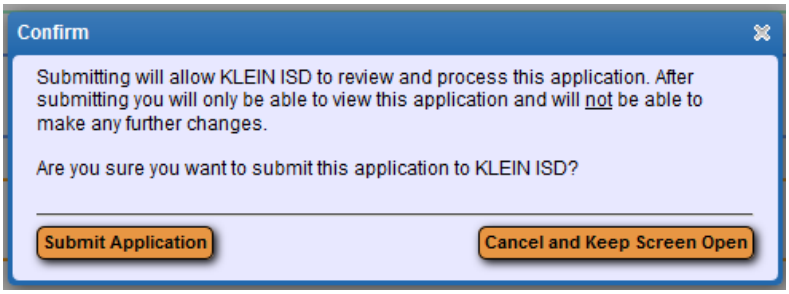
Complete all required fields (*). After you save each form, the box will be marked Complete



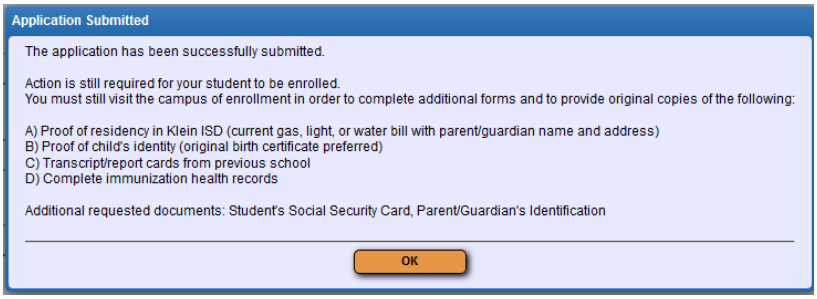
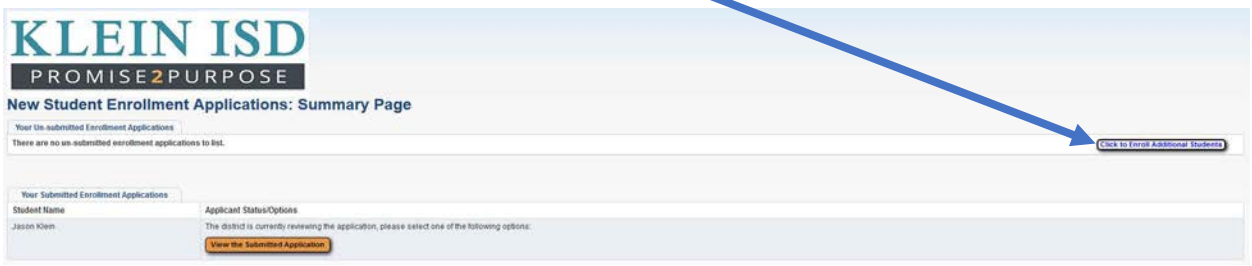
Once all steps have been completed, you will need to click the **Submit** button



Click **Submit Application**



Application Submission confirmation. Click OK



If you have additional students to enroll, click