

NEW STUDENT ONLINE ENROLLMENT-PARENT TUTORIAL

New Student Online Enrollment (NSOE) allows you the convenience of initiating the enrollment process of your student from any computer, at any time.

Already have a Family Access Account? Log into your Family Access Account and select the New Student Online Enrollment Tab. Skip to **step # 7** below

New to the District? Start with **step # 1**.

1. Type <http://www.wylieisd.net/enroll> into your browser.
2. Click on the "[click here](#)" in the first sentence.

ONLINE ENROLLMENT - NEW STUDENTS TO THE DISTRICT

If you are new to Wylie ISD and do not have a Family Access account please [click here](#). You will receive an account within 24 hours. If you do not receive an email please contact the school your child will be attending.

To expedite the process, please print and bring the completed "Additional Enrollment Information" and "Home Language Survey" found at the bottom of the Enrollment/Registration page to your enrollment appointment with the campus.

3. This takes you to the New Student Enrollment: Account Request page. Use the "Select Language" dropdown to translate to a language other than the defaulted language of English.

[Select Language](#) | Online Enrollment Access

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.

NOTE: It is recommended you Do Not Use Google Chrome to complete this application.
THIS IS NOT THE ENROLLMENT VERIFICATION PROCESS FOR RETURNING STUDENTS AT THE BEGINNING OF EACH SCHOOL YEAR.

Welcome To Wylie ISD's New Student Online Enrollment.
This process is for those families enrolling their student(s) into the Wylie school system for the very first time.

If you have students who are currently enrolled and need to enroll a younger or additional sibling, please login to your current Family Access and find the New Student Online Enrollment link. You must be the designated Primary Guardian in Skyward to complete this process.

NOTE: This form is the first step to enrolling your new student(s) online. A valid and active email address is required. If you do not have a valid and active email address, you will need to acquire one before continuing. Once you have completed and submitted your information below, you will receive an email (please check your Spam/Junk Mail folder) that will contain your login credentials and a link to the New Student Online Enrollment (NSOE) Portal. Welcome to Wylie ISD!

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

* Enter Legal First Name:

* Enter Legal Last Name:

Enter Legal Middle Name:

Enter Legal Name Prefix: Enter Legal Name Suffix:

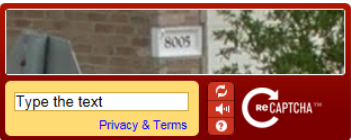
Enter contact information

* Enter Email Address:

* Re-type Email Address:

* Enter Primary Phone Number: (999)

Complete the security dialog



Type the text

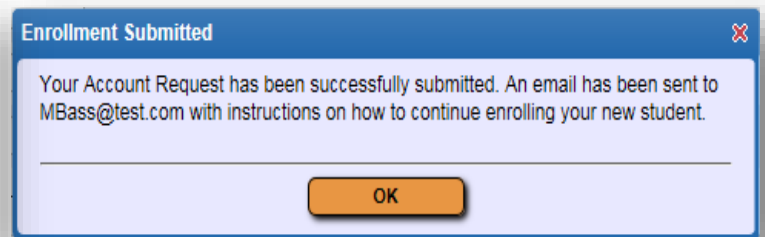
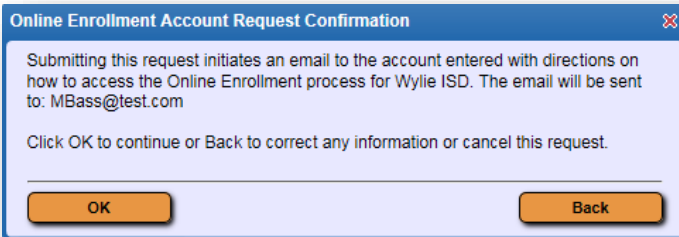
Privacy & Terms

Asterisk (*) denotes a required field

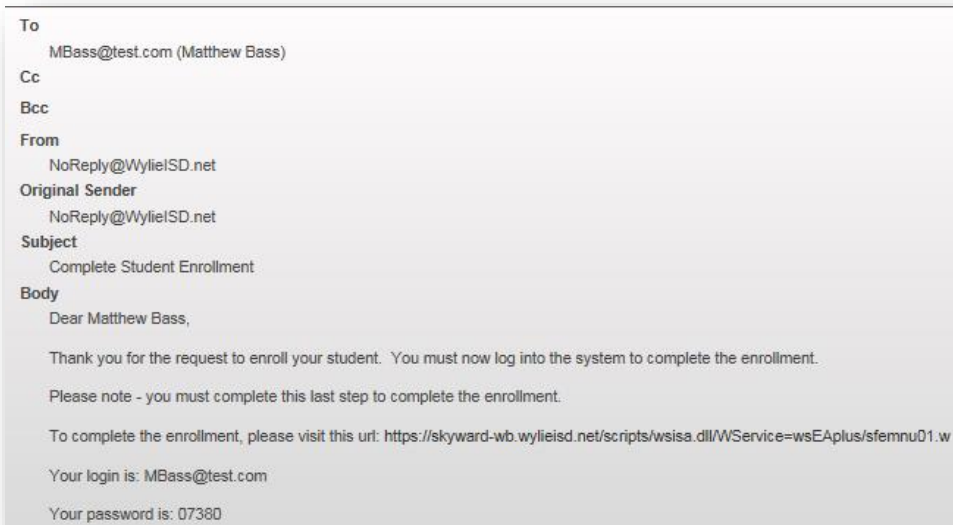
[Click here to submit Online Enrollment Account Request](#)

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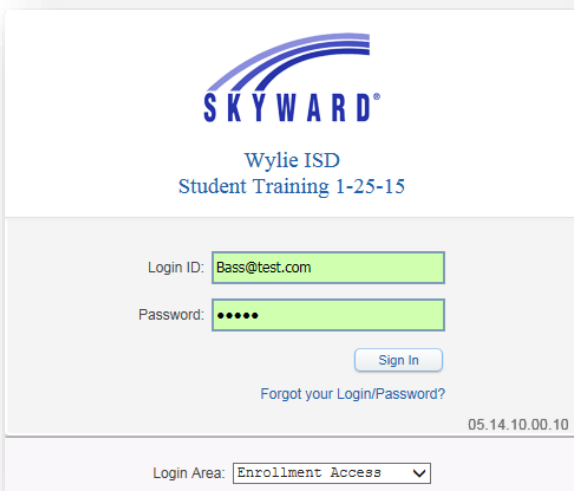
4. Enter information and “Click here to Submit Online Enrollment Account Request” to generate an e-mail with instructions on how to continue the request.



5. This request generates a temporary account only linked to NSOE; not to be confused with Family Access which will be generated and emailed upon completion of enrollment.



6. Follow the link in the email and enter the login and password to gain access to the application form.



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7. Fill in the Student Information. Use the “Select Language” dropdown to translate to a language other than the defaulted language of English. Fields denoted with an * require input or application will not submit.

SKYWARD Online Enrollment Access Matthew Bass Exit

Select Language ▼

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 Save Save and Collapse Step

* Last Name: * First Name: Middle Name:

Name Suffix: * Gender:

* Date of Birth: * Birth Country:

Social Security Number:

Is Student Hispanic/Latino?

* Federal Race: American Indian or Alaskan Native
 (select all that apply) Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

* Language Spoken Most:

Has student attended a state school? Has student attended this district previously?

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

Test testy test test

* What School Year are you enrolling your student into? Current School Year (2014 - 2015) Next School Year (2015 - 2016)

* Expected Enrollment Date First Day of School (08/24/2015)
 (The first day of school is 08/25/2014) * Expected Enrollment Date

* Expected Grade Level * Expected School to Enroll into **School/Bus Route Finder**

I authorize this student's information to be distributed for the purposes of Military usage ?
 I authorize this student's information to be distributed for the purposes of Directory usage ?

Additional Information: (on the Student for the District)
 Maximum characters: 5000, Remaining characters: 5000

Complete Step 1 and move to Step 2: Family/Guardian Information Complete Step 1 Only

Expected Grade Level has been updated

Attention! The Expected Grade Level has been updated to 10.
 This is based on your student's date of birth (12/18/1998) and the School Year selected to enroll into (Current Year).
 If the Expected Grade Level is not correct, please change it to the appropriate Grade Level your student is enrolling into.

OK

Selecting "School/Bus Route Finder" indicates the school zone based on address

Select to save and minimize Step 1 and open Step 2

Select to save and minimize Step 1

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8. Fill in Family/Guardian Information. Fields denoted with an * require input or application will not submit.

Step 1: Student Information Date Completed: 02/06/2015

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: (999) 999-9999 Should the District keep this number confidential?

* Family Home Language:

House #: Direction: Street Name: Apartment:

* Home Address (No PO Box): P.O. Box: Address 2: City: State: Zip Code:

Should the District keep this address confidential?

Mailing Address: (if different than home address) House #: Direction: 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

* Last Name: * First Name: Middle Name:

Name Suffix: * Date of Birth: * Gender:

* Relationship to Child: * Marital Status:

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

Should this guardian also be considered an Emergency Contact?

Second Phone: Work Phone: * Contact Email Address:

Are there other Legal Guardians who live at this address?

Please check custody, emergency contact, and pickup boxes, if

Select to add another legal guardian's information if living at same address

Select if no other legal guardians live at same address.

Once "No other Legal Guardians live at this Address" has been selected, the following options appear.

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

Select to add another legal guardian's information living at different address

Select to save and minimize Step 2 and open Step 3

Select to save and minimize Step 2

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9. Add additional Emergency Contacts. Fields denoted with an * require input or application will not submit.

Step 3: Emergency Contact Information

Enter the Information for Emergency Contact #1

* Last Name: * First Name:

* Primary Phone: (999) Second Phone: Work Phone:

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

Select to add another Emergency Contact

Select to save and minimize Step 3 and open Step 4

Select to save and minimize Step 3

10. Fill in Chickenpox information, if applicable. Select "Complete Step 4"

Step 4: Immunization Information

Instructions for entering Immunization Information
Enter Immunization Information for each Vaccine listed below.

Has your child had Chickenpox? Chickenpox Illness Date:

11. Immunization Records may be uploaded. Select "Complete Step 5"

Step 5: Requested Documents

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. This step is not required however will help expedite the process.

Immunization Records:

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12. The steps may be reviewed and edited if need be.

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: 02/06/2015
Step 2: Family/Guardian Information	Edit	View Only	Date Completed: 02/06/2015
Step 3: Emergency Contact Information	Edit	View Only	Date Completed: 02/06/2015
Step 4: Immunization Information	Edit	View Only	Date Completed: 02/06/2015

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**

Please note: Once submitted, the application is locked from editing. Changes may be made during meeting with Campus Registrar.

13. Selecting “Submit Application to District” generates the following pop-up windows.

Confirm

Submitting will allow Wylie 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 Wylie ISD?

Submit Application **Cancel and Keep Screen Open**

Application Submitted

The application has been successfully submitted.

Thank you for beginning the enrollment processes for Wylie ISD. Please contact the Registrar at the campus you are enrolling your child in. To help expedite this process please bring all required documentation when meeting with the campus Registrar.

Required Documentation:

- Proof of Residency - Contract/lease agreement or most current utility bill (water, gas, or electric)
- Birth Certificate
- Immunization Records
- Social Security Card
- Report card or transcript from the school most recently attended
- Drivers License of parent/legal guardian
- Previous school records

OK

The submitted application may be viewed and additional student applications may be completed on the Summary Page.

New Student Enrollment Applications: Summary Page

Your Un-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
Patty Perry	The district is currently reviewing the application, please select one of the following options: View the Submitted Application

Please don't forget to contact your Campus Registrar to set an appointment to complete enrollment.