

# INSCRIPCIÓN EN LÍNEA PARA ESTUDIANTES NUEVOS-GUÍA PASO A PASO

La inscripción en línea para estudiantes nuevos (NSOE) le permite iniciar el proceso de inscripción de su hijo desde cualquier computador, a cualquier hora.

**¿Ya tiene la cuenta de correo familiar en línea?** Entre a la cuenta y seleccione la pestaña de Inscripción en Línea para Nuevos Estudiantes. Siga directo al **paso # 7** abajo

**¿Es usted nuevo en el distrito?** Empiece con el **paso # 1**.

1. Digite <http://www.wylieisd.net/enroll> en su navegador de internet.
2. Haga clic en “[click here](#)” en la primera oración.

## 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.

Para acelerar el proceso, por favor imprima, llene y traiga con usted, a la cita en la escuela, los formularios “Información Adicional para Inscripción” y “Cuestionario del Idioma que se habla en el Hogar” que se encuentran en la parte inferior de la página Inscripción/Matricula.

3. Esto lo lleva Inscripción de Estudiante Nuevo: Página para Solicitar una Cuenta de Acceso. Vaya a “Seleccione Idioma” y haga clic en el idioma que desea se traduzca diferente al inglés.

[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 BEGEGNING 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:	<input type="text" value="Matthew"/>
* Enter Legal Last Name:	<input type="text" value="Bass"/>
Enter Legal Middle Name:	<input type="text"/>
Enter Legal Name Prefix:	<input type="text" value=""/>
Enter Legal Name Suffix:	<input type="text" value=""/>

Enter contact information


* Enter Email Address:	<input type="text" value="MBass@test.com"/>
* Re-type Email Address:	<input type="text" value="MBass@test.com"/>
* Enter Primary Phone Number:	<input type="text" value="(999) 999-9999"/>

Complete the security dialog



Type the text

Privacy & Terms

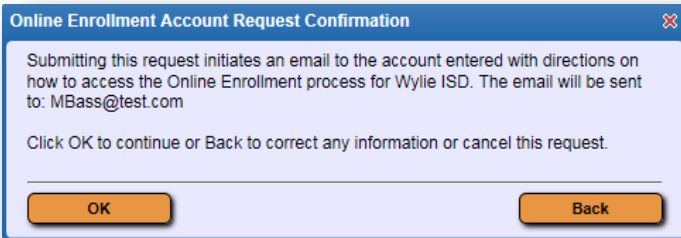


Asterisk (\*) denotes a required field

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

## INSCRIPCIÓN EN LÍNEA PARA ESTUDIANTES NUEVOS-GUÍA PASO A PASO

4. Ingrese la información y “Haga clic aquí para enviar la solicitud de cuenta de acceso para inscripción” para generar un correo electrónico con instrucciones sobre cómo continuar con la solicitud.

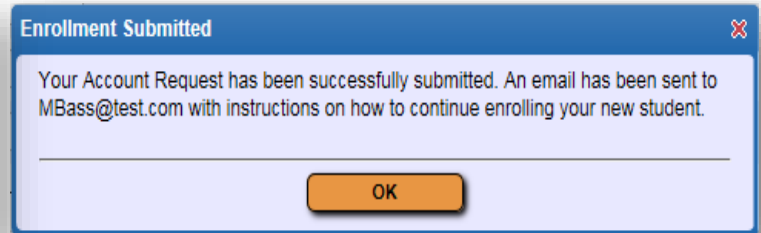


Online Enrollment Account Request Confirmation

Submitting this request initiates an email to the account entered with directions on how to access the Online Enrollment process for Wylie ISD. The email will be sent to: MBass@test.com

Click OK to continue or Back to correct any information or cancel this request.

OK Back

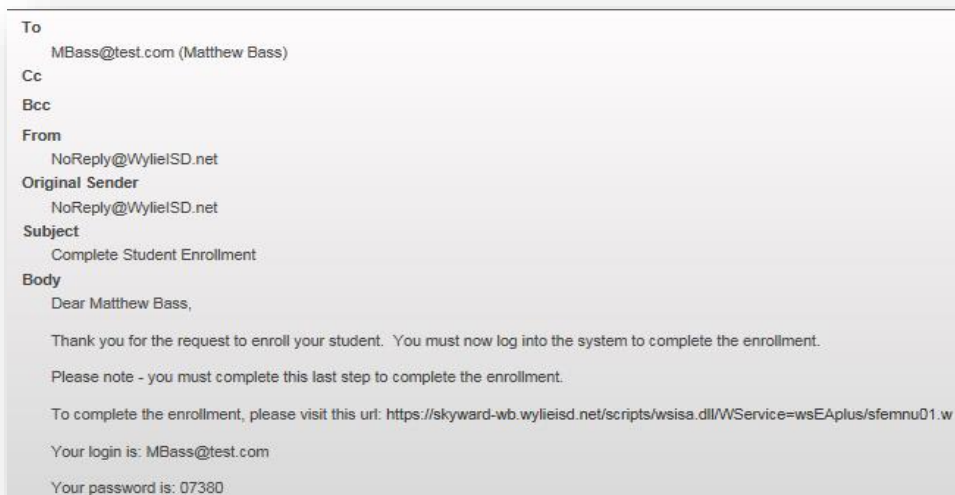


Enrollment Submitted

Your Account Request has been successfully submitted. An email has been sent to MBass@test.com with instructions on how to continue enrolling your new student.

OK

5. Esta solicitud genera una cuenta temporal vinculada a NSOE; no debe confundirse con el acceso de familia (Family Access) que recibirá a través de un correo electrónico una vez haya terminado la inscripción.



To: MBass@test.com (Matthew Bass)

Cc:

Bcc:

From: NoReply@WylieISD.net

Original Sender: NoReply@WylieISD.net

Subject: Complete Student Enrollment

Body

Dear Matthew Bass,

Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.

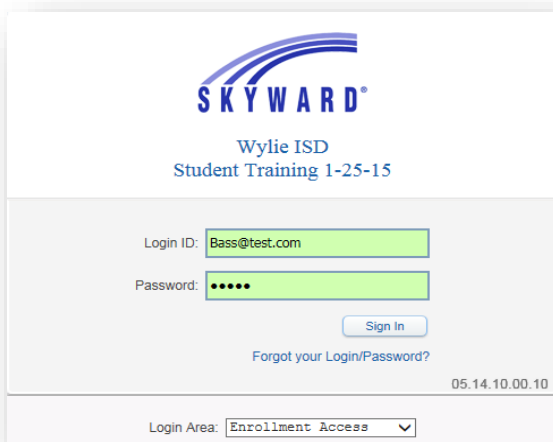
Please note - you must complete this last step to complete the enrollment.

To complete the enrollment, please visit this url: <https://skyward-wb.wylieisd.net/scripts/wsisa.dll/WService=wsEPlus/sfemnu01.w>

Your login is: MBass@test.com

Your password is: 07380

6. Siga el enlace o vínculo en el correo electrónico e ingrese su nombre de usuario y clave para acceder al formulario de inscripción



**SKYWARD®**

Wylie ISD  
Student Training 1-25-15

Login ID:

Password:

[Forgot your Login/Password?](#)

05.14.10.00.10

Login Area:

7. Ingrese la Información del Estudiante. Vaya a “Seleccione Idioma” y haga clic en el idioma que desea se traduzca diferente al inglés. Todos los espacios que tienen un \* requieren información y la inscripción no podrá ser enviada a menos que estén llenos.

Matthew Bass Exit

SKYWARD Online Enrollment Access

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: (select all that apply)  
 American Indian or Alaskan Native  
 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: \_\_\_\_\_

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

Test testy test 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

Esta ventana emergente confirma el grado/nivel basado en la fecha de nacimiento y si se está inscribiendo para el presente año escolar o para el próximo.

Seleccionar "Buscador de Escuela/Ruta del Bus" indica la zona escolar basada en su dirección.

Seleccione para guardar y minimizar Paso 1 y abrir Paso 2

Seleccione para guardar y minimizar Paso 1

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8. Ingrese la información familiar. Todos los espacios que tienen un \* requieren información y la inscripción no podrá ser enviada a menos que estén llenos.

**Step 1: Student Information** Edit View Only Date Completed: 02/06/2015

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**Step 2: Family/Guardian Information** Edit View Only Save Save and Collapse Step

**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?**

Yes, I want to Add another Legal Guardian who lives at this address No other Legal Guardians live at this Address

Por favor seleccione contacto de emergencia, custodia y quién está autorizado para recoger a su hijo si aplica.

Seleccione agregar otro tutor legal si viven en la misma dirección.

Seleccione si el otro tutor legal no vive en la misma dirección.

Una vez haya seleccionado “El otro tutor legal no vive en esta dirección”, aparecerán las siguientes opciones.

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

Yes, I want to Add a Legal Guardian who lives at a Different Address
No, Complete Step 2 and move to Step 3: Emergency Contact Information
No, Complete Step 2 Only

Seleccione agregar otro tutor legal si viven en domicilios diferentes

Seleccione guardar y minimizar el Paso 2 y abrir Paso 3

Seleccione guardar y minimizar Paso 2

## INSCRIPCIÓN EN LÍNEA PARA ESTUDIANTES NUEVOS-GUÍA PASO A PASO

9. Agregue los contactos de emergencia adicionales. Todos los espacios que tienen un \* requieren información y la inscripción no podrá ser enviada a menos que estén llenos.

**Step 3: Emergency Contact Information**    Edit    View Only    Save    Save and Collapse Step

**Enter the Information for Emergency Contact #1**    Remove this Emergency Contact

\* Last Name:     \* First Name:

\* Primary Phone:     Second Phone:     Work Phone:

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: Immunization Information    No, Complete Step 3 Only

Seleccione agregar otro contacto de emergencia

Seleccione guardar y minimizar Paso 3 y abrir Paso 4

Seleccione guardar y minimizar Paso 3

10. Llene correctamente la información sobre la varicela si aplica. Seleccione "Completar Paso 4"

**Step 4: Immunization Information**    Edit    View Only    Save    Save and Collapse Step

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

Has your child had Chickenpox?    Chickenpox Illness Date:

Complete Step 4

11. Todos los pasos se pueden revisar y editar si lo requiere.

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

*Por favor tome nota: Una vez envíe la aplicación, ya no podrá hacer cambios. Los cambios los podrá hacer durante la reunión con la secretaria en la escuela.*

## INSCRIPCIÓN EN LÍNEA PARA ESTUDIANTES NUEVOS-GUÍA PASO A PASO

12. Al seleccionar “Enviar la Inscripción al Distrito” genera la siguiente ventana.

**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](#)

Ud. puede ver la inscripción enviada y completar las inscripciones adicionales en la Página de Resumen.

### 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: <a href="#">View the Submitted Application</a>

*Por favor recuerde contactar a la secretaria encargada de inscripciones de su escuela para hacer una cita y terminar la matrícula.*