New Student Online Enrollment (NSOE): Parent Guide

(en español)

Can I do this process on a phone or mobile device? Yes, but not through the Skyward mobile app. It may be possible on a tablet, but a computer is recommended.

Do you already have a child currently enrolled in Alachua County Schools?

If you have left the district and are returning, follow the path on the right side to create a temporary account.

YES

You will enroll your child through Skyward Family Access**.** It is not available through the Skyward mobile app.

NO

You will create a temporary Skyward account to enroll your child.

What if I have a child currently enrolled, but I don't have a Skyward Family Access Account?

If you do not yet have Family Access set up, you can email your child's school OR email familyaccessrequest@gm.sbac.edu. In the email, please include the following information:

- Your full name
- Your student's full name
- Your student's date of birth
- Your student's grade level
- Your student's school name
- A picture of your picture ID (for identification purposes)

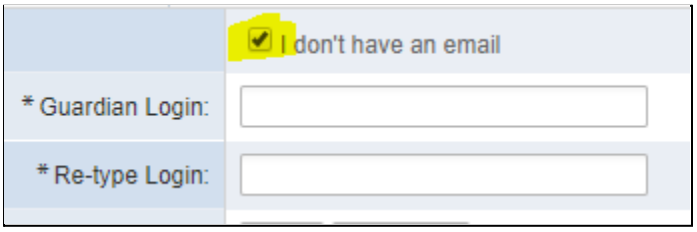
What if I have an account, but I don't remember the username or password?

You can email your child's school OR email familyaccessrequest@gm.sbac.edu to request a password reset. Include the requested information listed above with the name of your currently enrolled student, not your new student.

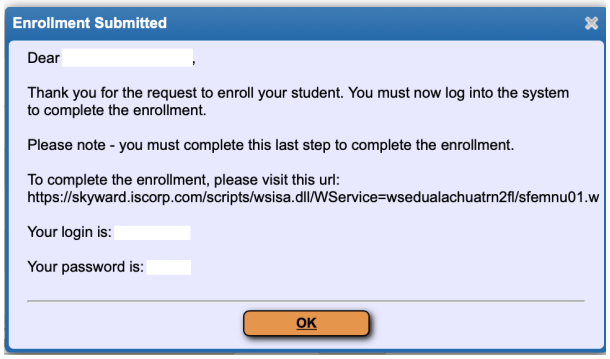
Create your temporary account

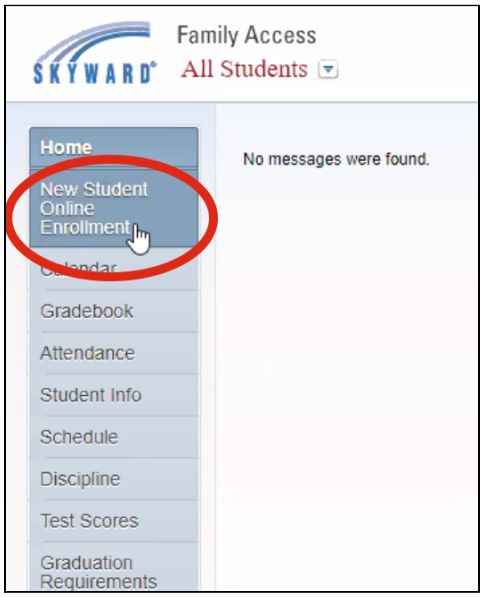
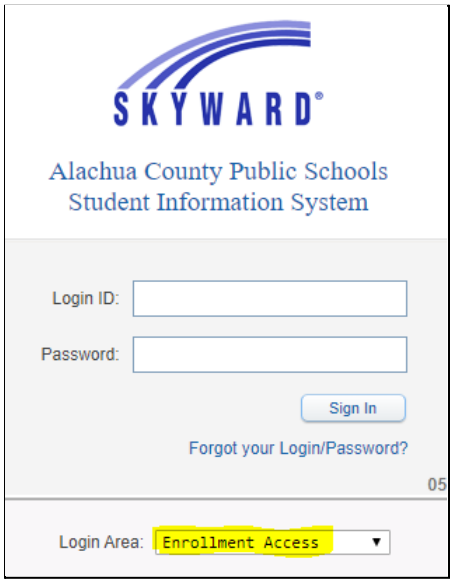
1. Create your temporary account here: Link
2. Enter the required information indicated by the *. Once you have created an account, an email will be sent to the email address you provided with your username and password. Skip to Step 5 below. This is the preferred method to do this process.

3. **If you do not have an email address:**
   Check the box "I don't have an email" and then create a login username.



4. It will generate a password for you. **Write it down**. Click OK to go to the website linked.



Login through Family Access	Login through Skyward (or link)
Login to your Skyward Family Access account and choose **New Student Online Enrollment** to start the enrollment process.  	5. Once you have the temporary account, you will login here: Link Use the login provided in the email or pop-up.  If you need to return to the application at a later time (ex. to add other students), use the link to Skyward on the SBAC website. Enrollment Access should be selected on the pulldown.

Now the screens will be the same for everyone.

INSTRUCTIONS

Take a few minutes to read the instructions on the top of the application. All of the instructions are in blue.
General Navigation: Start at Step 1 and work down in order to Step 6. Save the information on each step and move to the next. You can go back to a previous step, but you will have to save each step again.

If you need to leave the form at any time, click on the **Save and Go to Summary Page**. As you complete each step, click the button to complete the step and move on to the next.

SPECIAL NOTES ON EACH STEP

Read and follow the provided directions in the online application.

STEP 1: Student Information

- When you enter your student's birth date, the expected grade level will be determined based on this date. You can change the grade level if it is incorrect. The expected school is based on the address entered. You cannot change this school. You will be able to indicate specific situations that may result in enrollment in a different school later in the application.
- There are 3 authorizations at the bottom of Step 1. Hover over and click on the ? for an explanation.

STEP 2: Family/Guardian Information

- Some sections may be pre-populated based on the temporary account creation or what is in Skyward already in Family Access. Add Information about the guardian. You can add another legal guardian at the same address. If you already

have a child or children in the system and need to make edits to the pre-populated information, you will need to contact your child's current school.

- You can also add other parents/guardians at a different address.

STEP 3: Emergency Contact Information

- Enter the emergency contact information for other adults that you would want to be contacted other than the parent/guardian above.
- You can add as many as you need at this time, but there will be other opportunities to edit this information.

STEP 4: Immunization Information

- You can enter this information, but are not required to enter it. You will need to submit a physical copy of the DH680 form (shot record) and the physical form to the school.
- The school will confirm the information entered.

STEP 5: Requested Documents

- You may upload these documents, however hard copies are still required. Also, please bring your picture ID when you deliver documents.

STEP 6: Additional District Forms

- Proceed through the district forms. All forms are required. Please read the directions for each form and note that there are required fields that must be completed to save the form. As you complete each form, progress will be indicated next to each form. When the form asks for your signature, you will type in your name.
- **McKinney-Vento:** Complete the top section of this form and read the directions to know if you must complete the remainder of the form.
- **Federal/State Indicators:** All questions are required
- **Health Information: Please complete as thoroughly as possible.** Note: there are many required questions.
- **Student Transportation Form:** Mark only 1 option for each section. This should be the primary method of transportation each day.
- **Zoned School:** This is where you will indicate if your child will be attending a school that is different from their zoned school. The application will be routed to that school for confirmation.

SUBMIT APPLICATION

Once you have completed the application, you will have several options. You may print your application (forms will not be included, but can be printed on the page where you submitted the forms). To enter additional students, submit the application and then enter another student using the button on the top right of the screen.

Once all steps have been completed, you can submit. **You will not be able to edit the information once it is submitted.**

To complete the enrollment process, you will still need to visit your child's school and bring the following documents, along with your picture ID:

- Proofs of residency
- Shot Record - Florida Form DH680.
- Physical Form - must be within one year of the date of enrollment
- Birth Certificate
- Social Security Card (requested, not required)

Contact the school for office hours and/or to make an appointment.

If you have any questions, please contact your student's school.