

NEW STUDENT ONLINE ENROLLMENT

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

STEP 1: ACCOUNT REQUEST – NEW FAMILIES ONLY

1. Click the “Enroll my Student-I don’t have a Skyward Family Access Account” button that can be found on our website under ‘Enrollment.’ This link will take you to the New Student Online Enrollment: Account Request screen (as seen below): **ONLY parents/guardians NEW TO THE DISTRICT** fill out this account request page. Enter information in the above screen and then at the bottom, select “Click here to submit Account Request.”

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.

Complete required fields to request an account to enroll your student(s).

For all families that DO NOT have a child currently attending ANY SCHOOL within the Pullman School District:
Please follow the instructions below and complete this electronic form to request an enrollment account.

- If you **DO** have an email address, please enter it where prompted – an email will be sent to you with a temporary password.
- If you **DO NOT** have an email address or Skyward already recognizes your email address, please check “I don’t have an email” and enter your desired login name. A temporary password will be displayed immediately in a pop-up – **this will be your only action for your password to please make a note of it.**

For All Families with children currently attending ANY SCHOOL within the Pullman School District:

- **DO NOT** fill out the electronic request form below – you **MUST** access enrollment through your Skyward Family Access Account.
- **ALL** families with children currently attending school in the Pullman School District **ALREADY HAVE** a Skyward account.
- If you have never logged in or do not know your user Login ID/Password, please proceed to the Skyward Family Access page and select “Forgot Login/Password” to get an email account reset link.
- If you are unable to obtain a password reset to your personal email address, please contact the District Office by phone at (509) 332-3351 or by email at enrollment@psd.net to be able to login and password information.

For K-5 students, students are initially assigned to an attendance area school based on where the student lives. Use our “Find My School” address lookup tool and find attendance area maps here: “Find my school” link.

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

* Guardian Legal First Name:

* Guardian Legal Last Name:

Guardian Legal Middle Name:

Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

I don't have an email

* Guardian Email Address:

* Re-type Email Address:

* Guardian Primary Phone Number:

Complete the security dialog

I'm not a robot

Attn: (*) denotes a required field

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

Click here to submit your account request.

2. This request generates a temporary account only linked to Skyward Enrollment Access – not to be confused with Family Access. The Family Access account information is generated and emailed upon completion of the enrollment application. **The account creation email for Skyward Enrollment Access will contain a link, Login ID, and Password to access the New Student Online Enrollment Portal.**

To: [redacted]

Cc: [redacted]

Bcc: [redacted]

From: [redacted]

Original Sender: [redacted]

Subject: Complete Student Enrollment.

Body

Dear [redacted]

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.

Your login is: [redacted]

Your password is: [redacted]

- Follow the link in the email and enter the login and password to gain access to the New Student Online Enrollment: Application Form or enter your desired login and temporary password if you did not provide an email address. The login area needs to be 'NEW STUDENT ENROLLMENT ACCESS.'

STEP 2: COMPLETING THE ONLINE ENROLLMENT APPLICATION

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information [Edit](#) [View Only](#)

Step 2: Family/Guardian Information [Edit](#) [View Only](#)

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

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

- Fill in the **STUDENT INFORMATION**. Fields denoted with an * require input or the application will not submit.

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: Name Prefix: Nickname: * Gender:

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

* Birth Country: Birth County:
 Home Email:

Does student live within this school district?

* Federal/State Ethnicity (select all that apply) None Selected (Select Federal/State Ethnicity)

* State Race (select all that apply) None Selected (Select State Race)

* Language Spoken Most: * Native Language:

* Language Spoken at Home:

* Military Family Status:

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

2. Fill in the **FAMILY/GUARDIAN INFORMATION**. Fields denoted with an * require input or application will not submit.

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: (509) 123-4567 Should the District keep this number confidential?
 * Family Home Language:
 Print Hard Copy Report Cards

House #: Direction: Street Name: Apartment:
 * Home Address: 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: HODGE * First Name: COURTNEY Name Suffix:
 Name Prefix:
 * Relationship to Child:
 Does this guardian have custody of the child? Is this guardian allowed to pick up the student from school?
 Cell Phone: Work Phone: Contact Email Address:

Are there other Legal Guardians who live at this address?

3. Fill in the **MEDICAL/DENTAL INFORMATION (Optional)**.
4. Fill in the **EMERGENCY CONTACT INFORMATION**. You can enter up to a maximum of six (6) emergency contacts.

Step 3: Emergency Contact Information

Enter the Information for Emergency Contact #1

* Last Name: * First Name: Middle Name:
 Name Suffix: Name Prefix: Is this contact allowed to pick up the student from school?
 Contact Email Address: * Primary Phone: Should the District keep this number confidential?
 Cell Phone: Work Phone:

* Relationship to Child:

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

5. **REQUESTED DOCUMENTS: VERIFICATION OF STUDENT AGE & MEDICALLY VERIFIED IMMUNIZATION RECORDS**- It is optional to upload documentation of the student’s age (e.g., a religious, hospital, or physician’s certificate showing date of birth; an entry in a family bible; an adoption record; an affidavit from a parent; a birth certificate; previously verified school records; or any other documents permitted by law) and the student’s medically verified immunization records.

- a. **YES, I WANT TO UPLOAD MY STUDENT’S AGE VERIFICATION:**
 i. Select ‘Edit’



- ii. Select the “Browse” button to locate a file on your computer and then you can complete Step 4.

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

Instructions for completing the Requested Documents
(OPTIONAL) DOCUMENT UPLOAD

VERIFICATION OF AGE: Use the Browse button to locate a file and then upload documentation of your student's age (e.g., a religious, hospital, or physician's certificate showing date of birth; an entry in a family bible; an adoption record; an affidavit from a parent; a birth certificate; previously verified school records; or any other documents permitted by law). You may also mail in or drop off verification of your student's age at your student's assigned school.

MEDICALLY VERIFIED IMMUNIZATION RECORDS: Use the Browse button to locate a file and then upload a copy of your student's medically verified immunization records. You may also mail in or drop off a physical copy of your student's immunization records at your student's assigned school.

All Washington State Public Schools will be required to meet student immunization guidelines from the Washington State Department of Health. Families will be required to provide a **medically verified immunization record** for their student.

Medically verified is defined as:

- A Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS) or from "MyIR" – databases that medical providers often use
- A physical copy of the CIS form with a healthcare provider signature
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by a Pullman Public Schools nurse

Please reach out to your child's medical provider to request a copy of the child's immunization records, and then submit the records to your student's assigned school by uploading a copy of the records to this online application or by mailing in or dropping off a physical copy to your student's assigned school complete your enrollment application.

Immunization records are **mandatory**, and students will be ineligible to attend school if appropriate records are not provided to the school.

Note: Families Experiencing Homelessness: Students experiencing homelessness are not subject to provide required documents. Visit our McKinney-Town Program webpage for more information.

Birth Certificate: [Choose File] No file chosen
Immunization Records: [Choose File] No file chosen

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

- b. **NO, I DO NOT WANT TO UPLOAD MY STUDENT'S AGE VERIFICATION AND/OR MEDICALLY VERIFIED IMMUNIZATION RECORDS:** Please email, mail, or drop off a copy of your student's records to Curlew School.

- i. Select 'Edit'

Step 4: Requested Documents [Edit] [View Only]

- ii. Select 'Complete Step 4 and move to Step 5: Additional District Forms' or 'Complete Step 4 Only'

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

Instructions for completing the Requested Documents
(OPTIONAL) DOCUMENT UPLOAD

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

6. **ADDITIONAL DISTRICT FORMS** also need to be completed as part of the enrollment process.

Once all of the required Additional District Forms have been completed, they will receive a check mark and a note that the form has been completed. **Be sure to select 'Complete Step 6' once you have completed all of the required forms.**

7. Continue until all application steps have been completed. Any of the steps may be reviewed and edited if needed. Select 'Submit Application to District' once all forms are completed.

Submit Application to the District

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