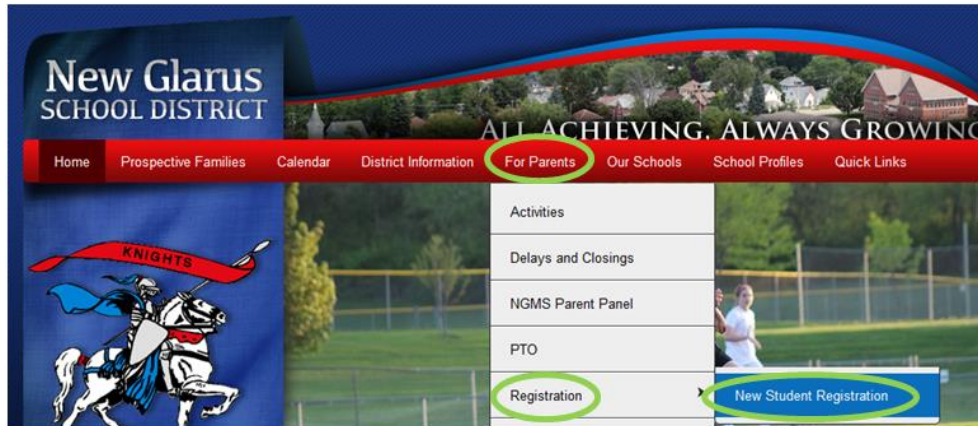


## New Student Online Enrollment Directions

Begin the online enrollment process by going to [www.ngsd.k12.wi.us](http://www.ngsd.k12.wi.us). Under “For Parents” then “Registration” select “New Student Registration”



### Current New Glarus School District families

- Click on “**Existing Family**,” this will take you to Family Access.
- Enroll any new children by clicking on “**New Student Online Enrollment**,” skip to **Step 1 on Page 3**

### New families to the New Glarus School District

- Click on “**New Family**” to request an account to enroll your child(ren). Your **login and password will be emailed to you**, check your junk folder if you don’t see it in your inbox.

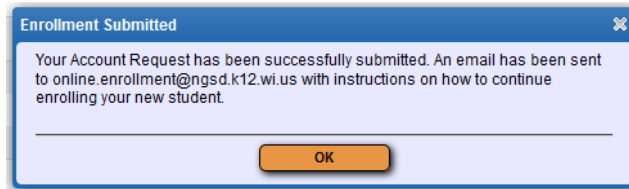
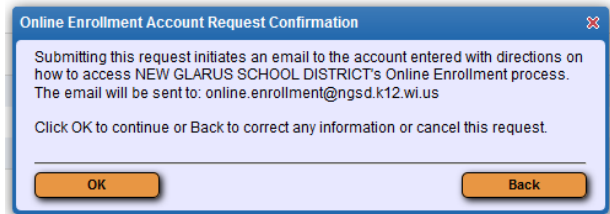
### Account Request screen:

Complete the required fields on the Account Request screen. This information should be your contact information, not your student’s.

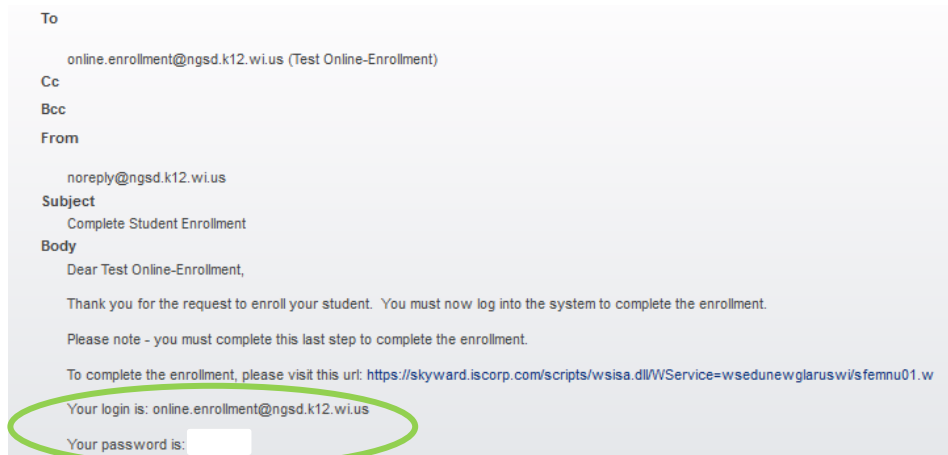
A screenshot of the "New Student Enrollment: Account Request" form. The page header includes the district logo, a "Select Language" dropdown, and "Online Enrollment Access". The form title is "New Student Enrollment: Account Request". A red banner contains the instruction: "This form is the first step 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 students. This information is YOUR contact information, not your student's." The form is divided into two sections: "Enter the name of the legal parent/guardian of the student you want to enroll" and "Enter contact information". The first section includes fields for "Enter Legal First Name", "Enter Legal Last Name", "Enter Legal Middle Name", "Enter Legal Name Prefix", and "Enter Legal Name Suffix". The second section includes fields for "\*Enter Email Address", "\*Re-type Email Address", and "Enter Primary Phone Number". A note at the bottom states "Asterisk (\*) denotes a required field" and a button says "Click here to submit Online Enrollment Account Request".

## Submitting the Account Request message:

After you submit the account request you will receive a message stating that an email was sent to your email address. You can then log into your email to retrieve your login and password for the New Student Online Enrollment.

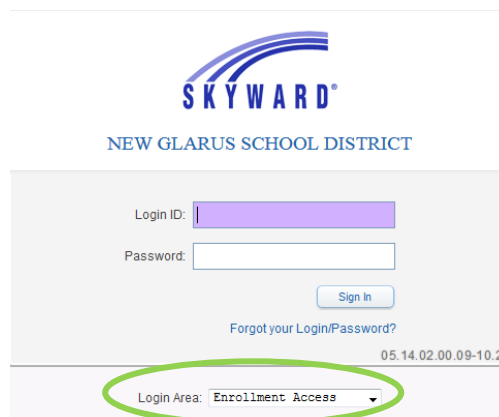


## Sample Email with contact information:



## Enrollment Access Login screen:

You will be brought to the login page, note that the Login Area is "Enrollment Access." Enter in your login and password that was emailed to you.



## Step 1: Student Information:

### 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

You are not part of an existing family in our system, please answer all questions on the 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:  Nickname:  \* Gender:

\* Date of Birth:  \* Birth City:  \* Birth State:

\* Birth Country:  \* Birth County:

Does student live within this school district?

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:

Please select the correct School Year in which your student will be enrolling into New Glarus School District.

\* What School Year are you enrolling your student into?  Current School Year (2013 - 2014)  Next School Year (2014 - 2015)

\* Enrollment Date   First Day of School (09/02/2014)

(The first day of school is 09/03/2013)

\* Enrollment Date

\* Expected Grade Level  Expected School to Enroll into

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 Higher Ed usage ?

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

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

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

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

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

I authorize this student's information to be distributed for the purposes of Field Trips 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

When all student information has been entered, select "Complete Step 1 and move to Step 2: Family/Guardian Information" link to continue.

## Step 2: Family/Guardian Information:

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: (608) 527-2410  Should the District keep this number confidential?

Family Home Language:

House #: 1619 Direction:  Street Name: 2nd St. Apartment:

\* Home Address: P.O. Box:  Address 2:  City: New Glarus State: WI Zip Code: 53574

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: Online-Enrollment \* First Name: Test Middle Name:

Name Suffix:  Name Prefix:  Gender: Male

\* Relationship to Child: FATHER Marital Status: Married

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?

Cell Phone: (608) 555-5555 Work Phone:   Contact Email Address: online.enrollment@ngsd.k12.wi.us

Employer:

Are there other Legal Guardians who live at this address?

If you need to add another guardian who lives at this address, select “Yes, I want to Add another Legal Guardian who lives at this address.”

If there are no other guardians who live at this address, select “No other Legal Guardians live at this Address.”

## Step 2: Adding a Second Guardian:

Enter Information for a Guardian of the Family this Student lives with

\* Last Name: Online-Enrollment \* First Name: Sample Middle Name:

Name Suffix:  Name Prefix:  Gender: Female

\* Relationship to Child: STEPMOTHER Marital Status: Married

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?

Cell Phone: (608) 555-0000 Work Phone:   Contact Email Address:

Employer:

Are there other Legal Guardians who live at this address?

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

## Step 2a: Adding a Second Family:

To add a second family click **“Yes, I want to Add a Legal Guardian who lives at a Different Address.”**

**Step 2A: Enter Information for the Family and a Guardian that lives at a different address**

**Enter Information for the Family that lives at a different address** [Remove this Family](#)

\* Primary Phone: (608) 555-1111  Should the District keep this number confidential?

House #: 1201 Direction:  Street Name: 2nd St. Apartment:

\* Home Address: P.O. Box:  Address 2:  City: New Glarus State: WI Zip Code: 53574

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 a Guardian of the Family that lives at this address**

\* Last Name: Knight \* First Name: Sally Middle Name:

Name Suffix:  Name Prefix:  Gender: Female

\* Relationship to Child: MOTHER Marital Status: Single

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?

Cell Phone:   Work Phone:   Contact Email Address:

Language:  Employer:

**Are there other Legal Guardians who live at this address?**

[Yes, I want to Add another Legal Guardian who lives at this address](#)

**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: Medical/Dental Information](#) [No, Complete Step 2 Only](#)

When all family information has been entered, select **“No, Complete Step 2 and move to Step 3: Medical Information”** link to continue.

## Step 3: Adding Medical/Dental Information:

**Step 3: Medical/Dental Information** [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Allergy/Medical Condition: Allergic to bees  Is this condition critical info that staff should be alerted to?

Physician Last Name:  Physician First Name:  Physician Middle Name:

Name Suffix:  Name Prefix:  Physician Phone:

Hospital:

[Complete Step 3 and move to Step 4: Emergency Contact Information](#) [Complete Step 3 Only](#)

When all medical information has been entered, select **“Complete Step 3 and move to Step 4: Emergency Contact Information”** link to continue. Enter up to three Emergency Contacts.

## Step 4: Adding Emergency Contact Information:

Step 4: 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:   Is this contact allowed to pick up the student from school?  
Gender:  Marital Status:

\* Primary Phone:   Should the District keep this number confidential? Cell Phone:   
Work Phone:

\* Relationship to Child:  Relationship Comment:   
Employer:

**Enter the Information for Emergency Contact #2** [Remove this Emergency Contact](#)

\* Last Name:  \* First Name:   Is this contact allowed to pick up the student from school?  
Gender:  Marital Status:

\* Primary Phone:   Should the District keep this number confidential? Cell Phone:   
Work Phone:

\* Relationship to Child:  Relationship Comment:   
Employer:

**Enter the Information for Emergency Contact #3** [Remove this Emergency Contact](#)

\* Last Name:  \* First Name:   Is this contact allowed to pick up the student from school?  
Gender:  Marital Status:

\* Primary Phone:   Should the District keep this number confidential? Cell Phone:   
Work Phone:

\* Relationship to Child:  Relationship Comment:   
Employer:

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

[No, Complete Step 4 and move to Step 5: Additional District Forms](#) [No, Complete Step 4 Only](#)

When all emergency contacts have been added, select **"No, Complete Step 4 and move to Step 5: Additional District Forms"** link to continue.

## Step 5: Additional District Forms:

Please fill out only the forms that pertain to the school/grade your child will be enrolled into.

- Elementary School Forms (Grades PK-5)
- Middle School Forms (Grades 6-8)
- High School Forms (Grades 9-12)

When all school specific forms have been completed, select **"Complete Step 5"** link.

After you have completed all of the steps (steps 1-5), select **"Submit Application to the District."** Once the application has been reviewed and approved, the District Registrar will contact you.