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://lynden.wednet.edu/ into your browser.

2. Click on the "Parent Guide for Enrollment" on the district homepage.

New Student On-Line Registration
New Student Online Enrollment is Open
Parent Guide for Enrollment

3. This takes you to "Steps for Parents/Guardian New to the District: Requesting a Family Access Account" link. Click the Skyward icon and if needed, use the "Select Language" dropdown to translate to a language other than the defaulted language of English.

LYNDEN PUBLIC SCHOOLS
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 system.

Welcome to the Lynden School District 2016-17 New Student Online Enrollment process. This form is the first step to enrolling your new student. Complete this form in order to request an account.

Before you can use New Student Online Enrollment to enroll your incoming student, you must create a user account. Please enter the requested information below to create an account.

* If you have an email address, please enter it where promoted. A login name will be created for you based on your email address.
* If you do not have an email address, please check "I don't have an email" and enter your desired login name.

* Your student's school of assignment is determined by the parent's or legal guardian's permanent place of residency. Please refer to the District Boundary Maps if you are not sure which school boundary you reside in.

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

	☐ I don't have an email
* Enter Email Address:	
* Re-type Email Address:	
* Enter Primary Phone Number:	
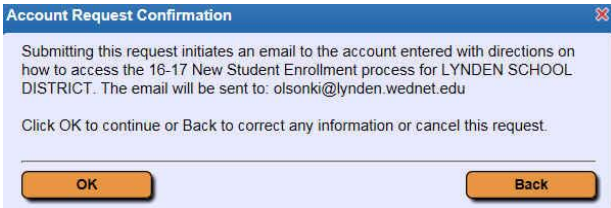
Asterisk (*) denotes a required field

Click here to submit Account Request

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.
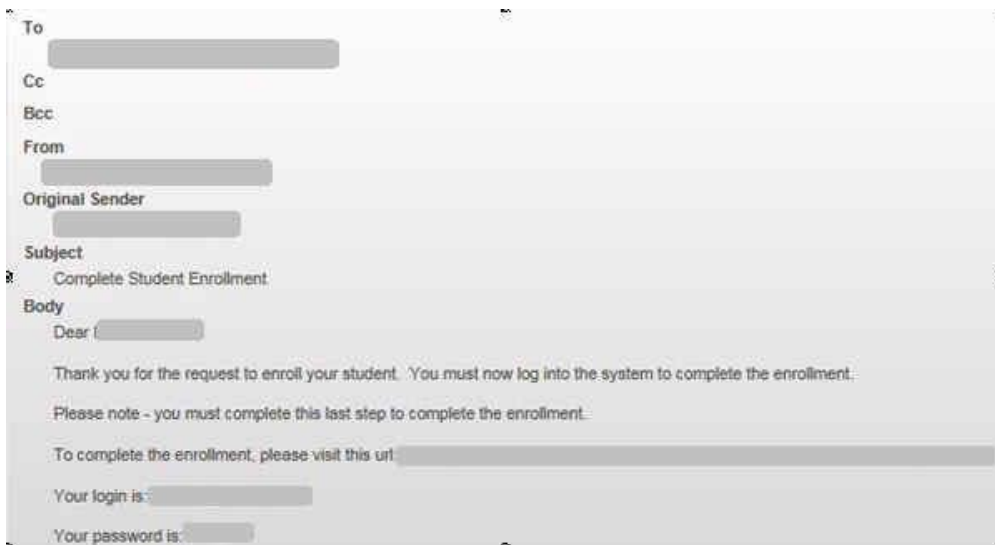
Account Request Confirmation

Submitting this request initiates an email to the account entered with directions on how to access the 16-17 New Student Enrollment process for LYNDEN SCHOOL DISTRICT. The email will be sent to: olsonki@lynden.wednet.edu

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

OK	Back

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.

To

Cc

Bcc

From

Original Sender

Subject
    Complete Student Enrollment

Body
    Dear [   ]

    Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.
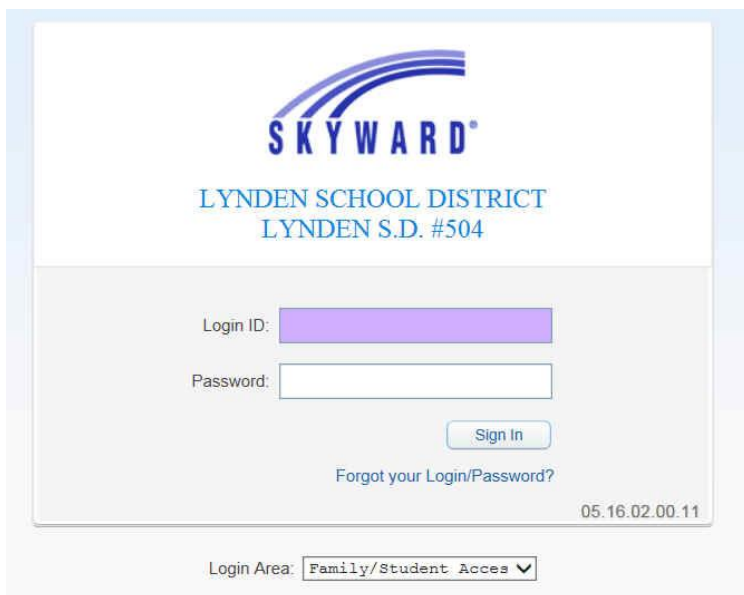
    Please note – you must complete this last step to complete the enrollment.

    To complete the enrollment, please visit this url:

    Your login is:

    Your password is:

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

SKYWARD

LYNDEN SCHOOL DISTRICT
LYNDEN S.D. #504

Login ID:

Password:

Sign In

Forgot your Login/Password?

05.16.02.00.11

Login Area: Family/Student Acces

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

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

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.

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

9. Add Emergency Contacts other than guardian(s). Fields denoted with an * require input or application will not submit.

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. Any of the steps may be reviewed and edited if need be.

Please note: Custom Forms also need to be completed as part of each entity's registration process. Follow prompts and steps similar to those indicated above.

12. Once all forms are completed, select "Submit Application to District" which 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

To expedite the process please gather proof of residency (rental agreement, utility bills, etc.), immunizations, birth certificate and applicable court documents (if needed). Your school will notify you when their office is open and receiving these final pieces of enrollment documentation.