New Student Online Enrollment for Parents

1. Click the link to begin creating your Family Access account:
   https://gradebook.bullardisd.net/scripts/wsisa.dll/WService=wsEAplus/skyenroll.w

   _____

2. Please enter your personal information to create an account, i.e., name, email address, and primary phone number. "Right Click" or "Two-Finger Click" on the screen and select "Translate to…" when you need to translate a screen into a chosen language.

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.

*New Student Enrollment first step...*Complete required fields to request an account to enroll your students.

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

* Guardian Email Address:	
* Re-type Email Address:	
* Guardian Primary Phone Number:	

Asterisk (*) denotes a required field

Click here to submit Account Request

3. "Click here to submit Account Request" and you will see the following box:

Account Request Confirmation ✖

Submitting this request initiates an email to the account entered with directions on how to access the New to District Registration process for Bullard ISD. The email will be sent to: john.smith@example.com

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

[OK]   [Back]

4. Click "OK" on both screens **then check your personal email** for instructions.
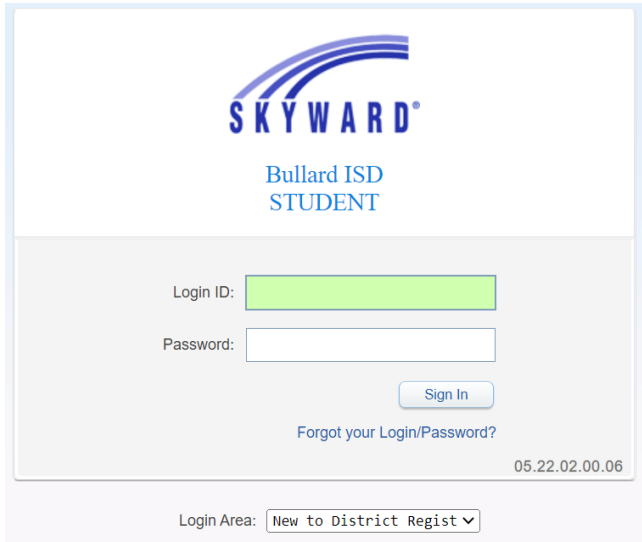
Enrollment Submitted ✖

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

[OK]

Click the link provided in the email to access the New Student Online Enrollment Portal.

5. The email message contains information for you to follow in order to access the screen below and sign in with your LOGIN and PASSWORD.

NOTE: To Translate…"Right Click" or "Two-Finger Click" on any screen and select "Translate to…"

SCREEN SHOTS AND WHAT IS VIEWED IN REAL TIME COULD HAVE MINOR DIFFERENCES…

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

This application is for students who are new to the district only.

Returning students (students who ended the year at Bullard ISD) should complete "Returning Student Enrollment" in Skyward Family Access, which opens August 1st, 2022. 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: Smith   * First Name: John   Middle Name:

Name Suffix: Name Prefix: * Gender: Male

* Date of Birth: 01/01/2001   Age: 21   Birth City: Birth State:

Birth Country: Birth County:

☑ Does student live within this school district?

* Social Security Number: 111-22-3333

* Is Student Hispanic/Latino?: No

* Federal Race: (select all that apply)
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☑ White

* What language does the child speak most of the time?: ENGLISH

If you're enrolling a student before the school year starts, use the first day of school for the Expected Enrollment Date.

You are enrolling your student into the **Current School Year (2022 - 2023)**

* Expected Enrollment Date 08/17/2022   (The first day of school is 08/17/2022)

* Expected Grade Level 09   * Expected School to Enroll into High School (9-12)

* I authorize this student's information to be distributed for the purposes of Military usage: Yes [?]
* I authorize this student's information to be distributed for the purposes of Higher Ed usage: Yes [?]
* I authorize this student's information to be distributed for the purposes of Public usage: Yes [?]
* I authorize this student's information to be distributed for the purposes of District usage: Yes [?]
* I authorize this student's information to be distributed for the purposes of Local usage: Yes [?]

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

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: `999-888-7777` ☐ Should the District keep this number confidential?

☐ Print Hard Copy Report Cards

* Home Address:
House #: [ ] Direction: [ ] Street Name: [ ] Apartment: [ ]
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: `Smith` * First Name: `John` Middle Name: [ ]
Name Suffix: [▾] Name Prefix: [▾]
* Relationship to Child: [▾] Marital Status: [▾]
* 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: `john.smith@example.com`

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**

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: [ ] 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: [▾] Relationship Comment: [ ]

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: Requested Documents** **No, Complete Step 3 Only**

In order to access the above template and be able to enter Contact #1, click on "Yes, I want to Add another Emergency Contact Record."

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

Instructions for completing the Requested Documents

Use the Browse buttons to locate a file to upload that corresponds to the description on the same line.

Proof of Residency:

- Renters, include Rental Agreement and Utility Bill (water or electric).
- Homeowners, include Utility Bill (water or electric) or Closing Papers if you haven't received a Utility Bill yet.

Transfer Fee Receipt (For transfer students only):

- Transfer Fee Receipt must be uploaded or brought to campus before application will be approved.

Birth Certificate:	Choose File	No file chosen
Court Documentation:	Choose File	No file chosen
Immunization Records:	Choose File	No file chosen
Parent ID:	Choose File	No file chosen
Proof of Residency:	Choose File	No file chosen
Report Card:	Choose File	No file chosen
SSN:	Choose File	No file chosen
Transcript:	Choose File	No file chosen
Transfer Fee Receipt:	Choose File	No file chosen
Withdrawal Form:	Choose File	No file chosen

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

If you do not have access to scan your documents, you must take the required documents to the campus secretary as part of the enrollment process. To proceed to next step, click "Complete Step 4 and go to Step 5" or "Complete Step 4 only".

Step 5: Additional District Forms

Edit View Only Save Save and Collapse Step *All prior steps must be completed to edit or view this step.

Instructions for completing the Additional District Forms

The buttons below each link to an additional form that must be completed to be able to submit the student application.

Asterisk (*) denotes a required form

* Required Form:	2022-23 Ethnicity and Race Data	☐ This form has not been completed
* Required Form:	2022-23 Family Survey	☐ This form has not been completed
* Required Form:	2022-23 Food Allergy	☐ This form has not been completed
* Required Form:	2022-23 Foster Care	☐ This form has not been completed
* Required Form:	2022-23 Military Connected	☐ This form has not been completed
* Required Form:	2022-23 New Student Questionnaire	☐ This form has not been completed
* Required Form:	2022-23 PK APPLICATION	☐ This form has not been completed
* Required Form:	2022-23 PK Full Day Tuition Based Agreement	☐ This form has not been completed
* Required Form:	2022-23 PK Qualification	☐ This form has not been completed
* Required Form:	2022-23 Student Acceptable Use Policy	☐ This form has not been completed
* Required Form:	2022-23 Student Emergency Care & Health Form	☐ This form has not been completed
* Required Form:	2022-23 Student Residency Questionnaire	☐ This form has not been completed
* Required Form:	T2E2	☐ This form has not been completed

Complete Step 5

After completing a form, you will need to click "save" before moving to the next form.

ALL Steps must be completed before an application can be submitted. You should see Green Checks to the right of Steps 1-5 in order to be able to "Submit Application to the District" (see example below).

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   ✔ Date Completed: 04/21/2022

Step 2: Family/Guardian Information   Edit   View Only   ✔ Date Completed: 04/22/2022

Step 3: Emergency Contact Information   Edit   View Only   ✔ Date Completed: 04/22/2022

Step 4: Requested Documents   Edit   View Only   ✔ Date Completed: 04/22/2022
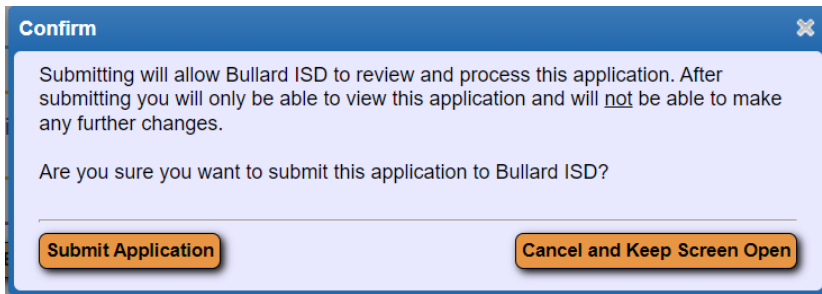
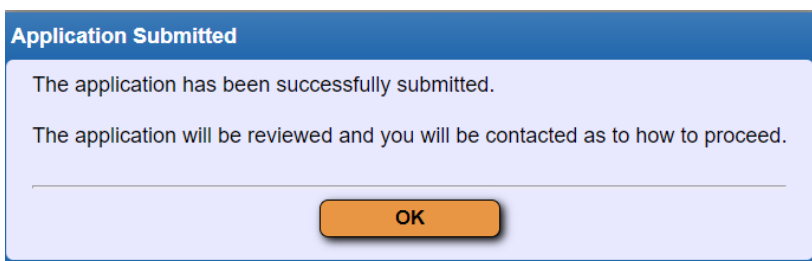**Step 5: Additional District Forms**   Edit   View Only   ✔ Date Completed: 04/22/2022
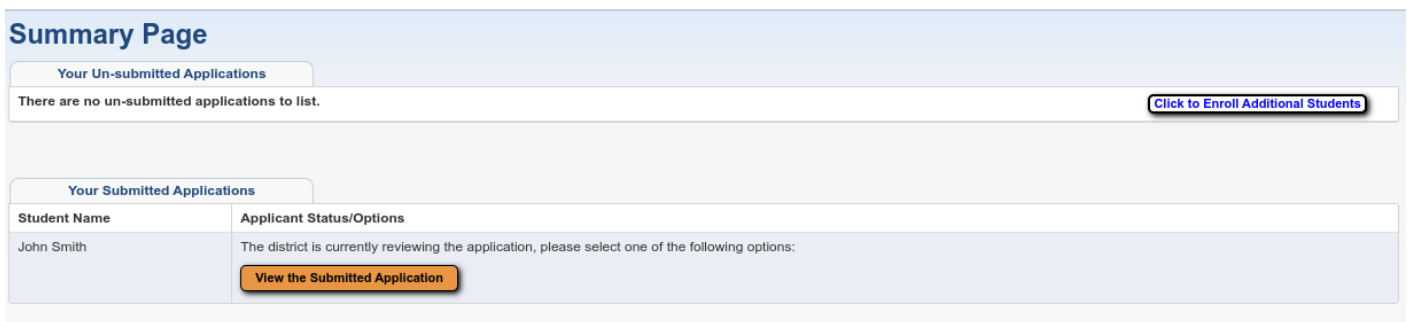
Submit Application to the District

Once you click submit, you will see the following:

Confirm ✖

Submitting will allow Bullard ISD to review and process this application. After submitting you will only be able to view this application and will <u>not</u> be able to make any further changes.

Are you sure you want to submit this application to Bullard ISD?

Submit Application   **Cancel and Keep Screen Open**

Click on "Submit Application" if you are sure of having entered accurate data. This will allow you to see the screen similar to the one below:

Application Submitted

The application has been successfully submitted.

The application will be reviewed and you will be contacted as to how to proceed.

OK

You will be able to view but not edit the submitted application.

Summary Page

Your Un-submitted Applications
There are no un-submitted applications to list.

Click to Enroll Additional Students

Your Submitted Applications	
Student Name	**Applicant Status/Options**
John Smith	The district is currently reviewing the application, please select one of the following options:
	View the Submitted Application

NOTE: A Parent can select "Click to Enroll Additional Students" to start an application for another student. Repeated information will be pre-populated for each additional student.