

## INSCRIPCIÓN EN LÍNEA PARA NUEVOS ESTUDIANTES – INSTRUCCIONES PARA PADRES/TUTORES

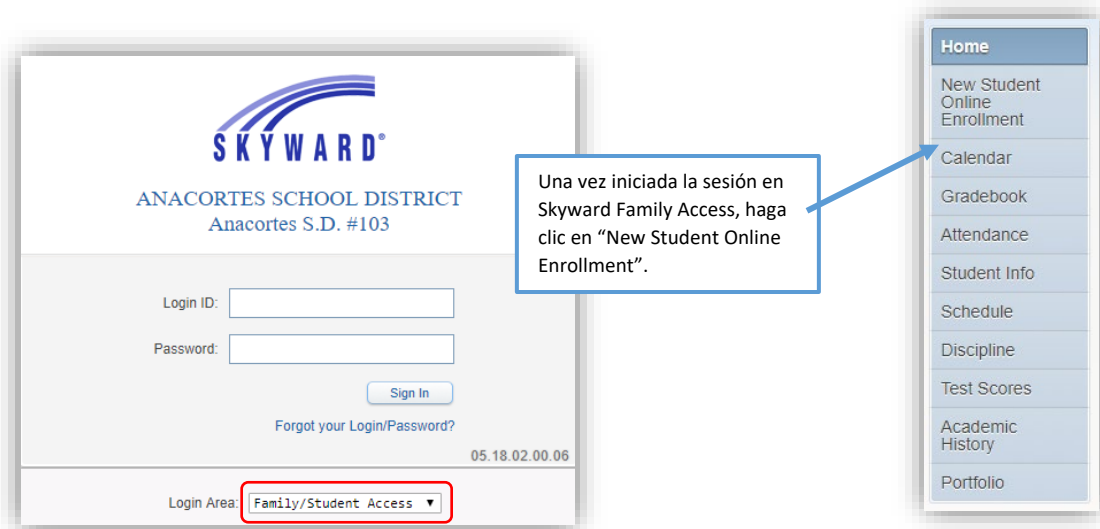
La inscripción en línea del distrito escolar de Anacortes le da la comodidad de inicial el proceso de inscripción del estudiante desde cualquier computadora, en cualquier momento.

**SIGA LOS SIGUIENTES PASOS ya que están relacionados con su presente situación con el distrito escolar de Anacortes, es decir, si tiene actualmente niños en el distrito o si es nuevo en el distrito escolar.**

### **¿Ya tiene hijos en el distrito escolar de Anacortes? → Empiece AQUÍ**

¿Sabía que? Como padre o tutor en el distrito escolar de Anacortes, ya cuenta con una cuenta Skyward Family Access, aunque no la haya usado nunca.

- Si ya sabe cómo iniciar sesión en Skyward Family Access, hágalo como Guardian 1 (tutor 1). **CONSEJO:** En la mayoría de los casos, Guardian 1 se usó como “papá” y Guardian 2 como “mamá”. Si inicia sesión pero no ve el enlace “New Student Online Enrollment” (Inscripción en línea para nuevos estudiantes), el otro tutor en su familia fue establecido como tutor primario o Guardian 1. Solo Guardian 1 puede realizar el proceso de inscripción. A la derecha, haga clic en el botón “Skyward” para acceder a Skyward Family Access de Anacortes.



- Si no sabe su información de inicio de sesión, ingrese a la página web del distrito en [www.asd103.org](http://www.asd103.org), y seleccione la pestaña “For Students & Families” (Para estudiantes y familias). Desde aquí, seleccione “Skyward Family Access” y siga las indicaciones para “Forgot your Login/Password?” (¿Olvidó si usuario/contraseña?).
- Si aún no puede acceder a Skyward Family Access, escriba a [driordan@asd103.org](mailto:driordan@asd103.org)

Una vez que ingrese a Inscripción en línea para nuevos estudiantes... Pase a la **PÁGINA 4**

## ¿Es nuevo en el distrito? → Empiece AQUÍ

- Haga clic en el botón “Anacortes School District Account Request” (Solicitud de cuenta para el distrito escolar Anacortes) a la derecha para comenzar el proceso. Esto lo llevará a la pantalla New Student Online Enrollment: Account Request (Inscripción en línea para nuevos estudiantes: solicitud de cuenta) que se muestra a continuación:



**SOLO** los padres/tutores que sean **NUEVOS EN EL DISTRITO** tienen que llenar esta página de solicitud de cuenta:

 A screenshot of a web browser showing the "Account Request" form for Anacortes School District. The form includes instructions for new families and existing families, and a section for entering guardian contact information.
 

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**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.

**\*\*\*\*\* Online kindergarten enrollment for the 2018-2019 academic year is NOW OPEN \*\*\*\*\***  
Please note: If you are registering your child for the 2018-2019 and live out-of-district, **DO NOT submit a Choice Transfer Request form until you have been notified of your child's acceptance into our district.**

**For any family that DOES NOT have a child currently attending ANY SCHOOL within the Anacortes School District:**  
Please follow 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 5-digit 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 5-digit password will be displayed immediately in a pop-up – this will be your only notification of your password, so please make a note of it.

**For ALL families with children currently attending ANY SCHOOL within the Anacortes 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 Anacortes School District **ALREADY HAVE** a Skyward account.
- If you have never signed in or do not know your user Login ID/Password, please proceed to district website for Students & Families, and click on Skyward Family Access.
- If you are unable to obtain a password reset to your personal email address, please call the District Office at (360) 503-1261 to obtain login and password information.

**For K-5 students, assignment to elementary schools will be considered according to the guidelines established in district Policy 3131.**

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:

Address:

\* House #:  Direction:  \* Street Name:  Apartment:

P.O. Box:  Address 2:  City:  State:  \* Zip Code:

Asterisk (\*) denotes a required field  
[Click here to submit Account Request](#)

- Ingrese la información en la pantalla que arriba y después abajo, seleccione “Click here to submit Account Request” (Clic aquí para enviar solicitud de cuenta). Esto generará la siguiente ventana emergente.

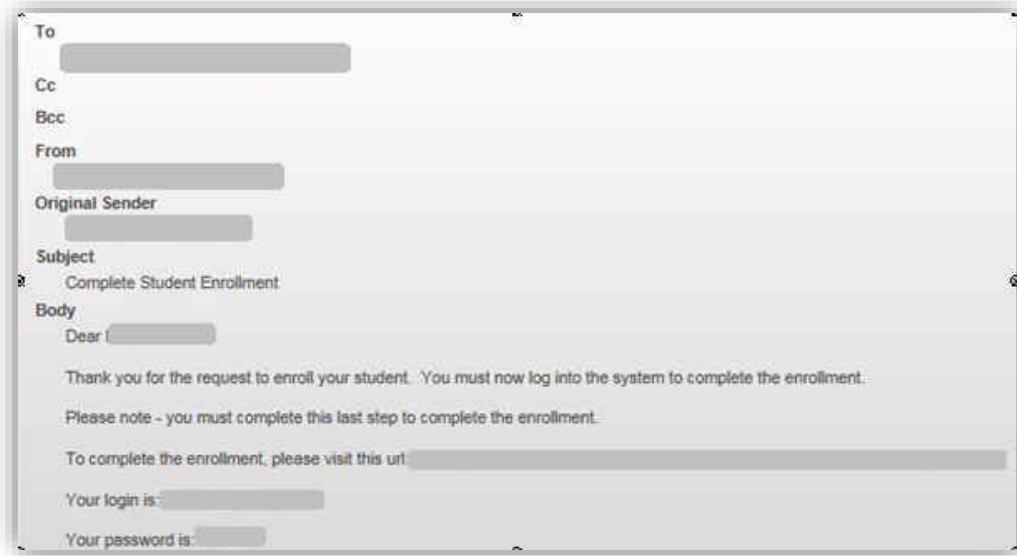
 A blue dialog box titled "Account Request Confirmation" with a close button in the top right corner.
 

Submitting this request initiates an email to the account entered with directions on how to access the Kindergarten Enrollment process for ANACORTES SCHOOL DISTRICT. The email will be sent to:

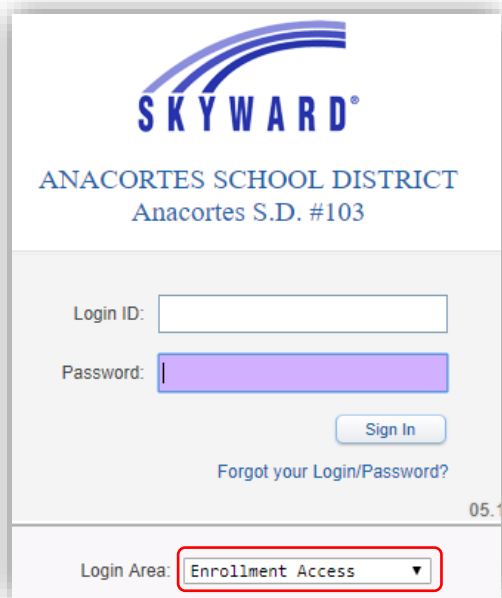
Click OK to continue or Back to correct any information or cancel this request.

## INSCRIPCIÓN EN LÍNEA PARA NUEVOS ESTUDIANTES – INSTRUCCIONES PARA PADRES/TUTORES

- Esta solicitud genera una cuenta temporal solo vinculada a Skyward Enrollment Access; no se debe confundir con Family Access, que se genera y se envía por correo electrónico al completar la inscripción. En el correo recibirá un enlace, nombre de usuario y contraseña para acceder al portal de “New Student Online Enrollment Portal” (Inscripción en línea para nuevos estudiantes).



- Siga el enlace del correo electrónico e ingrese el usuario y la contraseña para acceder a “New Student Online Enrollment: Application Form” (Formulario de solicitud para inscripción en línea para nuevos estudiantes).

A screenshot of the Skyward login page for Anacortes School District. The page features the Skyward logo at the top, followed by the text "ANACORTES SCHOOL DISTRICT" and "Anacortes S.D. #103". Below this is a login form with two input fields: "Login ID:" and "Password:". A "Sign In" button is positioned below the password field. A link for "Forgot your Login/Password?" is located below the "Sign In" button. At the bottom of the page, there is a "Login Area:" label and a dropdown menu currently set to "Enrollment Access".

**TODOS → Proceda a la próxima página**

# INSCRIPCIÓN EN LÍNEA PARA NUEVOS ESTUDIANTES – INSTRUCCIONES PARA PADRES/TUTORES

**TODOS** → Proceda por las recordatorios de las instrucciones, paso a paso por la solicitud.

- Complete la información del estudiante. Elija el menú desplegable “Select Language” (Seleccionar idioma) para traducir a su idioma de preferencia. Los campos que tengan un \* deben ser completados de lo contrario no podrá enviar la solicitud.

**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**

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.  
**For K-5 students, assignment to elementary schools will be considered according to the guidelines established in district Policy 3131.**

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: 01/12/2010   Age: 8   Birth City:    Birth State:   
Birth Country: UNITED STATES  
Second Phone:   

\* Federal/State Ethnicity: Not Hispanic (Change Federal/State Ethnicity)  
(select all that apply)  
\* State Race: White (Change State Race)  
(select all that apply)  
\* Student's Language Spoken Most: English   \* Language Student First Learned: English  
\* Primary Language Spoken at Home: English  
\* Military Family Status: N - No parent or guardian is currently serving the US Armed Forces or National Guard  
\* Has student attended a state school?: Yes   \* Has student attended this district previously?: No  
Previous School District: Orange Co. Public Sch   School in the District Student Previously Attended: Aloma Elementary

Kindergarten start date for 2018-2019 school year is 09/11/2018  
You are enrolling your student into the Next School Year (2018 - 2019)  
 First Day of School (09/06/2018)   \* Expected Enrollment Date 04/26/2019  
\* Expected Grade Level 03   \* Expected School to Enroll into ELEMENTARY (K-5)

\* 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 ?

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

Grado esperado = 03  
Escuela esperada = PRIMARIA

# INSCRIPCIÓN EN LÍNEA PARA NUEVOS ESTUDIANTES – INSTRUCCIONES PARA PADRES/TUTORES

- Complete la información del padre/tutor. Los campos que tengan un \* deben ser completados de lo contrario no podrá enviar la solicitud.

**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:    Should the District keep this number confidential?

\* Family Home Language:

House #:  Direction:  Street Name:  SUD:  #:

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:  SUD:  #:

P.O. Box:  Address 2:  City:  State:  Zip Code:

**Enter Information for the Primary Guardian of the Family this Student lives with**

\* Last Name:  \* First Name:  Middle Name:

Name Suffix:  Name Prefix:  \* Date of Birth:  Gender:

\* Relationship to Child:  \* Marital Status:

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?

Second Phone:   Work Phone:   Contact Email Address:

\* Language:  Employer:

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

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

- Complete la información médica/odontológica.

**Step 3: Medical/Dental Information**

Allergy/Medical Condition:   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:

Dentist Last Name:  Dentist First Name:  Dentist Middle Name:

Name Suffix:  Name Prefix:  Dentist Phone:

Hospital:  Hospital Phone:

Insurance:  Insurance Phone:

Insurance Policy Number:

# INSCRIPCIÓN EN LÍNEA PARA NUEVOS ESTUDIANTES – INSTRUCCIONES PARA PADRES/TUTORES

- Complete la información del contacto de emergencia.

Step 4: Emergency Contact Information [Edit] [View Only] [Collapse Step] Date Completed: 03/27/2018

Enter the Information for Emergency Contact #1 [Remove this Emergency Contact]

\* Last Name: BBBBBB \* First Name: BB Name Suffix: [v]  
Name Prefix: [v]  Is this contact allowed to pick up the student from school?  
Gender: [v] Language: [v]  
Contact Email Address: [v] \* Primary Phone: (222) 222-2222  Should the District keep this number confidential?  
Cell Phone: [v] [v] Work Phone: [v] [v]  
\* Relationship to Child: Aunt Relationship Comment: [v]  
Employer: [v]

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

[Yes, I want to Add another Emergency Contact Record] [No, Complete Step 4 and move to Step 5: Immunization Information] [No, Complete Step 4 Only]

- Continúe hasta completar los pasos de la solicitud. Puede controlar y cambiar cada uno de los pasos si hace falta.

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## 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**  
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.  
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**For K-5 students, assignment to elementary schools will be considered according to the guidelines established in district Policy 3131.**

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: 05/01/2018

Step 2: Family/Guardian Information [Edit] [View Only] Date Completed: 04/30/2018

Step 3: Medical/Dental Information [Edit] [View Only] Date Completed: 04/10/2018

Step 4: Emergency Contact Information [Edit] [View Only] Date Completed: 03/27/2018

Step 5: Requested Documents [Edit] [View Only] Date Completed: 04/16/2018

Step 6: Additional District Forms [Edit] [View Only]

[Submit Application to the District]

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

## INSCRIPCIÓN EN LÍNEA PARA NUEVOS ESTUDIANTES – INSTRUCCIONES PARA PADRES/TUTORES

### TENGA EN CUENTA LO SIGUIENTE:

- Si no carga el certificado de nacimiento y el formulario CIS de vacunación (completado) en el **Paso 5** de la solicitud en línea, entonces debe entregar estos formularios en papel en la oficina del distrito desde jardín de niños a 5º grado, en la secundaria de 6º a 8º grado y en la preparatoria de 9º a 12º grado.
- **Paso 6:** Como parte del proceso de registro, se deben completar otros formularios del distrito. Estos formularios marcados con un \* son obligatorios, o los otros son opcionales. Si quiere solicitar una escuela primaria en particular, puede presentar el formulario opcional "Assignment to Elementary Preference Form" (Designación de escuela primaria de preferencia) como parte de esta solicitud.

**Step 6: Additional District Forms** [Edit](#) [View Only](#) [Collapse Step](#)

**Instructions for completing the Additional District Forms**

Each of the buttons below link to an additional form to be completed in order to submit the student application.

Asterisk (\*) denotes a required form

* Required Form:	<a href="#">New Student Supplemental Information</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">Student Health Information</a>	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
* Required Form:	<a href="#">Home Language Survey</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">2018-2019 Residency Questionnaire</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">2018-2019 Attendance Agreement</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">2018-2019 6-12 Technology Use Agreement</a>	<input type="checkbox"/>	This form has not been completed
* Required Form:	<a href="#">Request for Records</a>	<input type="checkbox"/>	This form has not been completed
Optional Form:	<a href="#">Library Card Opt Out</a>	<input type="checkbox"/>	This form has not been completed
Optional Form:	<a href="#">2018-2019 Student Image Opt Out</a>	<input checked="" type="checkbox"/>	This form <i>has been completed</i>

[Complete Step 6](#)

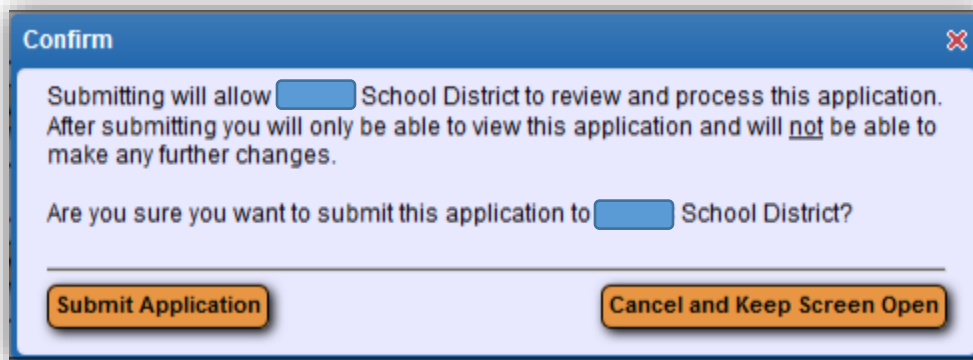
- Una vez completados todos los formularios, seleccione "Submit Application to District" (Enviar solicitudes al distrito).

[Submit Application to the District](#)

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

## INSCRIPCIÓN EN LÍNEA PARA NUEVOS ESTUDIANTES – INSTRUCCIONES PARA PADRES/TUTORES

- Aparecerán las siguientes ventanas emergentes, para confirmar su desea de enviar la solicitud.



- Al enviarse correctamente, verá el siguiente mensaje:

### Solicitud enviada

La solicitud ha sido enviada correctamente.

Gracias por comenzar el proceso de inscripción para asistir al distrito escolar Anacortes.

Si no cargó los siguientes formularios, entregue copias de papel a la Oficina del Distrito (de jardín de niños a 5º grado), en el registro de la secundaria (de 6º a 8º), o en el registro de la preparatoria (de 9º a 12º).

Documentación solicitada:

- Certificado de nacimiento u otra documentación legalmente aceptada para verificación de edad.
- Formulario CIS de vacunación (completado).
- Custodia/orden judicial, si corresponde (se requiere copia impresa).
- Tutela legalizada si el niño vive en un lugar que no sea con un custodio legal, si corresponde (se requiere copia impresa).