

*Home of the Orioles*



**Hartford Union High School District**

### **NSOE Help Guide- Hartford Union High School**

All students new to HUHS (Hartford Union High School) need to be enrolled using our NSOE (New Student Online Enrollment) process. This includes Middle School students who will be attending accelerated classes at HUHS.

The following help guide outlines the steps parents/guardians need to follow to complete the NSOE process.

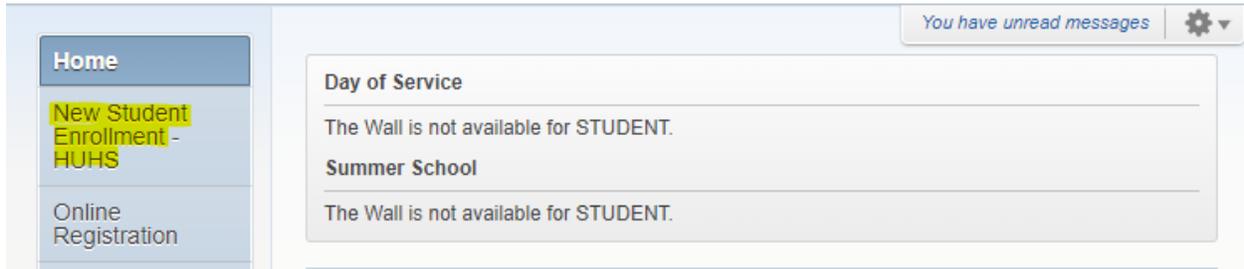
Once completed and submitted, the NSOE application and required enrollment documents will be reviewed for approval.

Families without a computer or Internet access may complete this process online in the Main Office at HUHS where we will provide computer access and any support needed to complete the enrollment forms.

Please contact the HUHS office at 262-670-3200 if you need assistance.

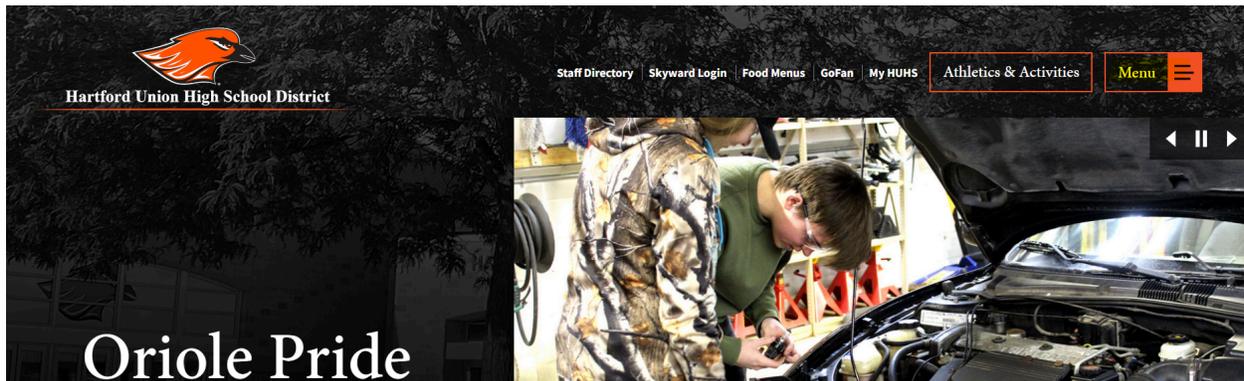
**If you currently have a student attending HUHS:**

- Go to the [Skyward Family Access login page](#) and use the pull down menu below the password field to select Family/Student Access. Enter your Family Access login ID and password, then click Sign In.
- Click on the New Student Online Enrollment tab on the left side of your Family Access page and skip to “Step: 1 Student Information” below to begin enrolling your new student.



**If you do not currently have a student attending HUHS:**

- Navigate to the [HUHS website](#).
- Click on the Menu drop down in the upper right-hand corner and then on New Enrollment.



Welcome to *Hartford Union High School District*

About Us	Academics	Enroll	Resources	Services
Administration	Academic & Career Planning +	<b>New Enrollment</b>	Annual Notices	Business Office
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Contact Us	Graduation +	Registration	Attendance Procedures	Food Service +
District Hosted Events	Student Recognition	Tour our Campus	Calendars & Schedules	Health Services

- Click on the “If you DO NOT currently have a student enrolled at HUHS” link to begin the enrollment application process.

### New Student Online Enrollment

Parents/guardians must complete an enrollment application for each new student they wish to enroll at Hartford Union High School. This includes incoming freshmen to the District. Click below to read the letter sent to 8th-grade families.

#### New Student Online Enrollment Letter to 8th Grade Families

#### Help Guide: New Student Online Enrollment

Provides a detailed description of the online enrollment application process. Includes screenshots to help navigate the application process.

#### Video Instructions: New Student Online Enrollment

If you do NOT currently have a student enrolled at HUHS, click [HERE](#).

If you DO currently have a student enrolled at HUHS, click [HERE](#).

Select "Family/Student Access" from the "Login" menu below the "Forgot Password" option. Then, enter your Skyward Family Access login ID and password, and click "Sign In".

Once you have completed the new student enrollment and have your Skyward login information, you can proceed to [Course Selection](#).

New Enrollment

Open Enrollment

Registration

Tour our Campus

- Enter first and last name, email address and phone number of the parent/guardian.
- Click the orange button to submit your account request.

Guardian contact information	
	<input type="checkbox"/> I don't have an email
* Guardian Email Address:	<input type="text"/>
* Re-type Email Address:	<input type="text"/>
* Guardian Primary Phone Number:	<input type="text"/>

- After you submit the account request, you will receive an email with information about how to login to begin submitting the enrollment application.
  - If you don't have an email address, click the box to indicate you don't have email. You will be asked to create a login name for yourself and you will be asked to enter your phone number. Click the button to submit the account request and your login information will appear in a pop up screen.
- Use the login information from your email or from the one provided on the pop-up screen and login to [Skyward Family Access](#).

## Step 1: Student Information

- Complete the student information fields. Please note that fields with a red asterisk (\*) are required.
- Make sure to complete the Racial/Ethnic Form.
- Make sure to complete the Home Language Survey.
- Complete the Technology at Home Survey.
- Enter in the students' previous School District and School.
- If you are enrolling your student for the next school year, make sure to click the button for "Next school year" and select "First day of school."
- Verify that the expected grade level is correct. If not, please correct it.
- Once you have completed all required fields, click on "Complete Step 1 and move to Step 2: Family/Guardian Information. If you are missing information, Skyward will prompt you to review.

Step 1: Student Information

Edit

View Only

Save

Save and Collapse Step

### Instructions for completing Student Information

The information in this section should be the student's information, including the student phone number and home email address if the student has one.

First, middle, and last name of the student must be their name as it appears on their birth certificate.

* Last Name:	<input type="text"/>	* First Name:	<input type="text"/>	Middle Name:	<input type="text"/>
Name Suffix:	<input type="text"/>	Nickname:	<input type="text"/>	* Gender:	<input type="text"/>
* Date of Birth:	<input type="text"/>	Age:	<input type="text" value="0"/>	* Birth City:	<input type="text"/>
* Birth State:	<input type="text"/>				
* Birth Country:	<input type="text"/>				
Student's Cell Phone:	<input type="text"/>		Student's Personal Email:	<input type="text"/>	
<input checked="" type="checkbox"/> Does student live within this school district?					
* Racial/Ethnic Form:	<input type="text" value="(Fill Out Racial/Ethnic Form)"/>				
* Language Spoken Most:	<input type="text"/>				
* Home Language Survey:	<input type="text" value="(Fill Out Home Language Survey)"/>				
* Is either parent or guardian on active duty in the military?: <input type="text"/>					
* Is either parent or guardian a traditional member of the Guard or Reserve?: <input type="text"/>					
* Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32?: <input type="text"/>					

### Technology at Home

Can the student access the internet on their primary learning device at home?

What is the primary type of internet service used at the residence?

Can the student stream a video on their primary learning device without interruption?

What device does the student most often use to complete school work at home?

Is the primary learning device a personal device or school-provided? Is the primary learning device shared with anyone else in the household?

\* Previous School District:  \* School in the District Student Previously Attended:

\* What School Year are you enrolling your student into?  Current School Year (2022 - 2023)  Next School Year (2023 - 2024)

\* Expected Enrollment Date:  First Day of School (09/01/2022):

\* Expected Enrollment Date:

\* Expected Grade Level:

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 Information:

- Complete the parent/guardian information fields. Please note that fields with a red asterisk (\*) are required.
- Add information about the parent/guardian residing at the address of the student.
- Click the button to add additional legal guardians who live at the same address or click the button to add legal guardians who live at another address.
- Once all parent/guardian information is entered click on “No, Complete Step 2 and move to Step 3: Medical/Dental Information”.

### Instructions for completing Family/Guardian Information

All parent/guardian information should be listed in Family 1 or Family 2. Please do not include sibling or other relatives in Family 1 and Family 2.

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

**Enter Information for the Family this Student lives with**

\* Primary Phone:

\* Family Home Language:

\* Home Address:

House #:	<input type="text"/>	Direction:	<input type="text"/>	Street Name:	<input type="text"/>	SUD:	<input type="text"/>	#:	<input type="text"/>
P.O. Box:	<input type="text"/>	Address 2:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>

Mailing Address: (if different than home address)

House #:	<input type="text"/>	Direction:	<input type="text"/>	Street Name:	<input type="text"/>	SUD:	<input type="text"/>	#:	<input type="text"/>
P.O. Box:	<input type="text"/>	Address 2:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>	Zip Code:	<input type="text"/>

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

\* Last Name:  \* First Name:  Middle Name or Middle Initial:

Name Suffix:

\* 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:

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

\* Last Name:  \* First Name:  Middle Name or Middle Initial:

Name Suffix:

\* 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:

### Step 3: Medical/Dental Information:

- Please only add information in the box if your student has an allergy or medical condition. Please do not add an emergency contact name and phone number here, that information will be completed in the next step. If your student doesn't have any medical information that needs to be provided, please leave this blank and click on "Complete Step 3 and move to Step 4: Emergency Contact Information".

#### Instructions for completing Medical/Dental Information

No information is required for this step, however, if your student has a major illness/allergy or life threatening illness please indicate in this area so that the School Nurse can be made aware.

Allergy/Medical Condition (LEAVE BLANK if student has no Allergy or Medical Conditions. Do NOT enter Emergency Contacts here):

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

[Complete Step 3 Only](#)

#### Step 4: Emergency Contact Information:

- Please enter emergency contact information. Please know that in the event of an emergency, parents/guardians will be contacted first, but in the event they cannot be reached, you may authorize HUHS to contact other individuals.
- If you do not have an emergency contact person, you may click “No, Complete Step 4 and move to Step 5: Requested Documents” and proceed to step 5.

#### Instructions for completing Emergency Contact Information

Please do not list parent/guardian as an emergency contact. Parent/guardians should be listed under the family information tab. In the event of an emergency, parent/guardians will be contacted first, but in the event they cannot be reached, you may authorize HUHS to contact other individuals.

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: Requested Documents

No, Complete Step 4 Only

## Step 5: Requested Documents

- Students attending HUHS must live in the district or be an open enrolled student. Step 5 will give you the opportunity to upload your proof of residency documentation. If you indicated “No” in step 1 where you were asked if you live in the district, we will look at our open enrollment application to confirm your eligibility to enroll at HUHS.
- According to Board Policy 5111, “Students who qualify for admission to District schools, in accordance with Board of Education Policy 5111, shall be accepted when the following document has been submitted at the discretion of the administration: proof of residency....”
- Please note that proof of residency will need to be provided before your NSOE application will be approved and before you select classes for your student.
- If you are unable to scan and upload documentation directly to Skyward Family Access, please stop in the Main Office at HUHS with the documents, OR email the documents to [taylor.bever@huhs.org](mailto:taylor.bever@huhs.org).

Step 5: Requested Documents

Edit

View Only

Save

Save and Collapse Step

### Instructions for completing the Requested Documents

HUHS requires all incoming 9<sup>th</sup> graders and new or reentering students to provide proof of residency. Proof of residency must show the parent name and the address provided for enrollment. To complete the New Student Online Enrollment (NSOE) process, you will need to upload pictures of the documents listed below to prove residency. If you are unable to upload the information, you may bring the original documents to Hartford Union High School for the Registrar to make a copy. Open Enrollment families are NOT required to provide residency proof. If you have any questions or concerns regarding the enrollment process, please contact the Registrar at [taylor.bever@huhs.org](mailto:taylor.bever@huhs.org) or 262.670.3200, ext. 4180.

**NOTE: Resident students are not considered registered and eligible to enroll until the residency verification process is complete.**

Under HUHS board policy, all residents must provide proof of residency. Only one document from the following list has to be submitted. No other documents will be accepted.

- Deed
- Building permit
- Lease
- Tax statement
- Court orders or placement papers
- Utility bill
- Form 5111 if the student resides with their parent/guardian in a residency that is not leased or owned by the parent/guardian.

Custodial Paperwork:  No file chosen

Proof of Residency#1:  No file chosen

## Step 6: Additional District Forms

- Complete the “Records Consent” form

### 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: [Records Consent Form](#)  This form has not been completed

[Complete Step 6](#)

## Submit Application to the District

Once you have completed all steps of the NSOE application, you are ready to submit to the District. You should see green check marks by each step to indicate that each step has successfully been completed.

- Once you have completed everything click on the orange “Submit Application to District”.
  - Please note, that once you click the orange “Submit Application” icon, changes cannot be made.

The screenshot displays a progress bar for the NSOE application. It consists of six horizontal bars, each representing a step. Steps 2 through 5 are completed, with a green checkmark and the text 'Date Completed: 12/28/2022'. Step 6 is currently active and contains the following elements:

- Buttons: Edit, View Only, Save, Save and Collapse Step
- Section Header: **Instructions for completing the Additional District Forms**
- Text: The buttons below each link to an additional form that must be completed to be able to submit the student application.
- Text: Asterisk (\*) denotes a required form
- Form Item: \* Required Form:  Records Consent Form  This form *has been completed*
- Button: Complete Step 6

At the bottom of the progress bar, there is a button labeled 'Submit Application to the District' with a red arrow pointing to it from the right. Below this button, a note reads: '\* All steps must be Completed before an Application can be Submitted \*'

You will receive an email upon denial or approval of the application if a valid email address is provided in your application. In the event that corrections are needed, you will receive a phone call or email.

When your application has been approved you will also receive your child’s Skyward Login and temporary password as well as your Skyward Parent/Guardian Login Credentials via email. This information will be needed in order to select courses for your student.

If you have questions regarding the New Student Online Enrollment (NSOE) please contact Taylor Bever at [taylor.bever@huhs.org](mailto:taylor.bever@huhs.org) or 262-670-3200 ext. 4180.