



Dear Parents and Guardians:

Welcome to Hartford Union High School (HUHS)! We are excited to have your child as an incoming student at HUHS, and you, as partners in his/her educational experience. There are two (2) steps to prepare your child for the start of ninth grade. The first step is completing the New Student Online Enrollment (NSOE).

Step 1

New Student Enrollment: This online enrollment process is explained below. If you do not have internet access, or are in need of further assistance, there will be guided, one-on-one assistance available in the Main Office at HUHS.

Option 1

If you currently have a child attending Hartford Union High School, open Skyward Family Access, sign in, and follow the steps below for *SKYWARD FAMILY ACCESS: New Student Online Enrollment* (top of next page).

Option 2

If you DO NOT have a child currently enrolled at HUHS, please go to www.huhs.org, *Perspective Families* then *New Student Online Enrollment*.

1. Complete the New Student Enrollment: Account Request. Fields with an asterisk (*) are required.
2. After you submit the account request, an email with login information will be sent to the email address provided to begin the enrollment application. **NOTE:** If you don't have an email address, click the box "I don't have an email". Create a parent login name and provide a phone number. Click the orange "Click here to submit Account Request" icon to submit the account request. Your login information will appear on the next screen.
3. Proceed to Skyward Family Access, use the login information provided to sign in. Then, follow the steps below for *SKYWARD FAMILY ACCESS: New Student Online Enrollment* (top of next page).

SKYWARD FAMILY ACCESS: New Student Online Enrollment (If needed, please see attached NSOE Help Guide: New Student Online Enrollment)

1. Complete all steps of the New Student Enrollment: Application Form, fields with an asterisk (*) are required. Requested documents can be scanned and uploaded directly to Skyward Family Access, dropped off at the Main Office at HUHS, OR mailed to: Hartford Union High School

Attn: Beth Hermann
805 Cedar Street
Hartford, WI 53027

2. After reviewing/completing all steps of the new student enrollment application, click on the orange "Submit Application to the District" icon. A CONFIRM pop up screen will appear for you to confirm and submit your application to HUHS. IMPORTANT: Once you click the orange "Submit Application" icon, changes cannot be made. However, you will be able to continue to log in with your temporary login information to view your application.

3. If you have more than one child who will be attending HUHS for the first time, you may click the "Click to Enroll Additional Students" icon from the New Student Enrollment Applications: Summary Page, to complete an application for any additional children.

Applications will only be approved if all required fields have been completed.

Once your completed application has been received and reviewed, you will receive an email indicating that your application has been approved or denied.

The application review process can take up to two weeks. If your child's application is denied, the email will indicate the reason for denial.

If your child's application has been approved, you will receive an email indicating that your child was enrolled. This email will contain the student's login and temporary password information.

Step 2

ONLINE COURSE SELECTION

February 9 through February 15 at 8 pm the course selection process for all incoming Freshmen will be open. You will need to login to Skyward Student or Family Access using the login credentials that you received via email when your child's enrollment application was approved. More information regarding this process will be coming out shortly.

Course listings, graduation requirements and College and Career Pathways can be found in the Academic and Career Program Guide on our website at www.huhs.org under the Academics dropdown.

Questions should be directed to Beth Hermann at 262-670-3200 ext. 4400.

Freshmen JumpStart

Our Freshmen Jumpstart program will be **August 30 and 31, 2021**. This program is designed to provide information to Freshmen to aid them in their transition to high school. Additional information regarding Freshmen Jumpstart will be provided at a later date.

An example of what students will do is presented below.

- Walk through of Student Schedules
- Student Involvement/Leadership & Team Building
- School Tours - Getting to Know Your High School
- Student Panel Discussion
- Tips and advice on success at HUHS!

If you have questions regarding the new student online enrollment process, please contact Ms. Beth Hermann at beth.hermann@huhs.org or 262-670-3200 ext 4400. If you are not planning on enrolling your student at Hartford Union High School, please contact Ms. Hermann or Ms. Sue Bell at sue.bell@huhs.org to remove your family from future communications.

We look forward to partnering with students and families in preparing our students for their future!