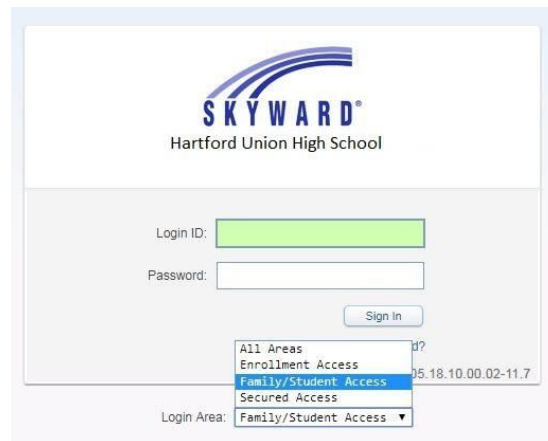


Enrolling Your Student at Hartford Union High School

All students new to Hartford Union High School (HUHS) need to be enrolled using our New Student Online Enrollment (NSOE) process. (This includes Middle School students who will be attending accelerated classes at HUHS.) The following help sheet outlines the steps parents/guardians need to follow to complete the enrollment process. Open Enrollment students should not complete the online enrollment until they have received notice from HUHS, indicating their child has been approved for Open Enrollment.

Once completed and submitted, the new student enrollment applications 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.

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. *Skip to page 3 of these instructions (Step 1 Student Information) to begin enrolling your new student.*



If you **do not currently have a student attending HUHS**, begin at <https://www.huhs.org>, click on the Prospective Families tab and then on [New Student Online Enrollment](#)

- Click on the link to begin the enrollment process.
- Enter the first and last name, email address and phone number of the parent/guardian of a new student. Fields with an asterisk (*) are required.
- Click the orange button to submit your account request.

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. Complete required fields to request an account to enroll your students. If you do not have an email address, check the box indicating that and then enter a login name that you will use during the online enrollment process.

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](#)

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 for a phone number. Click the button to submit the account request.

Enter contact information

I don't have an email

*Enter Login:

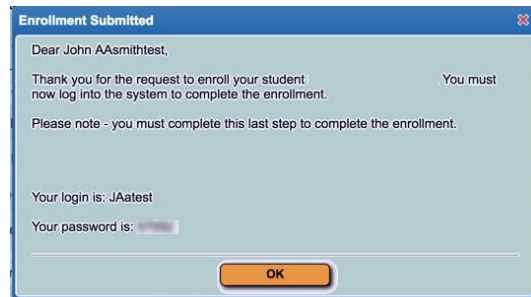
*Re-type Login:

*Enter Primary Phone Number:

Asterisk (*) denotes a required field

[Click here to submit Account Request](#)

Your login information will appear on the next screen you see.



Use the login information from your email or from this screen (if you don't have an email account) to login to the Skyward system.



Once logged in, you will see six steps requesting various types of information needed to enroll your student.

Enrollment screens can be viewed in a different language by clicking the “Select Language” option in the upper right corner of your screen.



Step 1 Student Information

- Complete the fields marked with a red asterisk (*) at a minimum.
- If enrolling your student for the next school year, click the button for next school year and select “First day of school.”
- Select yes/no to indicate whether the school may share your student’s basic directory data with military services, institutions of higher education or when receiving public requests for information.

What is directory data?

Directory data includes: student’s name, address, telephone listing, photographs, date of birth, participation in officially- recognized activities and sports, weight and height of members of athletic teams, year in school, dates of attendance, degrees, awards received, and the name of the school most recently attended. This information is considered public information and may be released to persons and the media unless otherwise notified in writing within two weeks of the beginning of school by parent/guardians or adult student. Indicating “No” on this form would be considered written notification.

Step 1: Student Information

* Student's Legal Last Name: * Student's Legal First Name: Middle Name:

Name Suffix: Name Prefix: Nickname: * Gender:

* Date of Birth: Age: * Birth Country:

Home Email:

* Does student live within this school district?:

* Local Race:

* Is Student Hispanic/Latino?:

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

* Language Spoken Most:

* Has student attended a different school in the state of Wisconsin?: * Has student attended this district previously?:

* Previous School District:

Please select the school year in which your child will begin attending Nicolet.

* What School Year are you enrolling your student into? Current School Year (2016 - 2017) Next School Year (2017 - 2018)

* Expected Enrollment Date First Day of School (09/05/2017)
(The first day of school is 09/01/2016) * Expected Enrollment Date

* Expected Grade Level

* I authorize this student's information to be distributed for the purposes of Military usage:

* I authorize this student's information to be distributed for the purposes of Higher Ed usage:

* I authorize this student's information to be distributed for the purposes of Public usage:

* I authorize this student's information to be distributed for the purposes of District usage:

* I authorize this student's information to be distributed for the purposes of Local usage:

Additional Information:
(on the Student for the District)

Maximum characters: 5000, Remaining characters: 5000

- After entering required information, click “Complete Step 1 and move to Step 2” if you wish to continue the process at this time. Click “Complete Step 1 Only” if you want to save the information you entered and come back another time to finish entering information.

Step 2 Family Information

- Complete the fields marked with a red asterisk (*) at a minimum.
- Add information about the parent(s)/guardian(s) 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(s)/guardian(s) information is entered click the buttons to continue to step 3 or to complete step 2 only and return later to complete steps 3-6.

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: * Family Home Language: English

* 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: Aasmith * First Name: John (Demo Account) Middle Name: Name Suffix: Name Prefix: * Relationship to Child: Father * Does this guardian have custody of the child?: Yes * Is this guardian allowed to pick up the student from school?: Yes Cell Phone: (555) 555-1212 Work Phone: Contact Email Address: * Language: English Employer: **Enter Information for a Guardian of the Family this Student lives with** * Last Name: Aasmith * First Name: Middle Name: Name Suffix: Name Prefix: * Relationship to Child: Mother * Does this guardian have custody of the child?: Yes * Is this guardian allowed to pick up the student from school?: Yes Cell Phone: (555) 555-1313 Work Phone: (555) 555-1213 Contact Email Address: * Language: English Employer: **Are there other Legal Guardians who live at this address?****Are there other Legal Guardians who live at a different address?****Step 3 Medical/Dental Information**

No information is required for this step, however, providing information about physician and hospital choice can be helpful to the school nurse.

Step 3: Medical/Dental Information

Edit

View Only

Save

Save and Collapse Step

Allergy/Medical Condition: Allergic to peanuts Physician Last Name: Physician First Name: Physician Middle Name: Name Suffix: Name Prefix: Physician Phone: (555) 555-1214Dentist Last Name: Dentist First Name: Dentist Middle Name: Name Suffix: Name Prefix: Dentist Phone: Hospital: **Step 4 Emergency Contact Information**

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 in the event of an emergency.

Complete the fields marked with a red asterisk (*) at a minimum for anyone you wish to list as an emergency contact. If you do not have an emergency contact person, you may click “Save and Collapse Step” and proceed to step 5.

The screenshot shows a web form titled "Step 4: Emergency Contact Information". At the top, there are buttons for "Edit", "View Only", "Save", and "Save and Collapse Step". Below the title, it says "Enter the Information for Emergency Contact #1" with a "Remove this Emergency Contact" button. The form includes several fields: "* Last Name:" (text input), "* First Name:" (text input), "Name Suffix:" (dropdown), "Name Prefix:" (dropdown), and a checkbox "Is this contact allowed to pick up the student from school?". There is also a "* Language:" dropdown set to "English". For phone numbers, there are "* Primary Phone:" (with area code "555" and number "555-1215"), "Cell Phone:", and "Work Phone:" (all text inputs). A "Relationship to Child:" dropdown is set to "Other". At the bottom, a question asks "Do you have other Emergency Contacts to add for this student?" with three buttons: "Yes, I want to Add another Emergency Contact Record", "No, Complete Step 4 and move to Step 5: Requested Documents", and "No, Complete Step 4 Only".

Step 5 Residency and Immunization Documents

Students attending HUHS must live in the district or be an open enrollment student. Step 5 will give you the opportunity to upload your child’s immunization records.

- 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.
- HUHS is required to have immunization records for all students.
- If you have scanned copies of the required Immunization Records, click “Choose File” next to the record type to select the file(s) from your computer/device that you wish to attach and submit. You may submit these documents via mail or in person instead of attaching them to your online application. Documents should be submitted to:

Hartford Union High School District
Attn: Kristy Hecker
805 Cedar Street
Hartford, WI 53027

The screenshot shows a web form titled "Step 5: Requested Documents". At the top, there are buttons for "Edit", "View Only", "Save", and "Save and Collapse Step". Below the title, there is a blue box with "Instructions for completing the Requested Documents" which states: "The button below will allow you to attach a copy of your child’s immunization record. If you are not able to upload a copy of your child’s immunization record you will need to mail or drop off a copy of the immunization record before your application will be processed." Below the instructions, there is a label "Immunization Record:" followed by a "Choose File" button and the text "No file chosen". At the bottom, there are two buttons: "Complete Step 5 and move to Step 6: Additional District Forms" and "Complete Step 5 Only".

Step 6 Additional Forms

This section is used to gather additional information of special education information and serious health information for your child.

Step 6: Additional District Forms

The buttons below link to additional forms that must be completed to be able to submit the student application

Asterisk (*) denotes a required form

* Required Form: This form has not been completed

Optional Form: This form has not been completed

Click the Special Education Information for New Students button

- Complete the requested information.
- Enter your name for the electronic signature and add the date.
- Click Save

Name: **Student Online New** Gender: **Male**

Has this student ever been referred or evaluated for a 504 Plan? Yes No

Does this student currently have a 504 Plan in place? Yes No

Does this student currently have an Individual Education Plan (IEP) in place? Yes No

Parent Electronic Signature Date Signed

Click the button titled “**Back to Additional District Forms**”

Click the NSOE Health Information Form button

- Complete the requested information.
- Enter your name for the electronic signature and add the date.
- Click Save

Name: **Student Online New** Gender: **Male**

Serious health information forms must be completed and signed by the child's Physician each year.

If you child has a serious health issue or takes medications for a health issue on a daily basis, please click the link below to print off the required Medical Form Document.

Examples of health conditions that would require this form be completed yearly would be:
Diabetes, Serious/Life Threatening Allergy, Asthma, Heart Condition or Seizure History

Examples of prescribed medications that would require this form be completed yearly would be:
Epi-Pen, Asthma Inhaler, Diastat or any other oral prescribed medication taken on a regular or emergency basis.

Health Information Form: http://www.huhs.org/academics/HealthServices/healthplan_plan.pdf
This document MUST be signed by the parent/guardian and the child's physician yearly.

Medication Form: http://www.huhs.org/academics/HealthServices/Medication_card_fillable_blanks.pdf
This document MUST be signed by the parent/guardian and the child's physician yearly.

Does the student meet either of these conditions: YES NO

Click the button to complete step 6

After reviewing/completing all sections of the enrollment application, click “Submit Application to the District.”

You will receive an email upon denial or approval of the application if a valid email address is provided in your application.

If you are not able to submit Immunization documentation with this application and want to do it in person, via mail or fax, please contact Kristy Hecker, at 262-670-3200 ext 4065 or kristy.hecker@huhs.org

When your application has been approved you will also receive by email your child’s Skyward Login and temporary password as well as your Skyward Parent/Guardian Login Credentials. This information will be needed in order to select your child’s courses for the upcoming school year. Please note that course selection for the 2021-2022 School Year will begin on February 9, 2021 for all incoming freshman students.

If you have questions regarding the New Student Online Enrollment (NSOE) please contact Beth Hermann at 262-670-3200 ext 4400 or email beth.hermann@huhs.org