



New to District Account Request

(If a family does not have any students enrolled in Duncanville ISD, the first step is to request an account.)

Step 1: Account Request

If you are new to Duncanville ISD, the first step is to click the link below and request an account.

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduduncanvillex/skyenroll>

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.

Duncanville ISD New Student Online Enrollment.
Parents/Guardians who have no other students currently enrolled in the Duncanville ISD will need to complete the required fields below to request a New Student Online Enrollment account for your student(s). If you have another student who is currently enrolled in Duncanville ISD, please do not request a New Student Online Enrollment account for your new student through this site. You may enroll your new student through your Family Access Portal.

PRE-K PARENTS' NOTE: Submission of an online registration application does not guarantee your child enrollment into a Pre-K class. In addition, students must meet certain eligibility criteria for enrollment into Pre-K classes.

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](#)

Step 2: Skyward Family Access

After completing step 1 in account request you will receive an email with a username and a temporary password.

New Student Enrollment Portal: Login

SKYWARD®
DUNCANVILLE ISD
Student Data Management

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

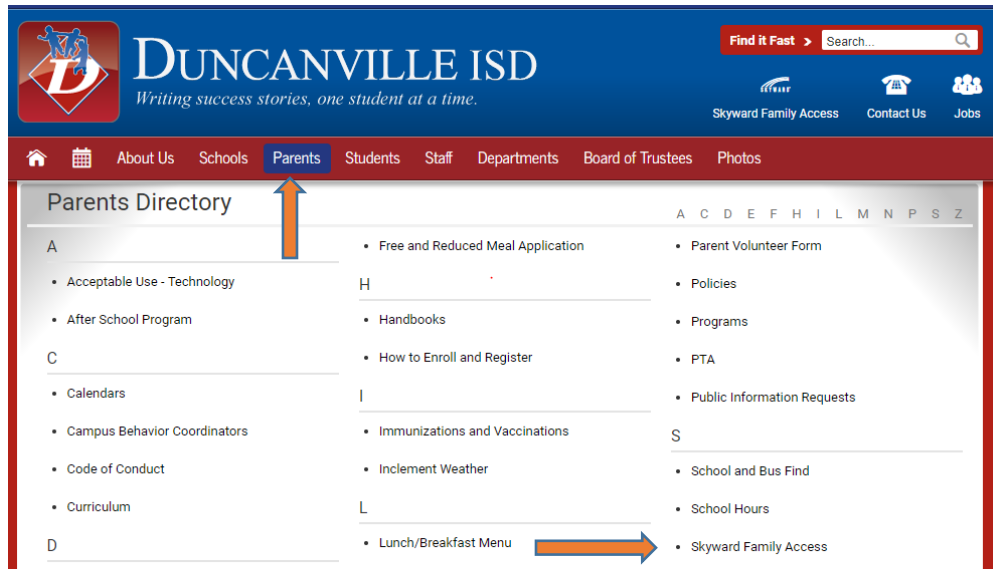
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Login Area:

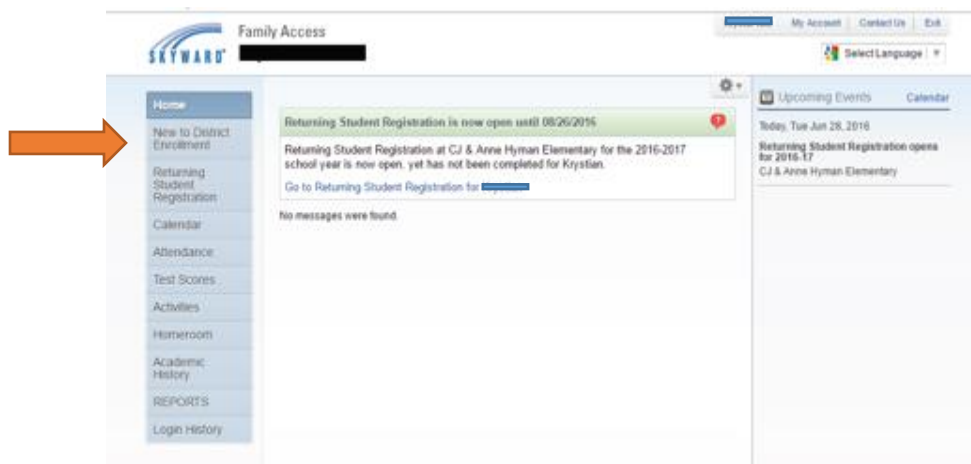
New to District Through Family Access

(If a family already has a current student in DISD then they log into their Family Access Account and will complete NSOE through their Family Access account.)

Step 1: Go to the district website: www.duncanvilleisd.org.
Select Parents>Skyward Family Access
Enter your username and password



Step 2: Sign on Skyward and click “New to District Enrollment”



Creating and Submitting a New Student Enrollment Application

Step 1: Student Information

Enter **ONLY** student information and select correct year of enrollment.

New Student Online Enrollment - Google Chrome
Secure | https://stuskyward.duncanvilleisd.org/scripts/wsisa.dll/WSservice=wsEApplus/sfenn01.w

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

Instructions for completing Student Information
Enter student's name, date of birth and gender exactly as it appears on the student's original birth certificate.
New Student Enrollment:
You will need to take your student's original birth certificate and Social Security card to the school in your attendance zone for verification of information entered.

* Last Name: * First Name: Middle Name:
Name Suffix: Name Prefix: Nickname: * Gender:
* In order to qualify for PK, your student must be 4 on or before September 1 of the enrolling school year. Age: Birth City: Birth State:
Birth Country: Birth County:
Second Phone: Third Phone: * Parent Email:
☒ Check here if your student lives within District boundaries. Student Marital Status:
Social Security Number:
* Ethnicity: Is the person Hispanic/Latino?
* What is the student's race? Choose one or more (select all that apply):
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White
* Language Spoken: * Language Spoken at Home:
Language District should use:
☐ Check here if your student has attended another Texas school ☐ Check here if your student ever attended Duncanville ISD previously
Last School District Attended. If none, type N/A: Last school attended in the previous district. If none, type N/A:
The 2017-2018 enrollment portal is currently open for PK-12th grade. Beginning March 1, the 2018-19 enrollment portal will be accepting applications for all new to district students. Please be sure to select the correct enrollment year.
Note: Students who are currently enrolled in a Pre-K program in Duncanville ISD are not required to attend Pre-K and Kindergarten Roundup.
* What School Year are you enrolling your student into? ☒ Current School Year (2017 - 2018) ☐ Next School Year (2018 - 2019)
* Expected Enrollment Date: * First Day of School (08/15/2018)
(The first day of school is 08/26/2017) * Expected Enrollment Date:
* Expected Grade Level: Select school zoned for your residence using the school lookup link to the right: [Click here to lookup your school](#)

Step 2: Family/Guardian Information

Enter **ONLY** guardian information

Step 2: Family/Guardian Information Edit View Only Save Save and Collapse Step

Instructions for completing Family/Guardian Information
Step 1: Please list the primary parent/guardian with whom the student lives with during the school week in Family 1
If you need to add a secondary parent/guardian who DOES NOT LIVE in the home with the student, please select "Yes, I want to Add Legal Guardian who lives at a Different Address." then add this guardian in Family 2.
All other family or friends should be listed as Emergency contacts only.
Once complete save and go to the next 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 - First number called:
* Family Home Language:
House #: Direction: Street Name: Apartment:
* Home Address: P.O. Box: Address 2: City: State: Zip Code:
Dwelling:
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: * First Name: Middle Name:
Name Suffix: Name Prefix: Marital Status:
* Relationship to Child:
☐ Does this guardian have primary custody of the child? * Is this guardian allowed to pick up the student from school?
☐ Should this guardian also be considered an Emergency Contact?
Cell Phone: Work Phone: Contact Email Address:
Language: Employer:

Enter Information for a Guardian of the Family this Student lives with
* Last Name: * First Name: Middle Name:
Name Suffix: Name Prefix: Marital Status:
* Relationship to Child:
☐ Does this guardian have primary custody of the child? * Is this guardian allowed to pick up the student from school?
☐ Should this guardian also be considered an Emergency Contact?
Cell Phone: Work Phone: Contact Email Address:
Language: Employer:

Are there other Legal Guardians who live at a different address?
Yes, I want to Add a Legal Guardian who lives at a Different Address No, Complete Step 2 and move to Step 3: Medical/Dental Information No, Complete Step 2 Only

If there are other guardians within this family (at this same address), click the **Yes, I want to Add another Legal Guardian who lives at this address** button at the bottom of the Section.

If there are additional Families that need to be attached to the student, click the **Yes, I want to Add a Legal Guardian who lives at a Different Address** button in the bottom left corner of the Family/Guardian Information Section. By clicking this button, the guardian will then be able to fill in the new family's information.

Once all the Family/Guardian Information has been entered, the guardian completing the application needs to click either the **No, Complete Step 2 and move to Step 3: Medical/Dental Information** button or the **No, Complete Step 2 Only** button to complete the step.

Step 3: Medical/Dental Information

Enter information regarding Allergy/Medical Condition

Step 3: Medical/Dental Information ✔ Date Completed: 02/26/2018

Instructions for completing Medical/Dental Information
To provide a safe learning environment for your child, parents/guardians must present a paper copy of your student's shot record with physician/clinic signature or stamp to be reviewed by your student's school nurse. As an option, you may upload a copy of your records in the final step.

NOTE: All student health information is considered confidential. Your child's medical/dental information will only be shared on a need-to-know basis with other Duncanville ISD personnel.

Allergy/Medical Condition:

☒ Is this condition critical info that staff should be alerted to? If you have NO alerts please leave this field blank.

Step 4: Emergency Contact Information

Please list other contacts in case the parent/guardian cannot be reached

Step 4: Emergency Contact Information [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing Emergency Contact Information
Only enter other family and friends who are authorized to pick up your student only in an emergency. All contacts added must be over 18 years of age and must provide a valid photo ID upon picking up your student. Please include the following for each contact: *First and Last name, *Select a relationship to student, *Enter a minimum of one valid phone number.

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

* Last Name:

* First Name:

Name Suffix:

Name Prefix:

* Is this contact allowed to pick up the student from school?:

Gender:

Language:

* Primary Phone:

Work Phone:

Relationship to Child:

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](#)

If contacts other than a guardian need to be entered, click the **Yes, I want to Add another Emergency Contact Record** button in the bottom left corner of the section. This will add another set of Emergency Contact fields to be filled in.

If an Emergency Contact record is added in error, the **Remove this Emergency Contact** button can be used.

Step 5: Requested Documents

Step 5: 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 as the Browse button. Please be advised you are **NOT** required to upload your documents via this application; however, if you chose to upload your documents you are still required to bring original/certified paper copies of certain documents to the campus for review. **WARNING:** Your application is **NOT** complete until you attend Document Review and your documents have been reviewed by your campus registrar.

Custody/Guardian Doc: [Choose File](#) No file chosen

Last Report Card: [Choose File](#) No file chosen

Parent/Guardian ID: [Choose File](#) No file chosen

Proof of Residence : [Choose File](#) No file chosen

Shot Record: [Choose File](#) No file chosen

Social Security Card: [Choose File](#) No file chosen

SPED Documents: [Choose File](#) No file chosen

Transcript: [Choose File](#) No file chosen

Transfer Docs: [Choose File](#) No file chosen

Withdrawal Form: [Choose File](#) No file chosen

[Complete Step 5 and move to Step 6: Additional District Forms](#) [Complete Step 5 Only](#)

Guardians can select the **Choose File** button where they will be prompted to browse to a location on their computer to select a file. Once the file is selected, the file name will display as a link to open the file, and the **Remove File** button is available if a file was uploaded in error.

Step 6: Additional District Forms

The screenshot shows a web interface for 'Additional District Forms'. At the top, there are buttons for 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below these is a blue instruction box stating: '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.' Below the instruction box, it says 'Asterisk (*) denotes a required form'. There is a red asterisk followed by 'Required Form:' and an orange button labeled 'AUP'. To the right of the 'AUP' button is a checkbox labeled 'This form has not been completed'. At the bottom right, there is an orange button labeled 'Complete Step 7'.

In this optional step, the user can click on a form button to fill in the data on the form. In the example above, clicking the **AUP** button will open a screen for the user to access the form.

Notice that a form may be flagged as required. When this is done, a guardian must open the form and complete it before completing this step.

The screenshot shows the 'Acceptable Use Policy' form. At the top right, there is a 'Select Language' dropdown menu. Below it, a box displays 'Name: Lila Mae Jonescr' and 'Gender: Female'. To the right of this box are three buttons: 'Save', 'Save and Print', and 'Back'. Below the box, the title 'Acceptable Use Policy' is centered. The main text of the form reads: 'I allow [dropdown] access for my student [dropdown] to the district's network. This includes access to school email, internet, and other pieces of computer software. I acknowledge the above student is aware of his/her responsibilities with this, has read the district's Acceptable Use Policy found [here](#), and they know that they may be disciplined if caught in breach of this agreement.' At the bottom, there are two fields: '*Electronic Signature:' followed by a green box containing a signature, and 'Date:' followed by a green box containing a date.

The guardian can then fill out the form and click the **Save** button. The step will then be marked as completed. If it was not filled out and the guardian plans to come back to it, they can uncheck the box showing it as completed.

When all steps are complete and are showing a Date Completed, the **Submit Application to the District** button will be active at the bottom of the screen.

Before submitting, guardians should review all parts to make sure the information is correct. Once the application is submitted, they cannot make any changes to its content. They would have to contact the district to notify them of the inaccurate information.