
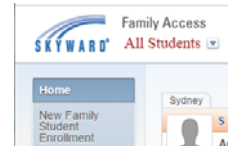


Existing Family New Student Online Enrollment Guide

- Go to Watertown Unified School District web site, www.watertown.k12.wi.us
- From the Families pull down menu select Skyward Family Access or click the link at the bottom of the district home page *Prospective Families*, then click *Enrollment Information*.
- This will open a separate page. On this page you will find pdf documents for enrollment, a guide to help you with Online Enrollment, and the link to start enrollment.
- Click either the red words "**Current Families enrolling new students at WUSD**" or the icon 
- Login with your Skyward User ID and Password.



- Click New Student Online Enrollment.



- Enter as much information in Step 1 as possible whether it is marked as required or not. If the student has a middle name please enter the full middle name, not just the initial. Enter prefix and Nickname if applicable.

- When you have all the information filled in, click button Complete Step 1 and move to Step 2.
- Again, enter as much information as possible, whether it is required or not, for **all** guardians that live at the address you listed in Step 1.
- Once you have completed entering all Family contacts, click button No other Legal Guardians live at this Address.
- Click button No, Complete Step 2 and move to Step 3.

Complete Step 1 and move to Step 2: Family/Guardian Information

No other Legal Guardians live at this Address

No, Complete Step 2 and move to Step 3: Medical/Dental Information

↖ Enter Medical/Dental information for your child in Step 3. Once you have completed entering all information, click button Complete Step 3 and move to Step 4.

Complete Step 3 and move to Step 4: Emergency Contact Information

↖ In Step 4 enter Emergency Contacts for your child. The Watertown School District will always call the parents first in an emergency. Please enter people we may call if parents cannot be reached. You may enter up to three emergency contacts. When done click button No, Complete Step 4 and move to Step 5.

No, Complete Step 4 and move to Step 5: Additional District Forms

↖ Step 5 contains Required Forms that must be completed before your application will be accepted. Forms that require a Parent Signature – please type your name in the area provided. The district will accept this as a digital signature. Enter all the information on the form and save before moving on to the next form.

↖ Click Back to Additional District Forms if you see this window.



↖ When all forms are completed, click Complete Step 5.

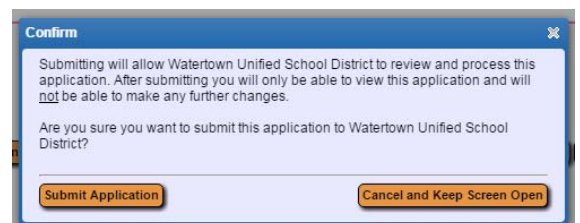
Complete Step 5

↖ If you are done, click Submit Application to the District. If you are not done, you may go back into each step and review the data.

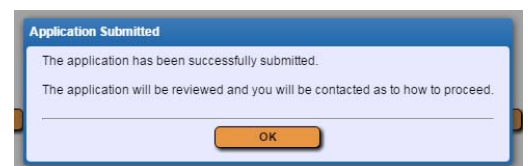
Submit Application to the District

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

↖ Click Submit Application on the Confirm window.



↖ Click OK on the Application Submitted window. You will be taken to a Summary Page where you may either enroll another student or view your submitted application.



↖ Be sure to click the Exit button in the upper right corner to leave the screen.

My Account | **Exit**