


New Family Student Online Enrollment Guide

- Go to Watertown Unified School District web site, www.watertown.k12.wi.us
- At the bottom of page click **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 "**New Families to WUSD-Enroll Here**" or the icon 
- In the window that appears, you will have to enter the required information for Skyward to send you a password. It is recommended that you do not enter your email until after you are done with the enrollment process; check the box **I don't have an email**. This will save you the step of checking your email for your username and password. **Please have paper and pencil/pen ready before proceeding.**
- If you would like to view the page in another language, click Select Language button.

- Parents/Guardians need to enter their Legal Name as required in the fields. You do not have to enter a prefix but if you have a suffix (Jr., Sr., III, etc.) please enter.
- Check the box **I don't have an email**, the screen will change from requesting an email to requesting a login (Example: albert.flintstone). You will also need to enter your primary phone number.
- Check the box **I'm not a robot** and follow the directions.
- Click button in lower left corner – Click here to submit Account Request

- Account Request Confirmation – click OK to continue if you have entered your information correctly or back to make corrections.

- A window will display with your login information. Please write this information down on your paper.

- Click OK. You should now see the login screen. Enter your login and password that you wrote down. Click Sign In.

- ✎ 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.
- ✎ Please enter your Expected Enrollment Date.

- ✎ 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

No other Legal Guardians live at this Address

- ✎ Click button No, Complete Step 2 and move to Step 3.

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.

Class	Year	Created	After School Care	Old	Being	Quitting After School	Being From School	Ready To Go
4/1/2017	2:00 PM	No	No	No	No	No	No	No

- ✎ 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.

Albert Flintstone **Exit**