



NEW STUDENT ONLINE ENROLLMENT - FAMILY GUIDE

New Student Online Enrollment (NSOE) allows you the convenience of initiating the enrollment process of your student from any computer, at any time.

PLEASE FOLLOW THE STEPS BELOW as they relate to your current status with the Pullman School District, i.e. currently have children in the district or new to the Pullman School District.

Already have a student in the district?

Log into your Family Access Account and select the New Student Online Enrollment tab that is located in the left hand column in Family Access. Skip to step # 2 below.

[New Student Online Enrollment – I already have a Family Access Account](#)

New to the District?

Click the link below to create an account.

[New Student Online Enrollment – I don't have a Family Access Account](#)

STEP 1: ACCOUNT REQUEST – NEW FAMILIES ONLY

Enroll My Student I need to create a new account!

1. Click the button that can be found on our district website under 'Enrollment' or click the link above under 'New Student Online Enrollment – I don't have a Family Access Account.' This link will take you to the New Student Online Enrollment: Account Request screen (as seen below): **ONLY parents/guardians NEW TO THE DISTRICT** fill out this account request page. Enter information in the above screen and then at the bottom, select "Click here to submit Account Request."

Online Enrollment Access

New Student Enrollment: 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 Online Enrollment system.

Complete required fields to request an account to enroll your student(s).

For any family that DOES NOT have a child currently attending ANY SCHOOL within the Pullman School District:

- If you DO have an email address, please enter it where prompted - an email will be sent to you with a temporary password.
- If you DO NOT have an email address or Skipward already recognizes your email address, please check "I don't have an email" and enter your desired login name. A temporary password will be displayed immediately in a pop-up - this will be your only notification of your password so please make a note of it.

For ALL families with children currently attending ANY SCHOOL within the Pullman School District:

- DO NOT fill out the electronic request form below - you MUST access enrollment through your My Family Access Account.
- ALL families with children currently attending school in the Pullman School District ALREADY HAVE a Skipward account.
- If you have never signed in or do not know your user login ID/Password, please proceed to the Student Family Access Account page and select "Forgot Login/Password" to get an email account reset link.
- If you are unable to obtain a password reset to your personal email address, please contact the District Office by phone at (509) 332-3581 or by email at enrollment@psd267.org to obtain login and password information.

For K-5 students, students are initially assigned to an attendance area school based on where the student lives. Use our "Find My School" address lookup tool and find attendance area maps here: "Find my school" application.

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

☐ I don't have an email

*Guardian Email Address:

*Re-type Email Address:

*Guardian Primary Phone Number:

Complete the security dialog

☐ I'm not a robot

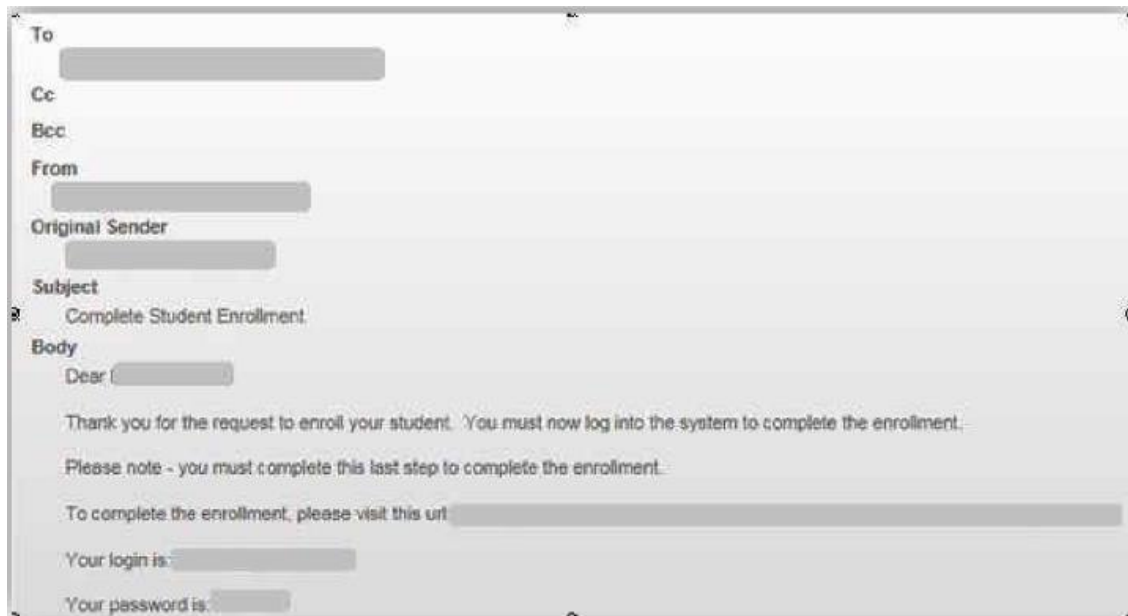
☐ CAPTCHA

Click here to submit your account request.

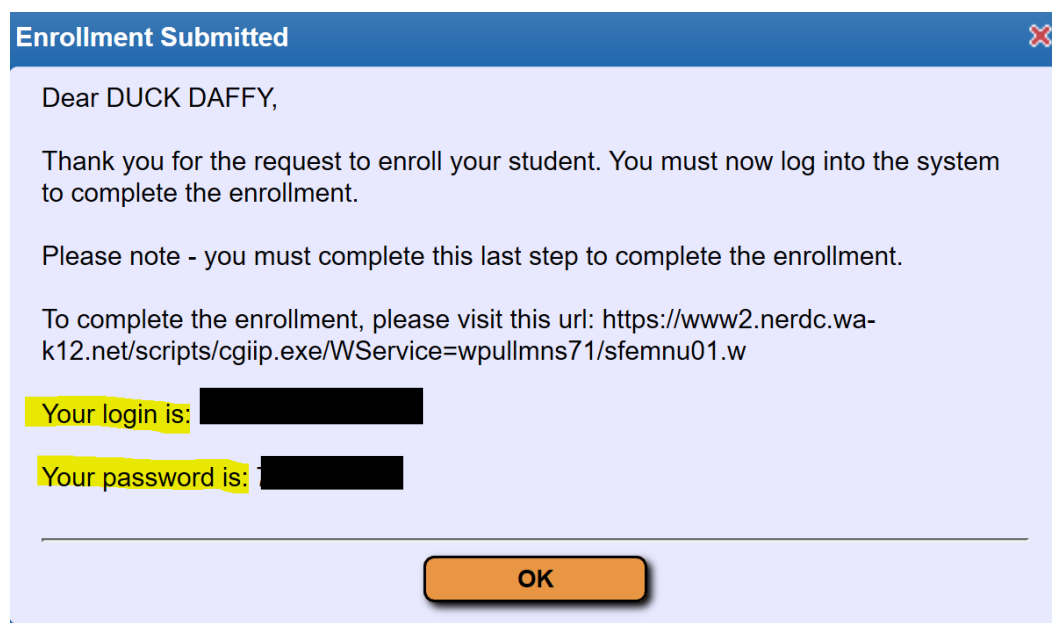
Click here to submit Online Enrollment Account Request

If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

2. **IF YOU HAVE AN EMAIL ADDRESS:** This request generates a temporary account only linked to Skyward Enrollment Access – not to be confused with Family Access. The Family Access account information is generated and emailed upon completion of the enrollment application. **The account creation email for Skyward Enrollment Access will contain a link, Login ID, and Password to access the New Student Online Enrollment Portal.**

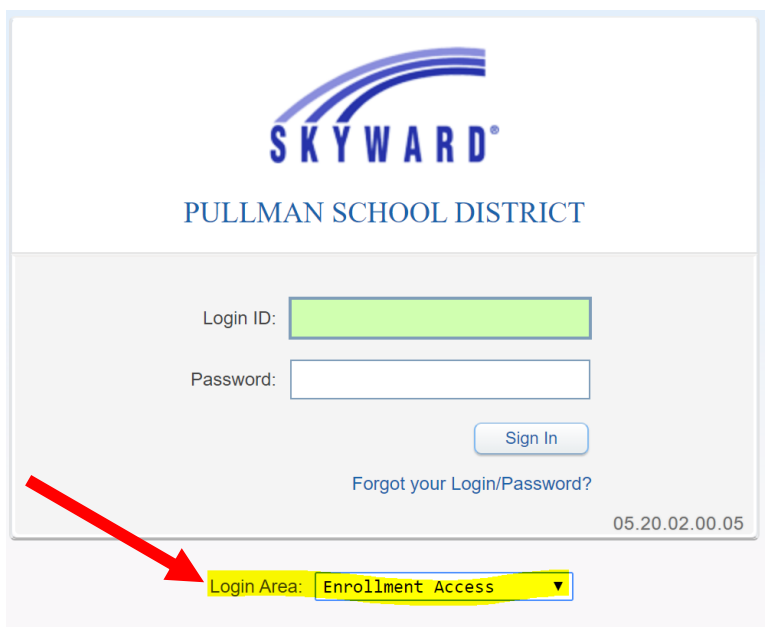


3. **IF YOU DO NOT HAVE AN EMAIL ADDRESS:** Please check “I don’t have an email” and enter your desired login name. A temporary password will be displayed immediately in a pop-up. **THIS WILL BE YOUR ONLY NOTIFICATION OF YOUR PASSWORD SO BE SURE TO MAKE A NOTE OF IT.**



If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

4. If you provided an email address follow the link in the email and enter the login and password to gain access to the New Student Online Enrollment: Application Form or enter your desired login and temporary password if you did not provide an email address. The login area needs to be 'ENROLLMENT ACCESS.'



SKYWARD®

PULLMAN SCHOOL DISTRICT

Login ID:

Password:

Sign In

Forgot your Login/Password?

05.20.02.00.05

Login Area: Enrollment Access ▼

STEP 2: ONLINE ENROLLMENT APPLICATION CURRENT FAMILIES ONLY

For ALL families with children currently attending ANY SCHOOL within the Pullman School District:

- **DO NOT** fill out the electronic request form below – you **MUST** access enrollment through your [Skyward Family Access Account](#)
- **ALL** families with children currently attending school in the Pullman School District **ALREADY HAVE** a Skyward account.
- If you have never signed in or do not know your user Login ID/Password, please proceed to the [Skyward Family Access Account](#) page and select 'Forgot Login/Password' to get an email account reset link.
- If you are unable to obtain a password reset to your personal email address, please contact the District Office by phone at (509) 332-3581 or by email at enrollment@psd267.org to obtain login and password information.
- The 'New Student Online Application' tab can be found on the left hand column once you are logged into your Family Access account.

If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

STEP 3: COMPLETING THE ONLINE ENROLLMENT APPLICATION

Asterisk (*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information

Edit

View Only

Step 2: Family/Guardian Information

Edit

View Only

Step 3: Emergency Contact Information

Edit

View Only

Step 4: Requested Documents

Edit

View Only

1. Fill in the **STUDENT INFORMATION**. Fields denoted with an * require input or the application will not submit.

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

* Last Name: * First Name: Middle Name:
 Name Suffix: Name Prefix: Nickname: * Gender:
 * Date of Birth: Age: Birth City: Birth State:
 * Birth Country: Birth County:
 Home Email:
☒ Does student live within this school district?
 * Federal/State Ethnicity: (select all that apply) None Selected (Select Federal/State Ethnicity)
 * State Race: (select all that apply) None Selected (Select State Race)
 * Language Spoken Most: * Native Language:
 * Language Spoken at Home:
 * Military Family Status:
☐ Has student attended a state school? ☐ Has student attended this district previously?
 Previous School District: School in the District Student Previously Attended:
 You are enrolling your student into the Next School Year (2020 - 2021)
☐ First Day of School (08/26/2020) * Expected Enrollment Date:
 * Expected Grade Level: * Expected School to Enroll into: [Click to view the district boundary map](#)
☒ 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 ?
 Additional Information: (on the Student for the District)
 Maximum characters: 5000, Remaining characters: 5000

2. Fill in the **FAMILY/GUARDIAN INFORMATION**. Fields denoted with an * require input or application will not submit.

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: (509) 123-4567 Should the District keep this number confidential? ☐
 * Family Home Language:
☐ Print Hard Copy Report Cards
 House #: Direction: Street Name: Apartment:
 * Home Address: P.O. Box: Address 2: City: State: Zip Code:
☐ Should the District keep this address confidential?
 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: HODGE * First Name: COURTNEY Name Suffix:
 Name Prefix:
 * Relationship to Child:
☐ Does this guardian have custody of the child? ☐ Is this guardian allowed to pick up the student from school?
 Cell Phone: Work Phone: Contact Email Address:
 Are there other Legal Guardians who live at this address?

If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

3. Fill in the **EMERGENCY CONTACT INFORMATION**. You can enter up to a maximum of five (5) emergency contacts. Please do not use legal guardians as an emergency contact.

The screenshot shows the 'Step 3: Emergency Contact Information' form. It includes fields for Last Name, First Name, Middle Name, Name Suffix, and Name Prefix. There are checkboxes for 'Is this contact allowed to pick up the student from school?' and 'Should the District keep this number confidential?'. Fields for Contact Email Address, Primary Phone, Cell Phone, and Work Phone are also present. A dropdown menu for 'Relationship to Child' is at the bottom. Navigation buttons at the top include 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. A 'Remove this Emergency Contact' button is at the top right. At the bottom, a question asks 'Do you have other Emergency Contacts to add for this student?' with three response buttons: 'Yes, I want to Add another Emergency Contact Record', 'No, Complete Step 3 and move to Step 4: Requested Documents', and 'No, Complete Step 3 Only'.

4. **REQUESTED DOCUMENTS: BIRTH CERTIFICATE ONLY**- It is optional to upload your student's birth certificate as an attachment in the online enrollment application.

a. **YES, I WANT TO UPLOAD MY STUDENT'S BIRTH CERTIFICATE**

- i. Select 'Edit'

The screenshot shows the header for 'Step 4: Requested Documents'. It includes 'Edit' and 'View Only' buttons. A red arrow points from the 'Edit' button.

- ii. Select the "Browse" button to locate a file on your computer and then you can complete Step 4.

The screenshot shows the 'Step 4: Requested Documents' form. It includes instructions for completing the requested documents, stating that uploading a birth certificate is optional and that physical copies of immunization records should be mailed or dropped off. There is a 'Birth Certificate' field and a 'Browse...' button. A red arrow points to the 'Browse...' button. At the bottom, there are two buttons: 'Complete Step 4 and move to Step 5: Additional District Forms' and 'Complete Step 4 Only'.

- b. **NO, I DO NOT WANT TO UPLOAD MY STUDENT'S BIRTH CERTIFICATE.** Please email, mail, or drop off a copy of your student's birth certificate to your student's assigned school for grades K-5, to the middle school for grades 6-8, and to the high school for grades 9-12 in order to complete the online application.

- i. Select 'Edit'

The screenshot shows the header for 'Step 4: Requested Documents'. It includes 'Edit' and 'View Only' buttons. A red arrow points from the 'Edit' button.

- ii. Select 'Complete Step 4 and move to Step 5: Additional District Forms' or 'Complete Step 4 Only'

The screenshot shows the 'Step 4: Requested Documents' form, identical to the one above. It includes instructions for completing the requested documents. At the bottom, there are two buttons: 'Complete Step 4 and move to Step 5: Additional District Forms' and 'Complete Step 4 Only'. A red arrow points to the 'Complete Step 4 Only' button.

If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

Please do not upload a physical copy of your student's medically verified immunization records. A physical copy of your student's immunization records must be mailed in or dropped off at your student's assigned school.

5. **ADDITIONAL DISTRICT FORMS** also need to be completed as part of the enrollment process. The forms marked with an * are required, and the others are optional.

Step 5: Additional District Forms Edit View Only Save Save and Collapse Step

Instructions for completing the Additional District Forms
The buttons below each link to additional forms. All required forms must be completed in order to submit the student enrollment application.

Asterisk (*) denotes a required form

* Required Form:	Student Health History 2020-2021	<input type="checkbox"/> This form has not been completed
* Required Form:	Student Housing Questionnaire 2020-2021	<input type="checkbox"/> This form has not been completed
Optional Form:	Transfer Student Highly Capable Program Survey: Grades K-12	<input type="checkbox"/> This form has not been completed
* Required Form:	District Student Handbook Acknowledgement Form 2020-21	<input type="checkbox"/> This form has not been completed
* Required Form:	Additional Enrollment Information	<input type="checkbox"/> This form has not been completed
* Required Form:	District Attendance Form 2020-21	<input type="checkbox"/> This form has not been completed
Optional Form:	Form 3114F1 - Out of District Transfer	<input type="checkbox"/> This form has not been completed

Complete Step 5

Once all of the required Additional District Forms have been completed, they will receive a check mark and a note that the form has been completed. **Be sure to select 'Complete Step 5' once you have completed all of the required forms.**

Step 5: Additional District Forms Edit View Only Save Save and Collapse Step

Instructions for completing the Additional District Forms
The buttons below each link to additional forms. All required forms must be completed in order to submit the student enrollment application.

Asterisk (*) denotes a required form

* Required Form:	Student Health History 2020-2021	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Student Housing Questionnaire 2020-2021	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	Transfer Student Highly Capable Program Survey: Grades K-12	<input type="checkbox"/> This form has not been completed
* Required Form:	District Student Handbook Acknowledgement Form 2020-21	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Additional Enrollment Information	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	District Attendance Form 2020-21	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	Form 3114F1 - Out of District Transfer	<input type="checkbox"/> This form has not been completed

Complete Step 5

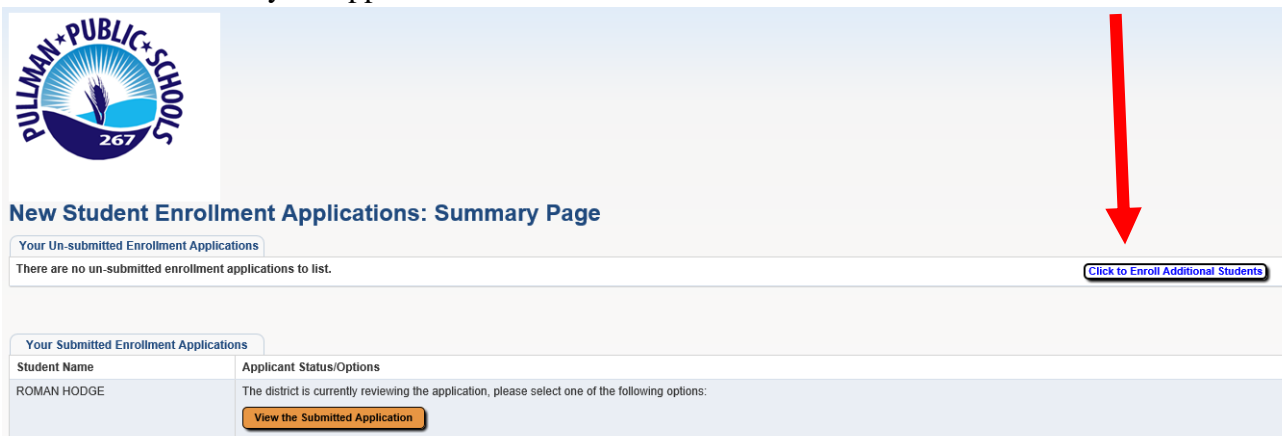
6. Continue until all application steps have been completed. Any of the steps may be reviewed and edited if needed. Select 'Submit Application to District' once all forms are completed.

Submit Application to the District

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

If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

7. **NEW STUDENT APPLICATION SUMMARY REVIEW.** After submitting the online application, you will be directed to the New Student Enrollment Applications: Summary Page. This page allows you to view the status of your application and enroll additional students if needed.



PULLMAN PUBLIC SCHOOLS 267

New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

There are no un-submitted enrollment applications to list.

[Click to Enroll Additional Students](#)

Your Submitted Enrollment Applications

Student Name	Applicant Status/Options
ROMAN HODGE	The district is currently reviewing the application, please select one of the following options:

[View the Submitted Application](#)

8. **How do I know if my student's online enrollment application was approved?**

Upon approval of your student's online enrollment application, the parent/guardian that completed the online application will receive a Skyward Email Account Reset Link. For families NEW to Pullman School District and for RETURNING families, this will instruct you to create or update your Skyward Family Access password.

IMMUNIZATION INFORMATION

IMMUNIZATION RECORDS: Starting in fall of 2020, all Washington State Public Schools will be required to meet new student immunization guidelines from the Washington State Department of Health. Starting August 1, 2020, this will directly and immediately impact all students that are new to our school district, or moving schools within our district, including moving from elementary school to middle school or from middle school to high school.

The changes include: Parents will be required to provide a **medically verified immunization record** for their student.

Medically verified is defined as:

- A Certificate of Immunization Status (CIS) printed from the Immunization Information System (IIS) or from "MyIR" – databases that medical providers often use
- A physical copy of the CIS form with a healthcare provider signature
- A physical copy of the CIS with accompanying medical immunization records from a healthcare provider verified and signed by a Pullman Public Schools nurse

Please reach out to your student's medical provider soon to request a copy of the student's immunization records, and then submit the records to your building secretary to complete your enrollment application. Immunization records are **mandatory**, and students will be ineligible to attend school if appropriate records are not provided to the school.

Note: Families Experiencing Homelessness: Students experiencing homelessness are not subject to provide required documents. Visit our [McKinney-Vento Program webpage](#) for more information.

If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

If you have any questions regarding your student's immunization records please contact the District Nurse, Michelle Hyatt by email at mhyatt@psd267.org or by contacting the district main office at (509) 332-3581.

TRANSFER INFORMATION

IN DISTRICT TRANSFER INFORMATION

What is the procedure for requesting an In-District Transfer?

- Parents wishing to have their student(s) attend a different school will need to complete an [in-district transfer request form](#). Applications for the 2020-2021 School Year will be considered in August prior to the start of the school year. Approval will be based on school capacity and may also include consideration of IEP/504 or other circumstances. The form can be picked up at the District Office or can be printed from our [website](#). Forms need to be submitted to the District Office, located at 240 SE Dexter, Pullman.

Are district employees able to select the school their student will attend?

- The students of district certificated and classified staff must attend the school within their attendance boundary, or the staff member may fill out an [in-district transfer form](#) and their student will be allowed to attend the school where their parent works in accordance with RCW 28a.225.225.

How does an In-District Transfer Request impact transportation?

- Transportation for students requesting an in-district transfer will be the responsibility of the parent.

If my student's request for an in-district transfer is not approved, how can I appeal?

- If a parent or guardian submits a request for in-district transfer and is denied, they can appeal the decision following the process in [Policy 4220 Complaints Concerning Staff or Programs](#).

Please note: Students that qualify for services under the McKinney Vento Homeless Education Act shall be exempt from attendance area transfers. Please contact the Special Programs office at 509-332-3144 or instructionalprograms@psd267.org with questions.

Please note: Students that are eligible for special education services are subject to attendance area transfers in accordance with their Individual Education Plan (IEP).

Related Policies, Procedure, and Form:

[3131 Attendance Area Transfers](#)

[3131F Request for In-District Student Transfer Form](#)

OUT OF DISTRICT TRANSFER INFORMATION

If my student lives outside of Pullman School District boundaries, how do I apply for my student to attend a Pullman School District school?

- Out-of-District Transfer (Choice) requests will complete online enrollment and submit form [3141F](#) to the Pullman Public Schools district office. Out of District Transfer requests received after June 30th will not be considered until after the first day of school.

If my student's request to enroll in Pullman School District is not approved, how can I appeal?

- The appeals process is outlined in policy 3141: *Nonresident Students*: "If the application is denied, the superintendent will notify the parent or guardian of the reason(s) for denial and the right to petition the district." If you have any questions regarding you're the Online Enrollment Application portal or transfer information please contact the District Office at (509) 332-3581 or by email at enrollment@psd267.org.

board of directors, upon five school business day's prior notice, for review of the decision and to have a hearing before the board at its next regular meeting. Following the hearing by the board, a final decision will be promptly communicated to the parent in writing. The final decision of the district to deny the admission of a nonresident student may be appealed to the Superintendent of Public Instruction or his or her designee pursuant to the process detailed in RCW 28A.225.230."

Related Policy and Form:

[3141 Non-Resident Students](#)

[3141F Non-Resident Student Transfer Form](#)