

NEW STUDENT ONLINE ENROLLMENT

If you are a new family to the district proceed to **STEP ONE**, if your family is currently enrolled in Belding Area Schools district, proceed to **STEP TWO**.

STEP ONE:

Visit www.bas-k12.org

Navigate to the 'Quick Links drop down and choose 'Parents'

Click on 'Student Account Request Link'

The screenshot shows the Belding Area Schools website. The header includes the school logo, the name "BELDING AREA SCHOOLS", the tagline "The right size. The right choice.", and a navigation menu with "Home", "District", "Schools", "Athletics/Clubs", and "Quick Links". The "Quick Links" dropdown menu is open, showing "Parents", "Students", and "Staff". Below the navigation, the "Parents" section is highlighted, featuring three links: "Skyward Skyport" (Online access to student information), "Online Lunch Payments - Login to Skyward", and "Student Account Request Link" (marked with an asterisk and "For New Students Only").

Complete the 'New Student Enrollment: Account Request' form

The screenshot shows the "New Student Enrollment: Account Request" form. The form is titled "New Student Enrollment: Account Request" and includes a blue box with instructions: "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 students." The form fields are: "Enter the name of the legal parent/guardian of the student you want to enroll" (with sub-fields for Guardian Legal First Name, Last Name, Middle Name, Prefix, and Suffix), "Guardian contact information" (with sub-fields for Guardian Email Address, Re-type Email Address, and Guardian Primary Phone Number). A note at the bottom states "Asterisk (*) denotes a required field" and a button labeled "Click here to submit Online Enrollment Account Request" is visible.

You will receive an email with a link and login information. ** Please note this login information is only good for online enrollments.

STEP TWO:

Log into Skyward Family Access with your login and password.

*If you forgot your password, click 'forgot Login/Password?' to request a new one.

Once logged in, you will see a tab at the top left of the screen for 'New Student Online Enrollment'.



STEP THREE:

Complete steps 1-5 in the online enrollment program (see screenshots below)

1. Student information
2. Family/Guardian information
3. Medical/Dental information
4. Emergency Contact information
5. Additional District Forms

*Click 'Complete Step # and move to Step #' for each form once completed.

1.

Instructions for completing the student application
Answer the questions to progress through the application form. Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen. Click 'Save and go to Summary Page' to save your progress and return to the summary page. Click 'Leave WITHOUT Saving' to return to the summary page without saving.

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

Step 1: Student Information

*Last Name: *First Name: Middle Name:
Name Suffix: *Gender:
*Date of Birth: Age: *Birth City: Birth Country:
Birth State:
* Does student live within this school district?:
* Is Student Hispanic/Latino?: No, My Child is not Hispanic or Latino
 Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race
* Federal Race: (select all that apply)
 American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
 Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 Black or African American - A person having origins in any of the black racial groups of Africa
 Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa
* Language Spoken Most:
* Is a parent/guardian currently an active military member?: Is student in foster care?
 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 (2019 - 2020)
 First Day of School * Expected Enrollment Date:
* Expected Grade Level:
 I authorize this student's information to be distributed for the purposes of Military usage
Additional Information: (on the Student for the District)
Maximum characters: 5000, Remaining characters: 5000



2.

Instructions for completing the student application

Answer the questions to progress through the application form. Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen. Click 'Save and go to Summary Page' to save your progress and return to the summary page. Click 'Leave WITHOUT Saving' to return to the summary page without saving.

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

Step 1: Student Information

Edit

View Only

Date Completed: 04/18/2019

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: (616) 794-4551

* Family Home Language:

* Home Address: House #: Direction: Street Name: SUD: #:
P.O. Box: Address 2: City: State: Zip Code:

Mailing Address: (if different than home address) House #: Direction: Street Name: SUD: #:
P.O. Box: Address 2: City: State: Zip Code:

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: K First Name: B Middle Name:

Name Suffix: * Date of Birth: Gender:

* Relationship to Child: Marital Status:

Does this guardian have custody of the child? * Is this guardian allowed to pick up the student from school?:

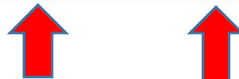
Should this guardian also be considered an Emergency Contact?

Cell Phone: Work Phone: * Contact Email Address: richesd@beldingschools.org

Language: Occupation:

Employer: Work Hours:

Are there other Legal Guardians who live at this address?



Select One

Are there other Legal Guardians who live at a different address?



SELECT ONE

NOTE: ALL parents/legal guardians must be listed unless there is court paperwork terminating their parental rights (TPR). Copies of any court paperwork outlining custody arrangements, TPR's, etc. must be provided in order to be enforced.

3.

Step 3: Medical/Dental Information

Allergy/Medical Condition: Is this condition critical info that staff should be alerted to?



4.

Step 4: Emergency Contact Information

Instructions for completing Emergency Contact Information
Enter up to 3 Emergency Contacts, who will assume temporary care of your child if you cannot be reached. Do not include yourself or other guardians; we will always contact you first.
If you are enrolling more than one student and the emergency contacts will be the same, please enter them for the first student and we will copy them to the others as part of the final enrollment process.

Enter the information for Emergency Contact #1

* Last Name: * First Name: Middle Name:

Name Suffix: Is this contact allowed to pick up the student from school?
Gender:

Contact Email Address: * Primary Phone: (608) Should the District keep this number confidential?
Cell Phone: Work Phone:

* Relationship to Child:
Employer:

Do you have other Emergency Contacts to add for this student?



Select One



5.

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 an additional form that must be completed to be able to submit the student application.

Asterisk (*) denotes a required form

- * Required Form: [Directory Information](#) This form has not been completed
- * Required Form: [Home Language Survey English](#) This form has not been completed
- Optional Form: [Home Language Survey Spanish](#) This form has not been completed
- * Required Form: [Student Residency](#) This form has not been completed
- * Required Form: [Student Tech AUP](#) This form has not been completed
- * Required Form: [Concussion Awareness](#) This form has not been completed
- Optional Form: [Immunization](#) This form has not been completed
- * Required Form: [Prior Discipline](#) This form has not been completed
- Optional Form: [Transportation](#) This form has not been completed

[Complete Step 5](#)



****MUST CLICK HERE BEFORE SUBMITTING APPLICATION**

To submit application:



[Submit Application to the District](#)

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

[Save and Continue to Fill Out Application](#) [Save and go to Summary Page](#) [Print Application](#) [Leave WITHOUT Saving](#)

Once you have completed and submitted the application, you will be taken to a summary page. You can enroll additional students (if any).

SKYWARD® Online Enrollment Access

Black Knights Exit

Select Language ▼

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
Belding Knights	The district is currently reviewing the application, please select one of the following options: View the Submitted Application

Click 'exit' in the upper right corner when complete.

STEP FOUR:

Submit application and bring the following in to the Registrar's Office:

- *Birth Certificate
- *Proof of Residency (i.e. utility bill, lease, mortgage statement)
- *Immunization records
- **Fill out transportation needs form (if needed)

You should receive emails regarding the status of your child's enrollment. Once completed, you should receive an email with your parent access logon.