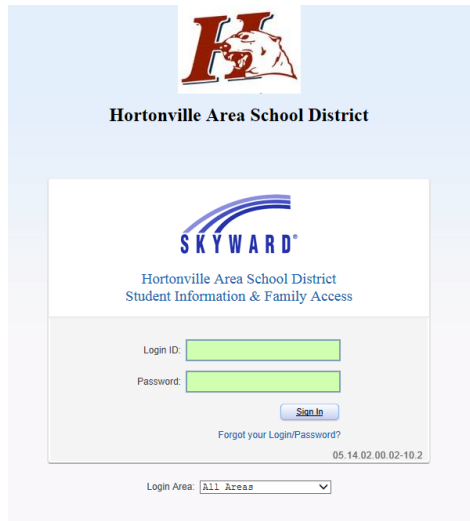
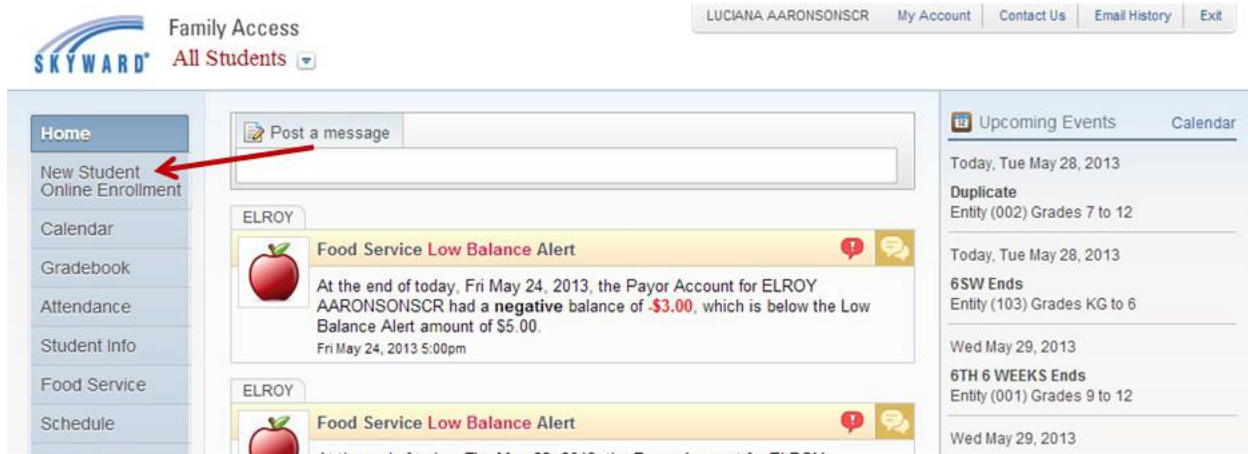


Existing Families New Student Online Registration Guide

1. Go to the Hortonville Area School District's website, www.hasd.org
2. Click 'Skyward Family Access.'
3. Click 'Link to Family Access.'
4. Login to Skyward using your User ID and Password.



5. Click 'New Student Online Enrollment.'



6. Enter the information in Step 1. Click 'Complete Step 1' and move to Step 2. Continue to enter the data from step to step.

Existing Families New Student Online Registration Guide

SKWARD Online Enrollment Access

RDON YOURT EAT

Select Language

HI

New Student Enrollment: Application Form

Save and Continue to Fill Out Application Save and go to Summary Page Print Application Leave WITHOUT Saving

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 Save Save and Continue Step

* Last Name: Name Prefix: * First Name: Middle Name:
Name Suffix: * Gender:
* Date of Birth: * Birth City: Birth State:
Birth Country:
 Is Student Hispanic/Latino?
* Federal Race: American Indian or Alaskan Native
(select all that apply) Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
* Language Spoken Most:
* Expected Date of Enrollment: * Expected Grade Level: * Expected School to Enroll into:
Additional Information:
(on the Student for the District)
Maximum characters: 5000; Remaining characters: 5000

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

Step 2: Family/Guardian Information Edit View Only

Step 3: Medical/Dental Information Edit View Only

Step 4: Emergency Contact Information Edit View Only

7. In Step 2, make sure to add all Family contacts that live at the address you listed.
8. Once you have completed entering all Family contacts, click 'No, Complete Step 2 and move to Step 3'.
9. In Step 3 enter the medical/dental information for your child.
10. Once you have completed entering all medical/dental information, click 'Complete Step 3 and move to Step 4'.
11. In Step 4 enter any additional emergency contacts for your child.
12. Once you have completed entering all emergency contacts, click 'No, Complete Step 4 and move to Step 5'.
13. In Step 5 there are many additional forms that need to be completed. Forms 13, 14 and 15 are not required. In many forms you can create multiple records. Make sure when you complete a form to save and then click 'Back to Additional District Forms' to return to the main screen. When you have completed all forms click 'Complete Step 5.'
14. 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.