

New Families Student Online Registration Guide

1. Go to the Hortonville Area School District's website, www.hasd.org, click "Online Registration" under the **Parents** menu.
2. At the bottom of this website (www.hasd.org/district/online_registration), click **New Families Register**. Click the button to start registration.
3. In the window that appears, you will have to enter the required data for Skyward to send you an account and password.



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 students.

Enter the name of the legal parent/guardian of the student you want to enroll

* Enter Legal First Name:

* Enter Legal Last Name:

Enter Legal Middle Name:

Enter Legal Name Prefix: Enter Legal Name Suffix:

Enter contact information

* Enter Email Address:

* Re-type Email Address:

* Enter Primary Phone Number:

Asterisk (*) denotes a required field

[Click here to submit Online Enrollment Account Request](#)

4. Please check your email. You should have received a message containing your username, password and the weblink to Family Access.
5. Click the weblink, then enter your username and password.

Hortonville Area School District

SKYWARD®

Hortonville Area School District
Student Information & Family Access

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

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Login Area:

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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.

The screenshot shows the 'New Student Enrollment: Application Form' interface. At the top, there is a navigation bar with 'Save and Continue to Fill Out Application', 'Save and go to Summary Page', 'Print Application', and 'Leave WITHOUT Saving'. Below this is a blue box with instructions for completing the application. The main form area is titled 'Step 1: Student Information' and includes fields for Last Name, First Name, Middle Name, Name Suffix, Name Prefix, Gender, Date of Birth, Birth City, Birth State, Birth Country, Federal Race (with checkboxes for Hispanic/Latino, American Indian or Alaskan Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White), Language Spoken Most, Expected Date of Enrollment, Expected Grade Level, and Expected School to Enroll into. There are also buttons for 'Complete Step 1 and move to Step 2: Family/Guardian Information' and 'Complete Step 1 Only'. Below Step 1, there are sections for Step 2: Family/Guardian Information, Step 3: Medical/Dental Information, and Step 4: Emergency Contact Information, each with 'Edit' and 'View Only' buttons.

7. In Step 2, make sure to add all Family contacts that live at the address you listed. (Please note – if you add a Family member that is not a biological guardian such as a Step-Parent, Family Friend, Aunt, Uncle, or Grand-parent, you will need to complete the Confidential Release of Information Form which will be in Step 5 – Forms.)
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.
 - 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.'
 - **Reminder from Step 2 – if you added a family member that is not a biological guardian such as a Step-Parent, Family Friend, Aunt, Uncle, or Grand-Parent, you will need to complete the Confidential Release of Information form in order for the District Staff to communicate with this person. The ROI (Confidential Release of Information) is ONLY to**

be completed if there is a non-biological guardian listed under the Family Information.

This form is not to be used for Medical or E3 release of information.

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.