

NEW STUDENT ONLINE ENROLLMENT

A parent goes to the "Registration & Enrollment" web page on the Jordan School District website at <http://planning.jordandistrict.org/enrollment>. A link to the web page can be added to the school's website.

If the parent is new to the district and does not have a Skyward Family Access account, they click on the "Temporary Account for New Student Enrollment" button. This will allow the parent to create a temporary Skyward login and password that will only allow them to create and submit an Online Enrollment Application.

If the parent has a Skyward Family Access account or has created a temporary account, they click on the "New Student Enrollment" button. This will allow the parent to login to Skyward and complete an Online Enrollment

Enrollment and Registration

Welcome to Jordan School District! You may enroll your student(s) in our school district using our student online enrollment program called "Skyward Family Access". Choose one of the buttons below to begin:

If computer access is unavailable, parents or guardians may also enroll their students at their [Jordan District school](#).

Click here to create a temporary account for New Student Enrollment



For those with no Skyward Family Access account, and you never attended a Jordan School District school.

Click here to access an existing account for New Student Enrollment

If you have a Jordan School District Skyward Family Access account, or a temporary account has already been created.

If you need to have your Family Access password reset, call our help desk at 801-567-8737.

Once you have completed the online enrollment portion, please take the following required forms to the school to complete the process (schools may require additional information):

- Parent/legal custodial guardian's picture identification (driver's license, state agency picture ID, or passport)
- Child's original or certified birth certificate
- [Immunizations](#) 
- Child's unofficial transcripts from ALL previous schools (Grades 9-12)
-  [Proof of Residency - English/Spanish](#)

For school contact information, visit the "[Our Schools](#)" page on the JSD website.

New Student Online Enrollment (NSOE)

When the parent clicks on the "Temporary Account for New Student Enrollment" button, they are taken to the Skyward New Student Online Enrollment Account Request screen. If the parent leaves the "I don't have an email" unchecked, then their temporary login will be their email address and the system will email them a password. If the parent checks the "I don't have an email", then the parent will choose their own temporary login and the system will display their password in a popup window.

Jordan School District

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.
If you already have a Skyward Family Access account, please login to Skyward Online Enrollment at <https://skyedu.jordan.k12.ut.us/scripts/wesa.dll?WService=weEApp/sitemnu01.w> and complete an enrollment application for your new student(s).

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:

Asterisk (*) denotes a required field

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

The system will stop a parent from creating a temporary account if there is already a Skyward Family Access account with the same email address.

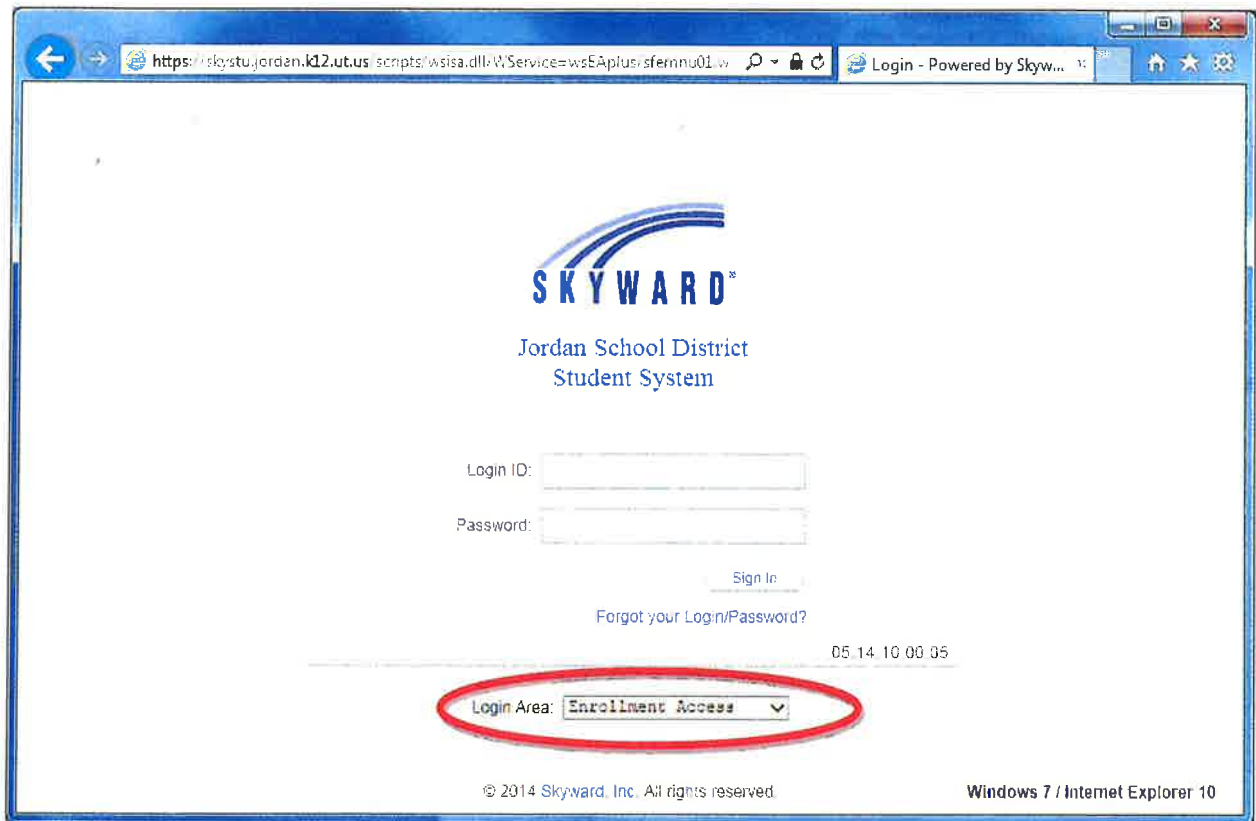
Enrollment Not Submitted ✖

This request cannot be processed. A Family Access account is already associated to the email address of @hotmail.com.

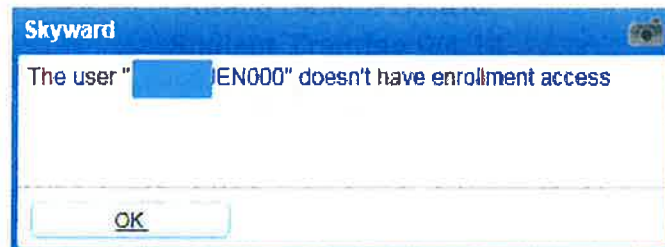
Log in to [Family Access](#) with the login/password associated to this email address. If you do not know your login/password that is associated to this email address you can use the [Forgot Login/Password](#) link for help. You may enter a different email address if you need to create a new account.

New Student Online Enrollment (NSOE)

When the parent clicks on the "New Student Enrollment" button, they are taken to the New Student Online Enrollment login page at <https://skystu.jordan.k12.ut.us/scripts/wsisa.dll/WService=wsEPlus/sfemnu01.w>. The parent will login with their temporary account or their existing Family Access account. Notice that the Login Area is set to "Enrollment Access" and not "Family/Student Access".



The parent will get an error message if they use their existing account and they are not the primary guardian. The parent will need to be listed as **Guardian 1 in Family 1** on the student profile screen.



New Student Online Enrollment (NSOE)

The parent will complete a New Student Online Enrollment Application starting with "Step 1: Student Information".

https://skystu.jordan.k12.ut.us/ - New Student Online Enrollment - Internet Explorer

Exit

SKYWARD Online Enrollment Access

Select Language District Links

Jordan School District
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
THIS ENROLLMENT APPLICATION IS ONLY TO BE USED TO ENROLL NEW STUDENTS. During the summer, online registration for current students can be found in Skyward Family Access under the "Registration for School" link.

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: Smith * First Name: John Middle Name:
Name Suffix: [v] Nickname: * Gender: Male [v]
* Date of Birth: [v] Age: [v]
 Does student live within this school district?
* Is Student Hispanic/Latino?: No [v]
* Federal Race: (select all that apply)
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White
Ancestry (Tribal Affiliation): [v]
* Language Spoken Most: English [v]
 Has student attended this district previously?
Previous School District: School in the District Student Previously Attended

If you are enrolling a student at a year-round elementary school for next school year then use 7/25/2017 as the enrollment date. If you are enrolling a student at any other school for next school year then use 8/22/2017 as the enrollment date.

* What School Year are you enrolling your student into? Current School Year (2016 - 2017) Next School Year (2017 - 2018)
* Enrollment Date: 02/13/2017 [v] First Day of School (08/22/2017):
(The first day of school is 08/22/2016) * Enrollment Date:
* Expected Grade Level: [v] * Expected School to Enroll into: [v] Find my student's school

Additional Information (on the Student for the District)

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

When the parent chooses either "Current School Year" or "Next School Year", they will see a popup window telling them that their student will be enrolled in the "Expected Grade Level".

Expected Grade Level has been updated

Attention! The Expected Grade Level has been updated to
This is based on your student's date of birth (01/01/2000) and the School Year selected to enroll into (Next Year).
If the Expected Grade Level is not correct, please change it to the appropriate Grade Level your student is enrolling into.

OK

New Student Online Enrollment (NSOE)

The parent will complete "Step 2: Family/Guardian Information".

New Student Online Enrollment - Windows Internet Explorer
https://skystatm.jordan.k12.ut.us/scripts/wsisaid/WService=wisE4plus7rn/s/enroll.w

Step 1: Student Information [Edit](#) [View Only](#) Date Completed: 11/25/2014

Step 2: Family/Guardian Information [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Your Family information has been imported onto the application.
All the fields not specific to the student have been pre-populated. Any changes needed, will be conducted by the Registrar.

* Primary Phone: (801)
* Family Home Language: English

* Home Address:
House #: _____ Direction: W Street Name: _____ Apartment: _____
P.O. Box: _____ Address 2: _____ City: SOUTH JORDAN State: UT Zip Code: 84095

For the guardian listed, complete any remaining fields related to the student.

* Last Name: _____ * First Name: MICHAEL Middle Name: _____
Name Suffix: _____ Name Prefix: _____ Gender: _____
* Relationship to Child: FATHER
 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: (801) _____ Work Phone: (801) _____ Contact Email Address: _____@hotmail.com

For the guardian listed, complete any remaining fields related to the student.

* Last Name: _____ * First Name: JENNIFER Middle Name: _____
Name Suffix: _____ Name Prefix: _____ Gender: Female
* Relationship to Child: MOTHER
 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: (801) _____ Work Phone: () _____ Contact Email Address: _____@man.com

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

[Yes, I want to Add a Legal Guardian who lives at a Different Address](#) [No, Complete Step 2 and move to Step 3: Emergency Contact Information](#) [No, Complete Step 2 Only](#)

Step 3: Emergency Contact Information [Edit](#) [View Only](#)

Step 4: Additional District Forms [Edit](#) [View Only](#) *All prior steps must be completed to edit or view this step.*

+ 100%

New Student Online Enrollment (NSOE)

The parent will complete "Step 3: Emergency Contact Information".

The parent can add up to five emergency contacts.

https://skystu.jordan.k12.ut.us/ - New Student Online Enrollment - Internet Explorer

SKYWARD Online Enrollment Access

Jordan School District

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
THIS ENROLLMENT APPLICATION IS ONLY TO BE USED TO ENROLL NEW STUDENTS. During the summer, online registration for current students can be found in Skyward Family Access under the "Registration for School" link.

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: 02/13/2017

Step 2: Family/Guardian Information | Edit | View Only | Date Completed: 02/13/2017

Step 3: Emergency Contact Information | Edit | View Only | Save | Save and Collapse Step

Enter the Information for Emergency Contact #1 | Remove this Emergency Contact

* Last Name: Smith | * First Name: Granny | Middle Name: |
Name Suffix: [v] | Name Prefix: [v] | Is this contact allowed to pick up the student from school?
Gender: Female [v]
Contact Email Address: granny.smith@yahoo.com | * Primary Phone: (801) 111-2222 | Cell Phone: |
Work Phone: |
Relationship to Child: GRANDMOTHER [v]

Do you have other Emergency Contacts to add for this student?
Yes, I want to Add another Emergency Contact Record | No, Complete Step 3 and move to Step 4: Additional District Forms | No, Complete Step 3 Only

Step 4: Additional District Forms | Edit | View Only | *All prior steps must be completed to edit or view this step.*

Submit Application to the District

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

New Student Online Enrollment (NSOE)

The parent will complete "Step 4: Additional District Forms".

https://skystu.jordan.k12.ut.us/ - New Student Online Enrollment - Internet Explorer

SKYWARD Online Enrollment Access

Select Language | District Links | f | t

Jordan School District
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
THIS ENROLLMENT APPLICATION IS ONLY TO BE USED TO ENROLL NEW STUDENTS. During the summer, online registration for current students can be found in Skyward Family Access under the "Registration for School" link.

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: 02/13/2017

Step 2: Family/Guardian Information | Edit | View Only | Date Completed: 02/13/2017

Step 3: Emergency Contact Information | Edit | View Only | Date Completed: 02/13/2017

Step 4: Additional District Forms | Edit | View Only | Save | Save and Collapse Step

Instructions for completing the Additional District Forms
The buttons below will open additional forms that must be completed to be able to submit the application.

Asterisk (*) denotes a required form
If you are enrolling a student for next school year, you can skip Form 5.

- * Required Form: **Registration Consent** | This form *has been completed*
- * Required Form: **Registration Health Profile** | This form *has been completed*
- * Required Form: **Registration Supplement** | This form *has been completed*
- * Required Form: **Registration Language Survey** | This form *has been completed*

Complete Step 4

Submit Application to the District

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

New Student Online Enrollment (NSOE)

With the application complete, the parent will click the "Submit Application to the District".

https://skystu.jordan.k12.ut.us/ - New Student Online Enrollment - Internet Explorer

SKYWARD Online Enrollment Access

Jordan School District
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
THIS ENROLLMENT APPLICATION IS ONLY TO BE USED TO ENROLL NEW STUDENTS. During the summer, online registration for current students can be found in Skyward Family Access under the "Registration for School" link.

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: 02/13/2017

Step 2: Family/Guardian information Edit View Only Date Completed: 02/13/2017

Step 3: Emergency Contact information Edit View Only Date Completed: 02/13/2017

Step 4: Additional District Forms Edit View Only Date Completed: 02/13/2017

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

100%

Application Submitted

The application has been successfully submitted.

To complete the application process, please bring to the school an original birth certificate, immunization records and proof of residency.

OK

On the "Summary Page", the parent can submit applications, update applications, cancel applications, view submitted applications or create applications for additional students. Once an application is submitted it can not be edited.

New Student Online Enrollment - Windows Internet Explorer

https://skystu.jordan.k12.ut.us/scripts/wmlse.dll?services=wsEgplusTru&lang=2&w

SKYWARD Online Enrollment Access

Jordan School District
New Student Enrollment Applications: Summary Page

Your Un-submitted Enrollment Applications

Student Name Application Status/Options

John Smith All Steps have been completed, please select one of the following options:

Submit Application to the District Review/Update the Application Cancel this Application

Click to Enroll Additional Students

Your Submitted Enrollment Applications

Student Name Applicant Status/Options

Tri The district is currently reviewing the application, please select one of the following options:

View the Submitted Application

100%

WEST JORDAN MIDDLE SCHOOL STUDENT REGISTRATION CHECKLIST

The following items must be returned prior to your student starting school.

ONLINE REGISTRATION AND ENROLLMENT

Go to jordandistrict.org, click on "Parents and Students", and then click on "Registration and Enrollment"

PARENT ID

Verify with student's birth certificate

ORIGINAL BIRTH CERTIFICATE

Please bring a certified birth certificate. We are unable to accept hospital records, wallet-sized birth certificate cards, or photocopies of the original birth certificate. We make a photocopy for our files.

IMMUNIZATIONS

Please bring a copy of your most recent immunization record with you.

WITHDRAWAL FORM FROM PREVIOUS SCHOOL

If your student is transferring to our school during the school year please obtain a withdrawal form from their previous school showing their progress grades.

PAYMENT

There will be registration fees that need to be paid before your student begins school or you can fill out a fee waiver application and have the fees waived. We accept Cash and Check before 2:00 pm or Credit Card before 3:00 p.m.

PROOF OF RESIDENCY

Before a student is enrolled in a Utah public school, the parents or legal guardians must show proof of residency. Please see the Proof of Residency table listed below for a list of documents that can be used for determining residency.

You must show one proof from Column A and one proof from Column B.

COLUMN A	COLUMN B
<p>Copy of deed AND/OR record of most recent mortgage payment; or</p> <p>Copy of Lease AND record of most recent payment; or</p> <p>Legal affidavit from landlord affirming tenancy AND record of most recent rent payment if available, or statement in body of affidavit that family is living there free of charge and for what period of time; or</p> <p>Other documentation acceptable to the school district/charter school that confirms Utah is the legal guardian's primary residence; or</p> <p>If none of the above is available, a legal affidavit from the leader of a recognized established religious unit (ward, stake, parish, mosque, synagogue) affirming that the family lives at the address designated by the parent/legal guardian.</p> <p>The following do not establish residency:</p> <ul style="list-style-type: none"> • Powers of attorney • Letters from friends or relatives 	<p>Dated with the past 60 days:</p> <ul style="list-style-type: none"> • Letter from approved government agency, such as assisted housing, food stamps, or unemployment payments • Payroll stub • Bank or credit card statement • Utility bill or work order such as: Gas bill, Electric bill, Home telephone or cell phone bill, Cable bill, or Change of address form from the U.S. mail • Valid driver license • Current vehicle registration • Valid Utah photo identification card • Valid passport • Voter registration documentation • Church or religious records <p>Dated within the past year:</p> <ul style="list-style-type: none"> • W-2 form • Excise (vehicle) tax bill • Property tax bill <p>The following do not establish residency:</p> <ul style="list-style-type: none"> • Property owned in Utah school district boundaries • P.O. box in school district boundaries