

New Student Online Enrollment (for Guardians)

Parents/Guardians will go to the MISD webpage and click on a link that will take them to a New Student Enrollment Account Request. All Information needs to be completed and then they will “Click here to submit Online Enrollment Account Request”.

Note: If a Parent/Guardian already has a student enrolled in Mansfield ISD and they need to enroll a new student, they will login to their Family Access account and click on the New Student Online Enrollment tab to begin the process.

 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.
PLEASE NOTE: THIS IS ONLY FOR STUDENTS THAT ARE NEW TO MANSFIELD ISD. An email address is required in order to request an account for New Student Online Enrollment for Mansfield ISD. Please complete all required fields to request an account.

Your student's campus of assignment is determined by the parent's or legal guardian's permanent place of residency.

If you need assistance in determining which campus your student is zoned to attend, use the Web Query System available at <http://edulog1.mansfieldisd.org/edulog/webquery/> or you may call the Department of Transportation (817) 299-6060.

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](#)

An email will be sent with the login and password and the parent/guardian will click on the link to start the process.

Dear Martha Fahey,

Thank you for the request to enroll your student at Mansfield ISD. You must now log into the system to complete the enrollment.

To complete the enrollment, please visit this url:
<https://skywardsis.mansfieldisd.org/scripts/wsisa.dll/WService=wsEApplus/sfemnu01.w>

Your login is: @yahoo.com

Your password is: 53227

Please note - you must complete this last step to complete the enrollment.

District: MANSFIELD ISD
District Web Site: www.mansfieldisd.org
State: TX
District Code: 220908

There is an option in the top, left-hand corner to select a language. The instructions will explain the process. Notice that the (*) asterisk denote a required field. Now, the parent/guardian is ready to begin filling out Step 1.

SKYWARD Online Enrollment Access Select Language ▾

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
PLEASE NOTE: THIS IS ONLY FOR STUDENTS THAT ARE NEW TO MANSFIELD ISD. Answer the questions to proceed through the application form. Please enter student's name as listed on the birth certificate.
Click 'Save and Continue to Fill Out Application' to save your progress and stay on this screen. It is recommended that you save often to avoid having to re-enter information.
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 Collapse Step](#)

Instructions for completing Student Information
Please enter the student's name exactly as it appears on the birth certificate. Fields with asterisks (*) are required fields.

* Last Name: * First Name: Middle Name:
Name Suffix: * Gender:
*** Date of Birth:** * Birth City: * Birth State:
* Birth Country:
Social Security Number:

When the Date of Birth is entered, a box will appear showing the expected grade level of the student.

Expected Grade Level has been updated ✕

Attention! The Expected Grade Level has been updated to **KG**.
This is based on your student's date of birth (**08/27/2009**) and the School Year selected to enroll into (**Current Year**).

If the Expected Grade Level is not correct, please change it to the appropriate Grade Level your student is enrolling into.

[OK](#)

Application will continue to be filled out. Parent/Guardian can “Click to locate your student’s campus” which will automatically take them to the Edulog WebQuery so that

the address can be looked up to verify the campus. The school year to enroll into must be selected. If they are enrolling for the start of next year, they can select First Day of School.

* Federal Race: (select all that apply) American Indian or Alaskan Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

* Primary Language: * Language Spoken at Home:

* Correspondence Language:

Check the box if your student has previously ever attended a Mansfield ISD school.

****PLEASE NOTE: YOU MUST SELECT TO ENROLL YOUR STUDENT IN THE CURRENT (2015-2016) SCHOOL YEAR OR THE NEXT (2016-2017) SCHOOL YEAR. ****

* What School Year are you enrolling your student into? **Current School Year (2015 - 2016)** Next School Year (2016 - 2017)

* 2015-2016 Enrollment Date: First Day of School (08/22/2016)
 (The first day of school is 08/24/2015) * 2015-2016 Enrollment Date:

* Expected Grade Level: * Expected School to Enroll into: [Click to locate your student's campus.](#)

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**

When finished the parent/guardian can click to “Complete Step 1 Only”, if they want to return and complete the other steps later. They can click “Complete Step 1 and move to Step 2” to move on.

Step 2 is the Family Information. When finished filling out the information for the first Guardian, there are options to Add another Legal Guardian, Add a Legal Guardian who lives at a Different Address, Complete Step 2 and move on to Step 3 or simply Complete Step 2.

Primary family should only include guardians the student resides with.

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: (817) 555-5555 Should the District keep this number confidential?

* Family Home Language: ENGLISH

House #: Direction: Street Name: 1st Ave Apartment:

* Home Address: P.O. Box: Address 2: City: Mansfield State: TX Zip Code: 76063
 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:

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

* Last Name: Fahey * First Name: Martha Middle Name:

Name Suffix: Name Prefix:

* 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: (817) 666-6666 Work Phone: (817) 777-7777 Contact Email Address: martha.fahey@yahoo.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 is Emergency Contact Information. If the box in Step 2 was checked “Should this Guardian also be considered an Emergency Contact?”, the parents/guardians will already be listed in Step 3. Now other Emergency Contacts can be added. Up to 8 Emergency Contacts are allowed. Now Step 3 can be marked completed, or Step 3 is completed and you can move on to Step 4.

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

Instructions for completing Emergency Contact Information
Please list below all persons for whom you give emergency contact rights to pick up your child. This list will also be used by the campus nurse for alternate contacts in case of emergency and parent/guardian cannot be reached.

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

* Last Name: * First Name: Middle Name:
 Name Suffix: Is this contact allowed to pick up the student from school?
 * Primary Phone: (817) Should the District keep this number confidential? Cell Phone: (817)
 Work Phone: (817)
 * Relationship to Child: Relationship Comment:

Enter the Information for Emergency Contact #2 Remove this Emergency Contact

* Last Name: * First Name: Middle Name:
 Name Suffix: Is this contact allowed to pick up the student from school?
 * Primary Phone: (817) Should the District keep this number confidential? Cell Phone:
 Work Phone:
 * Relationship to Child: Relationship Comment:

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: Requested Documents No, Complete Step 3 Only

Step 4 allows the parent/guardian to attach required documentation for enrollment. This step is for convenience but is not required. The documentation can still be brought into the school office to be copied. Partial documentation can be attached, as well, and further documentation brought to the school. Step 4 can be marked complete and then the parent/guardian can move on to step 5.

Step 4: Requested Documents Edit View Only Save Save and Collapse Step

Instructions for completing the Requested Documents
Use the Browse buttons to upload a document that corresponds to the description on the same line.

Birth Certificate: Browse...
 Driver's License: Browse...
 Immunizations: Browse...
 Proof of Residency: Browse...
 School Records: Browse...
 Social Security Card: Browse...

Complete Step 4 and move to Step 5: Additional District Forms Complete Step 4 Only

Step 5 is required and allows the parent/guardian to fill out the district forms. They will click on Form 1 and fill out all required fields. Form 1 will automatically show as completed and forms 2-8 can be filled out. Note-all forms except Military Connected are required. This is the final step and Complete Step 5 must be checked.

Step 5: Additional District Forms [Edit](#) [View Only](#) [Save](#) [Save and Collapse Step](#)

Instructions for completing the Additional District Forms
 The buttons below link to additional forms that are required in order to submit the student application.

Asterisk (*) denotes a required form

- * Required Form: [Health Information Form](#) This form *has been completed*
- * Required Form: [Special Programs Registration Form](#) This form *has been completed*

The form below needs to be completed by military families only.

- Optional Form: [Military Connected Student Form](#) This form *has been completed*
- * Required Form: [16-17 Occupation/Migrant Survey](#) This form *has been completed*
- * Required Form: [16-17 Parental Permissions/Acknowledgements](#) This form *has been completed*
- * Required Form: [16-17 Verification of Enrollment/Proof of Residency](#) This form *has been completed*
- * Required Form: [16-17 Apps for Education](#) This form *has been completed*
- * Required Form: [16-17 iPad User Agreement](#) This form *has been completed*

[Complete Step 5](#)

All steps should show a Date Completed date to the right. Steps can be edited at this point and the application can also be printed. The last step for the parent/guardian is to click the button to “Submit Application to the District”. Once it’s been submitted, the application can be viewed but not edited.

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: 04/01/2016

Step 2: Family/Guardian Information [Edit](#) [View Only](#) ✔ Date Completed: 04/01/2016

Step 3: Emergency Contact Information [Edit](#) [View Only](#) ✔ Date Completed: 04/01/2016

Step 4: Requested Documents [Edit](#) [View Only](#) ✔ Date Completed: 04/01/2016

Step 5: Additional District Forms [Edit](#) [View Only](#) ✔ Date Completed: 04/01/2016

[Submit Application to the District](#)

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

The parent/guardian will now wait for the campus to contact them with further instructions.