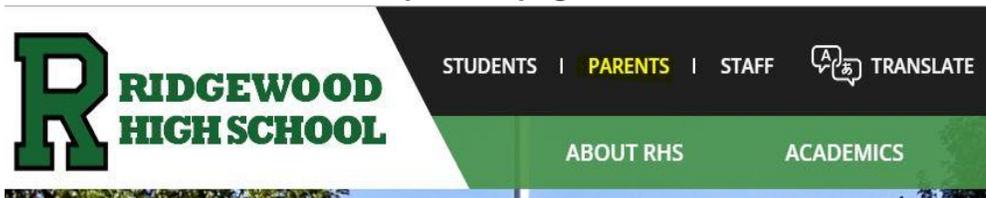


New Student Enrollment Portal

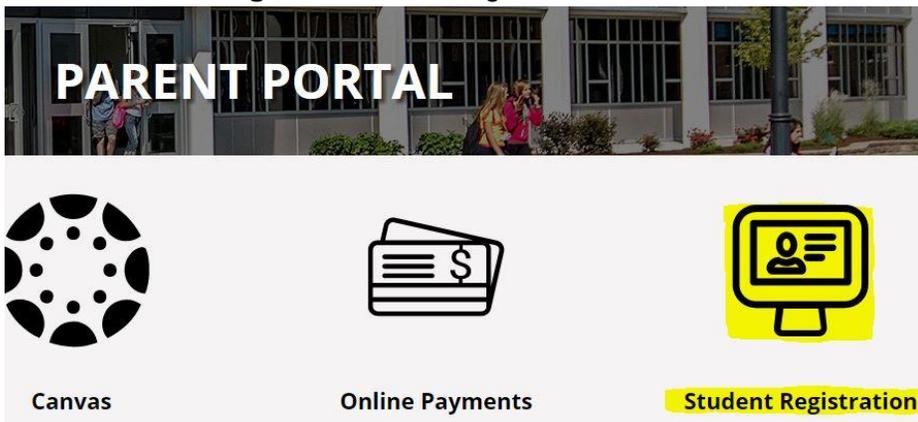
Enrollment Instructions

*** If you have a student currently enrolled at Ridgewood and are enrolling a new student you can skip to Step 6. Enrollment Portal is available in top left navigation column.

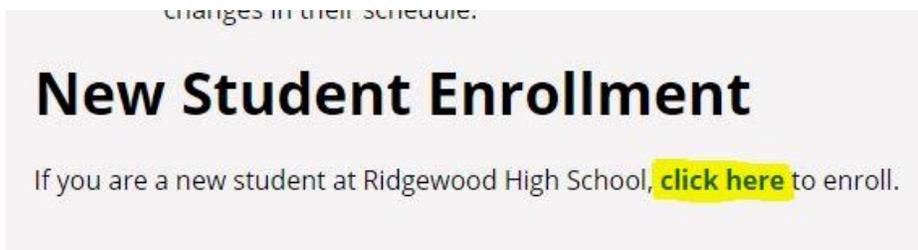
1. Go to d234.org
2. Click on **Parents** link at the top of the page



3. Select **Student Registration** in the right hand column.



4. Underneath New Student Enrollment click on “**click here**” to begin enrolling your student.



New Student Enrollment Portal

5. Complete **legal/parent guardian information** including name and active email account and **submit Online Enrollment Account Request**.

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

* Enter Legal First Name:	<input type="text"/>		
* Enter Legal Last Name:	<input type="text"/>		
Enter Legal Middle Name:	<input type="text"/>		
Enter Legal Name Prefix:	<input type="text"/>	Enter Legal Name Suffix:	<input type="text"/>

Enter contact information

I don't have an email

* Enter Email Address:	<input type="text"/>	
* Re-type Email Address:	<input type="text"/>	
* Enter Primary Phone Number:	<input type="text"/>	<input type="text"/>

Asterisk (*) denotes a required field

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

6. Open **email entitled Complete Student Enrollment** and **click on provided url** to complete Skyward enrollment. Email will include login and temporary password.

Reply Reply All Forward

Fri 1/15/2016 12:47 PM

 skywardemail@ridgenet.org

Complete Student Enrollment

To: Jennifer Snyder

i This message was sent with High importance.
We removed extra line breaks from this message.

Dear Jen Snyder,

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

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

To complete the enrollment, please visit this url: <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseuridgewoodil/sfemnu01.w>

Your login is: jsnyder@ridgenet.org

Your password is: 37956

District: Ridgewood Community High School District 234 District Web Site: www.ridgenet.org
State: IL
District Code: 0162340

Live Student Data 05/29/14

New Student Enrollment Portal

7. On Skyward Login page, **enter login and password from email.**

SKYWARD
Ridgewood Community High School District 234
Live Student Data 05/29/14

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.15.10.00.09

Login Area:

8. In New Student Enrollment: Application Portal **complete all 6 steps** with necessary information. Only one step may be edited at a time.

*Step Completion Date will be located on right side of screen

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 the Select Language tool in the top right hand corner of this page. This tool will translate this form into other languages.
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: 12/04/2017
Step 2: Family/Guardian Information	Edit View Only	✔ Date Completed: 12/04/2017
Step 3: Medical/Dental Information	Edit View Only	✔ Date Completed: 12/04/2017
Step 4: Emergency Contact Information	Edit View Only	✔ Date Completed: 12/04/2017
Step 5: Requested Documents	Edit View Only	✔ Date Completed: 12/04/2017
Step 6: Additional District Forms	Edit View Only	

New Student Enrollment Portal

- a. Step 1: Student Information
 - i. Once complete click **Complete Step 1 and move to Step 2**
- b. Step 2: Family/Guardian Information
 - i. Once complete click **Complete Step 2 and move to Step 3**
- c. Step 3: Medical/Dental Information
 - i. Once complete click **Complete Step 3 and move to Step 4**
- d. Step 4: Emergency Contact Information
 - i. Once complete click **Complete Step 4 and move to Step 5**
- e. Step 5: Requested Documents
 - i. Once complete click **Complete Step 5 and move to Step 6**
- f. Step 6: Additional District Forms
 - i. Required district forms include:
 1. Student Approval Form for Media Sources/AUP
Complete form and **click SAVE** in upper right hand corner
 2. Official School Record Information
Complete form and **click SAVE** in upper right hand corner
 3. Home Language Survey
Complete form and **click SAVE** in upper right hand corner
 4. 17-18 Parent-Student Handbook
Complete form and **click SAVE** in upper right hand corner
 - ii. Make sure to click on and complete each form. Once you complete each form click on **Complete Step 6**

Step 6: Additional District Forms Edit View Only Collapse Step

Instructions for completing the Additional District Forms

The buttons below each link to an additional form that must be completed in order to submit the student application.

Asterisk (*) denotes a required form

* Required Form:	Student Approval Form For Media Sources/AUP	<input type="checkbox"/> This form has not been completed
* Required Form:	Official School Record Information	<input type="checkbox"/> This form has not been completed
* Required Form:	Home Language Survey	<input type="checkbox"/> This form has not been completed
* Required Form:	17-18 Parent-Student Handbook	<input type="checkbox"/> This form has not been completed

Complete Step 6

9. Once complete click **Submit Application to the District** at the bottom of the page.

Submit Application to the District

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