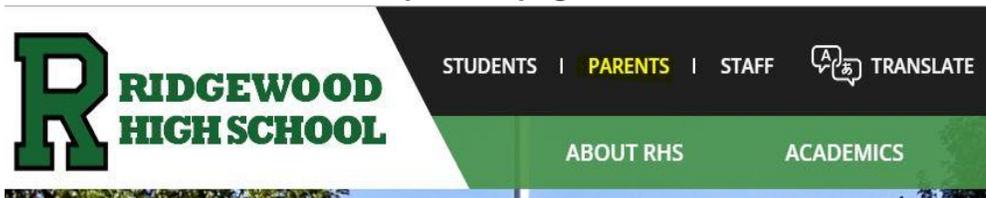# New Student Enrollment Portal
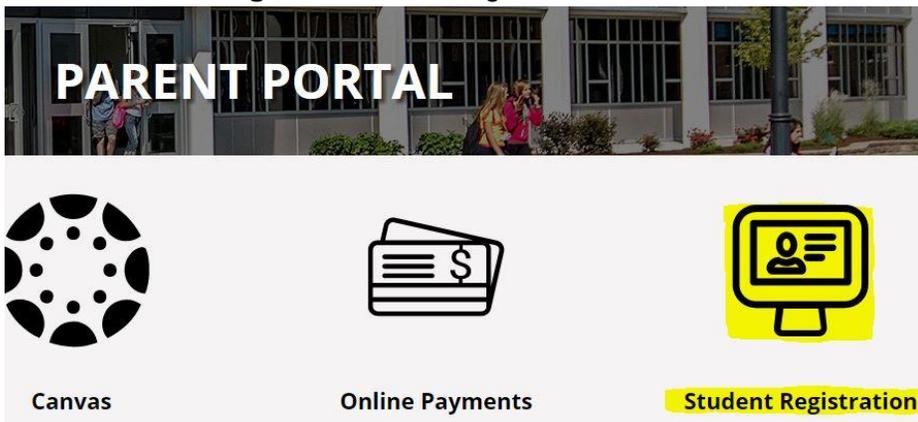
Enrollment Instructions

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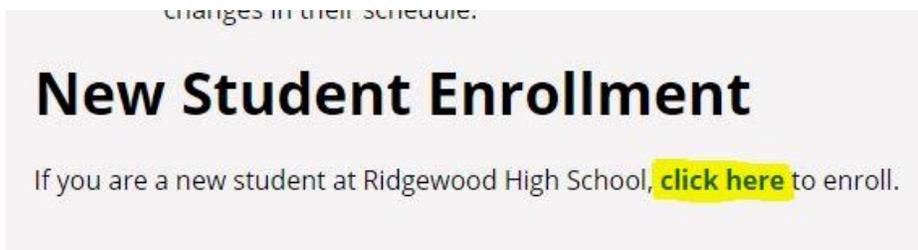
1. **Go to** d234.org
2. Click on **Parents link at the top of the page**

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

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

5. Complete **legal/parent guardian information** including name and active email account and **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.

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: jsnyder@ridgenet.org

Password: •••••

Sign In

Forgot your Login/Password?

05.15.10.00.09

Login Area: Enrollment Access

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 | |

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**

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