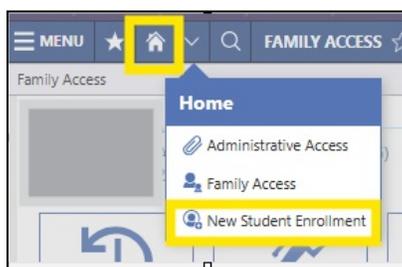


Guide to New Student Online Enrollment

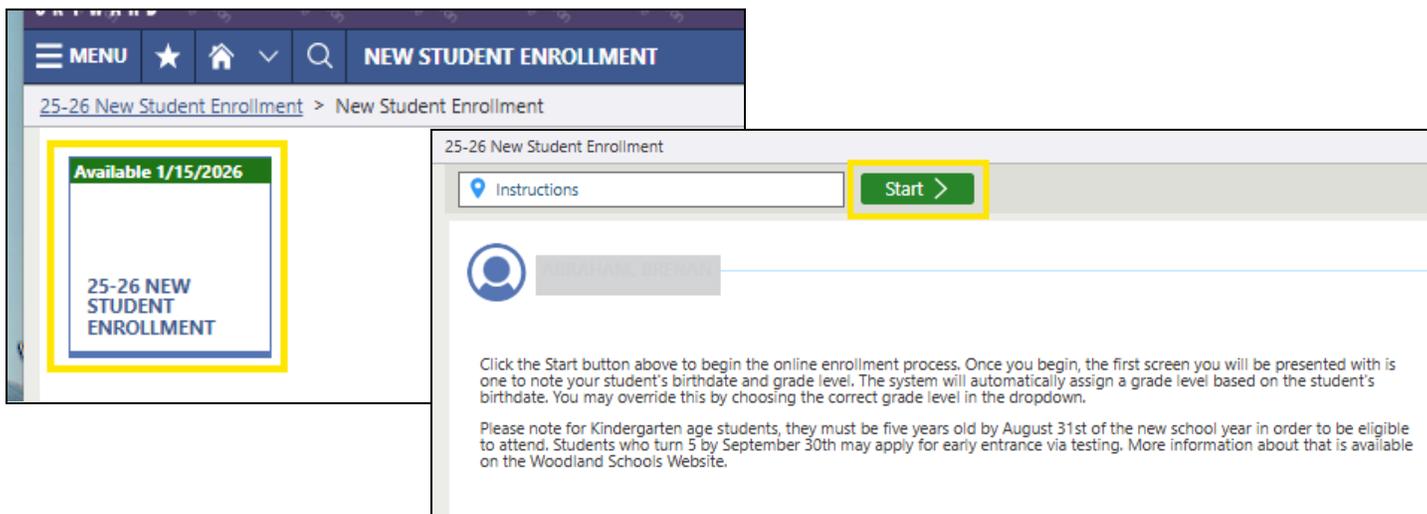
Accessing Online Enrollment

Once you have established a login and password, enter your login and password into [Family Access](#). If you have not yet established a login and password for Family Access, please refer to the registration page for step-by-step instructions.

Once you are logged into Family access, If needed, navigate to the house icon at the top of the screen, click the drop down arrow next to it, and select **New Student Enrollment**.



Click on the tile belonging to the year you wish to enroll for, to begin Online Enrollment. Read the instructions page and then click the Start button to begin.



You will be prompted to enter your student's birthdate. The system will automatically calculate their age, and assign a grade level. Please double check the grade level and adjust if necessary. Choose a school in the dropdown list. If you are unsure which elementary school you belong to please view the [Elementary Boundary Map](#) located on the registration page to find your school. Click **Save** to continue, and move onto the main registration steps.

you may override this by choosing the correct grade level in the dropdown.

New Student Enrollment

Enter information for your new student.

*Birth Date: 05/28/2011 Saturday Age: 14

*Grade: 09

Where would you like to enroll your student?

*School: WOODLAND HIGH SCHOOL

Navigating Online Enrollment

Once the student school and birthdate information is entered you are taken to the first screen of the main online enrollment process.

ONLINE FORM : NEW STUDENT ENROLLMENT INFORMATION

New Student Enrollment Information

0 of 21 Step 2 (Required)

STUDENT DEMOGRAPHICS

Please fill out all information for your student as accurately as possible. Double check your student's grade level and ensure its accuracy. If the Grade Level on this page is listed incorrectly, it can be corrected by clicking the "Change Birthdate" button below. If the birthdate was entered incorrectly, re-enter. If the grade level needs to be corrected, re-enter the birthdate and then adjust the grade level when prompted.

*First Name

Middle Name

*Last Name

Name Suffix

Name Pronunciation

*Birth Date: 05/28/2011 Saturday Age: 14

*Grade: 09

Gender

*Gender is X - Not exclusively male or female

*Birth Country

- Each step has detailed instructions at the top. Please read the instructions carefully
- As you complete each step, use the button at the top to move along in the process.
- Use the button to move backwards in the process if necessary, or use the dropdown list at the top to choose a step to go to. You may also click the steps on the left side in the grey bar to return to any if needed.

- Many of the fields in Online Enrollment have drop down menus attached to them. To quickly find the entry you are looking for, you can type the first letter of the entry. For example, If you are looking for “United States” in the birth country dropdown, type a U to get to all the countries that begin with the letter U. Then, select “United States” from there. This works for all drop down menus.

*Birth Country (Choose "No Answer" if prefer not to answer) U

*Primary Language View: Skyward Default Filter: Skyward Default More

*Native Language

*Student Language Spoken at Home

Allow Student Information to be Distributed to the following

	↑ State National Origin Country Code	State National Origin Country Description	Valid Year Low	Valid Year High
Select	UGA	Uganda	2003	9999
Select	UKR	Ukraine	2003	9999
Select	UMI	United States Minor Outlying Islands	2003	9999
Select	URY	Uruguay	2003	9999
Select	USA	United States	2003	9999
Select	UZB	Uzbekistan	2003	9999

*Military Family Status

Navigation: |< < > >| 50 Total Records

Saving Your Work to Return Later

- If you need to exit the registration and come back to it later, use the **Save & Exit** button at the top of the screen, to save your work.
- Once you are ready to resume registration, log into your family access account and access new student registration via the house icon at the top. You will now see an additional tile representing your In-Progress registration. Click on it to reopen registration.

In the following screen, click the **Resume >** button at the top to continue your registration.

MENU ☆ 🏠 🔍 NEW STUDENT ENROLLMENT

New Student Enrollment Information > New Student Enrollment

Available 1/15/2026

In Progress

25-26 NEW STUDENT ENROLLMENT
Last Edit 2/6/2026

25-26 New Student Enrollment

0 of 21 Instructions Resume > Delete In-Progress Online Form

Instructions

- Instructions for Online Enrollment (Required)
- New Student Enrollment Information (Required)
- New Student Guardian Information (Required)
- Previous School History (Required)
- Legal
- Restrictions/Guardianship (Required)
- Student Residence Verification (Required)

STUDENT, NEW

Welcome back to 25-26 New Student Enrollment. Please go through and verify the information for **STUDENT, NEW**. To finish filling out 25-26 New Student Enrollment, press the RESUME button.

Click the Start button above to begin the online enrollment process. Once you begin, the first screen you will be presented with is one to note your student's birthdate and grade level. The system will automatically assign a grade level based on the student's birthdate. You may override this by choosing the correct grade level in the dropdown.

Please note for Kindergarten age students, they must be five years old by August 31st of the new school year in order to be eligible to attend. Students who turn 5 by September 30th may apply for early entrance via testing. More information about that is available on the Woodland Schools Website.

Notes on Individual Steps

Step 2: Student Enrollment Information

- Please enter your student's LEGAL name. If your student wants to go by a different name other than their legal name contact the registration office for a name change form. Then it can be adjusted after the registration process is completed.
- Expected Enrollment Date - please note the date that you would prefer your student to start. This date can be in the future.

Step 3 - New Student Guardian Information

- In some instances for our returning families, the system will not let you add a new phone number and/or address if it has changed since you were last enrolled with us. Please use the field provided in the step to list that new information and the registrar will make sure it gets updated. You may skip this field if there are no corrections to be made.
- For our returning families, the ability to add or remove guardians is also not available during the initial enrollment process. Once you have submitted your registration, if you need to add or remove guardians, or add or remove families, please reach out to the registrar directly at registrar@woodlandschools.org, with the specific information that needs to be updated. A note will be added to your registration and we will get it adjusted for you.

Step 4 - Emergency Contacts

- Please add at least one emergency contact for your student, that is not a custodial guardian.
- Up to three contacts may be added.
- Use the  button at the bottom to add additional contacts for your student.
- Ensure that each emergency contact has a relationship listed so the school knows how that person is tied to the student.

Step 5 - Previous School History

Please note all information about your student's previous school history.

Step 6 - Legal Restrictions

- If there are any **court orders** (e.g. restraining orders) in place that restrict a person's ability to have contact with the student please ensure that documentation is given to the school. It can be uploaded during this step or taken directly to the child's school. Court orders cannot be upheld by the school unless they have paperwork on file, so please be diligent in providing it if necessary
- Please note that the school remains a neutral ground when it comes to parenting plans. It is expected that pickup days and times and visitation schedules will be worked out between the parents.
- If you are a family housing a student under the Foster system, please provide the Caregiver Authorization form given to you by DCYF. This helps us establish your guardianship role.

Step 7 - Residence Verification

- Attach a proof of residence document during this step. This can be a Utility Bill, Mortgage, Rental, or Lease agreement, Homeowners or Renters Insurance Policy, Public Agency documents (e.g. DSHS), or a current Payroll Check Stub with name and address on it.
- Do not attach junkmail, or just a copy of the outside of an envelope regardless of who it is from. Those items are not considered proofs of residence and will not be accepted.
- If you do not have a proof of residence due to experiencing homelessness, you must fill out the Housing Questionnaire in Step 8.

- If you do not have a proof of residence due to living with another family, and do not have bills in your name, please have that family provide a proof of residence with their information on it, as well as a copy of their drivers license to prove identity. Attach those documents during this step.

Step 8 - Student Housing Questionnaire

- Any family needing assistance due to being displaced may fill this step out, but it is optional.
- This step is required to be filled out for any family who is unable to provide a proof of residence due to being homeless.
- Filling this form out may qualify your student for additional assistance with lunch, school supplies, sports fees, etc., if needed.

Step 9 - Home Language Survey

This survey is given to all families in Washington, please fill out all required fields.

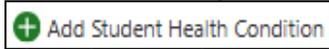
Step 10 - Health Notice

Read notices and then move onto the next step, no additional action is necessary.

Step 11 - Student Health Information

- Fill out all health needs for your student. Students who have life threatening allergies, or medications that need to be taken at school will need to have an Individualized Health Plan set up prior to the first day. Individual conditions will be listed on the next step.
- If your student has medications that need to be taken at school, please fill them out during this step and click the link in the step to be taken to the nursing services page to download the medication authorization form. That form needs to be filled out by the doctor and then taken to the school along with your student's medication to be checked in.

Step 12 - Health Conditions

- List any health conditions your student may have (allergies, wears glasses, eczema, etc.).
- Type the first few letters of the condition into the Health Condition field to see if it shows in the list.
- Some conditions are in with the broader term first (e.g. Allergy - Food, Allergy - Medication), so they may be found that way.
- If you cannot find the specific condition you're looking for, enter "Other Health Condition" into the Health Condition field, and then type the condition in the note field provided.
- Use the  button to add additional conditions to your student.
- If your student does not have any health conditions this step may be skipped.

Step 13 - Vaccinations

- Upload medically verified immunization records during this step only. Medically verified records include:
 - Vaccination printout from the doctor's office showing complete vaccination history
 - Certificate of Immunization form printed from the Department of Health MyIR System. Families can sign up by going to MyIRmobile.com
 - An Exemption form (CoE) signed by a Licensed Healthcare Provider (LHP) who must be licensed in the state of Washington. Out of state exemption forms are not accepted.

Step 14 - Birth Verification

- If your student has been previously enrolled in a Washington State public school, it is not necessary to upload this document.

- Birth Verification is required if your student is a KG student, or this is their first public school enrollment in WA.
- Valid documents include:
 - Birth Certificate
 - Passport
 - Entry in a Family Bible
 - Adoption Records
 - Notarized Affidavit from a Parent
 - Previously Verified School Record

Step 15 - Non Disclosure Form

Please choose whether or not you would like to opt your student out of any of the areas listed on the form. If you are choosing to leave them opted in to all areas, you may skip this step. Non-disclosure choices can be updated any time by contacting your student's school.

Step 16 - Acceptable Use Policy

Read and then proceed to the next step. No additional action is required.

Step 17 - AUP Consent

Read and sign the Acceptable Use Consent document.

Step 18 - Device Assurance (This step is only visible for 5-12th Graders)

Click on the link to read the Digital Learning Agreement, and then choose to Opt in or Opt out of the device assurance program.

Step 19 - Consent for Google Services

Click on the link to read about Additional Google Services and then choose to Opt in or Out

Step 20 - Transcript

- This step is only required for 9-12th grade students, and any middle school students who may have taken upper level classes for High School Credit.
- Please make every effort to provide the transcript during registration. If Woodland has to request a transcript for your high school student, it will result in the delay of your student's first day of school as we have to wait for schools to respond. Transcripts are needed to properly schedule students.

Step 21 - Kindergarten Readiness (Visible for KG Students Only)

Answer each question pertaining to your students skills and abilities in each area. This helps teachers and staff gauge where your student is at developmentally, and helps with teacher placement.

Step 22 - Free and Reduced Lunch

Click on the link provided to read about our Free and Reduced Lunch program. Free and Reduced Lunch Applications can be printed out directly from the page, or paper applications may be picked up at the Registration Office, as well as any School Office.

Step 23 - Supplemental Applications (Only Visible for TEAM or LRA Students)

- This step is only visible to those families who are applying for enrollment at Lewis River Academy or TEAM. Each of those programs have a supplemental application that must be filled out and turned in with the registration.

- Please print a copy of the desired application during this step. Then fill it out and bring it down to the Registration office.
- If you do not have access to a printer please proceed to the next step, and come to the registration office to pick up a paper copy of the application.
- At this time we do not offer an online fillable supplemental application for Lewis River Academy or TEAM.

Step 21 - Precheck

Please review your answers to each step on the application.

Please allow time for the registrar to look over your application and enroll your student in the system. Once your student is enrolled, the registrar will reach out to you via e-mail to notify you that your student is enrolled. During our busy season this can take a few days so please be patient.

Registration e-mails do periodically land in e-mail junk folders, so please check there if you have not heard from the Registrar.