



## **Before you Start**

### **Prepare Your Documents**

Have these items saved digitally (can be scanned copy, downloaded pdf, or a photograph – jpg or png – of the document) as you will be required to upload them during the registration process:

- **Verification of address:** Examples include a current purchase/lease agreement or residential service utility bill (electric, gas, water, sewage, garbage, land-line phone) showing parent/guardian name and service address within the service area of the school for which you are registering.
- **Verification of child’s birthdate:** Examples include a birth certificate, adoption record, passport, Visa, Gov Issued ID, Department of Social & Health Services (DSHS) Medicaid Voucher or an official medical record showing your child’s legal name and date of birth. Washington State requires children to be 5 years old before August 31<sup>st</sup> to attend Kindergarten and legal name is required for state reporting purposes.
- **Immunizations:** Medically verified Certificate of Immunization Status (CIS), printed by a medical provider, downloaded from DOH MyIR system, or hard-copy CIS completed and signed by your medical provider. For additional information go to: [School and Child Care Immunization | Washington State Department of Health](#), then click on the drop down for Certificate of Immunization Status (CIS)
- **Legal documents:** If there are any legal issues regarding your student(s) the district or school should know (for example, a parenting plan, legal custody, or a restraining order), Please upload a copy.

### **Verify School Boundary**

Click the E-Link URL below enter the requested information to verify you are registering at the correct school:

[E-Link](#)

School/Transportation Search

[Advanced Search |](#)

**Simple School/Transportation Search**

**Step 1: Select a grade**  
Select a grade from the drop down below. This will be used to determine school and transportation information.

**Step 2: Enter address information**  
Minimally, a valid house number and street is required to obtain information.  
Zip/postal code may be required for certain addresses.

House #:  Street:  Zip:

**Step 3: Start the search**  
Click the "Find School/Transportation Info" button below.  
Versatrans e-Link will retrieve pertinent transportation information for you.

## Create an Account

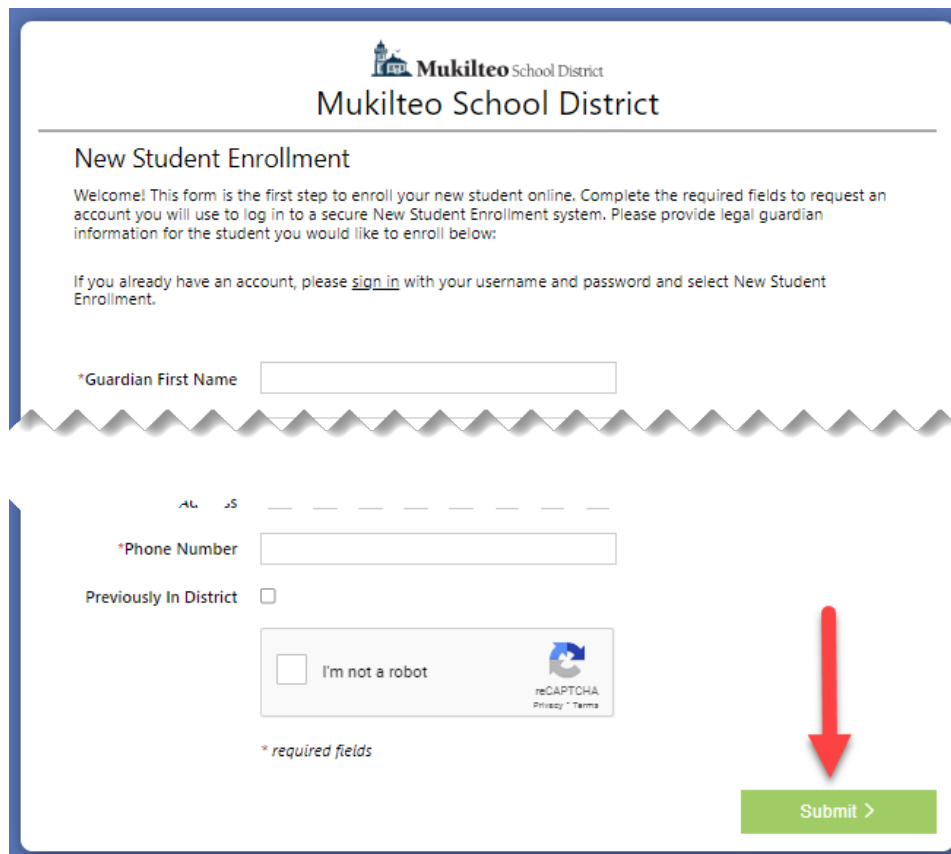
If you **currently** have a child in the Mukilteo School District, login through [Family Access](#) and skip to **Begin the Registration Process** for next steps.

If you **had a child** enrolled in the Mukilteo School District, please try logging into [Family Access](#) first before creating a new account. You may need to use the “forgot your username or password?” to retrieve your account information. If you are not successful proceed with instruction as if you are new to our district

If you are new to our district, create a new login through the [New Student Enrollment](#) link

### Tips for completing form:

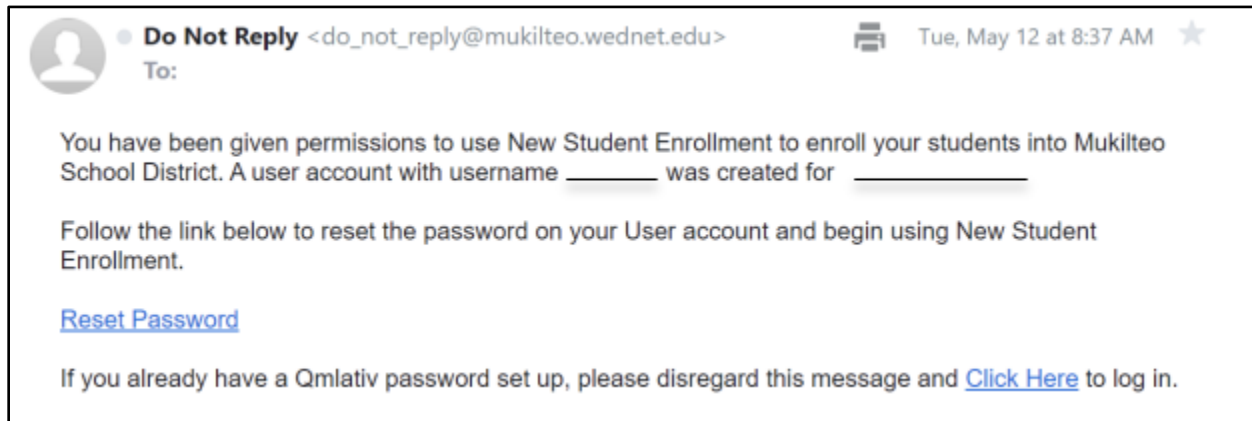
- Complete all fields in the New Student Enrollment form.
- Unit – We use “Unit” for all apartments, units, spaces etc. Please make sure to select the word “Unit” from the dropdown if applicable to your address.
- The telephone number should be entered with numbers only, no dashes
- If you are returning to the district, please check the option “**Previously In District**” before submitting
- Select the checkbox to verify you are not a robot and then click **Submit**.



The screenshot shows the Mukilteo School District New Student Enrollment form. At the top, it features the Mukilteo School District logo and the title "Mukilteo School District". Below this, the heading "New Student Enrollment" is followed by a welcome message: "Welcome! This form is the first step to enroll your new student online. Complete the required fields to request an account you will use to log in to a secure New Student Enrollment system. Please provide legal guardian information for the student you would like to enroll below:". A note states: "If you already have an account, please [sign in](#) with your username and password and select New Student Enrollment." The form includes a text input field for "\*Guardian First Name". Below this is a dashed line separator. The next section contains a text input field for "\*Phone Number" and a checkbox for "Previously In District". A reCAPTCHA widget is present with the text "I'm not a robot" and a checkbox. A red arrow points down to a green "Submit >" button. A note at the bottom left indicates "\* required fields".

Check your email inbox for an email from [do\\_not\\_reply@mukilteo.wednet.edu](mailto:do_not_reply@mukilteo.wednet.edu). If you don't see the email in the main inbox, check your spam, junk, or promotional folders.

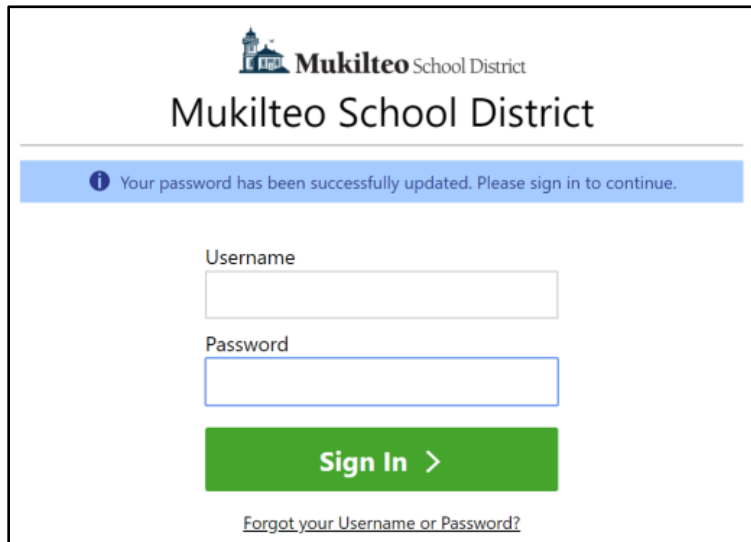
Click on the **Reset Password** link in the email.



Set your password making sure you include 8-64 characters, a number, and a symbol then click **Submit**.

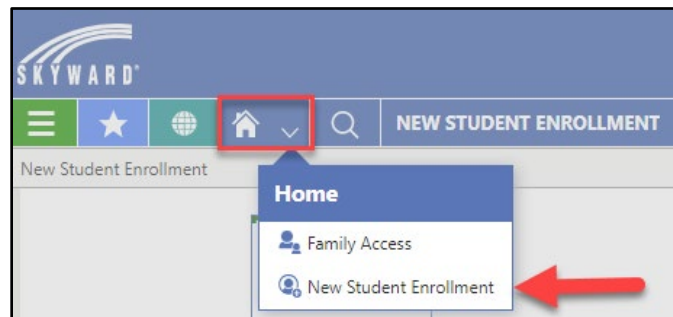
The image shows a web form for setting a new password. At the top is the Mukilteo School District logo. Below the logo is the heading "Mukilteo School District". The main instruction is "Please set up a new password for your account:". Underneath, there is a section titled "New Password Must:" with three checklist items, each with a green checkmark: "Be 8-64 characters in length", "Have at least 1 number", and "Have at least 1 symbol". Below the checklist are two input fields: "New Password" and "Confirm Password", both containing seven dots to indicate masked text. At the bottom of the form is a large green button with the text "Submit >". Below the button is a link that says "Return to Sign In Screen".

Once your password is set, you can log into Family Access with your username (in the email confirmation) and your new password.

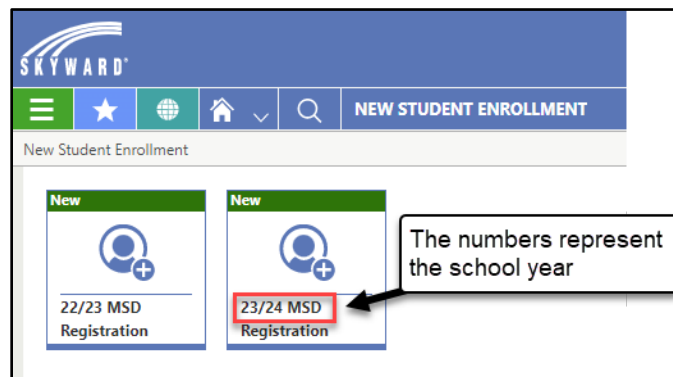


## Begin the Registration Process

Select **New Student Enrollment** from the dropdown on the Family Access screen.



Then click the **New Student Enrollment** tile (make sure to click on the correct year).



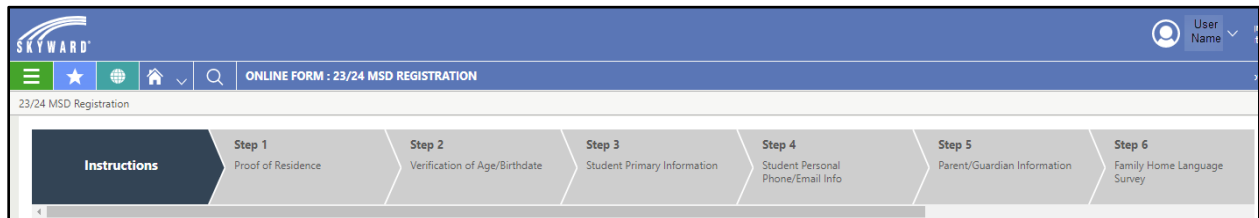
If you do not have Adobe Acrobat on your computer, please download the free app to complete the fillable pdf forms included in the registration process. When you click on the link it will open in a separate tab.



When you have completed downloading the app you can go back to the tab for the New Student Enrollment and pick up where you left off.

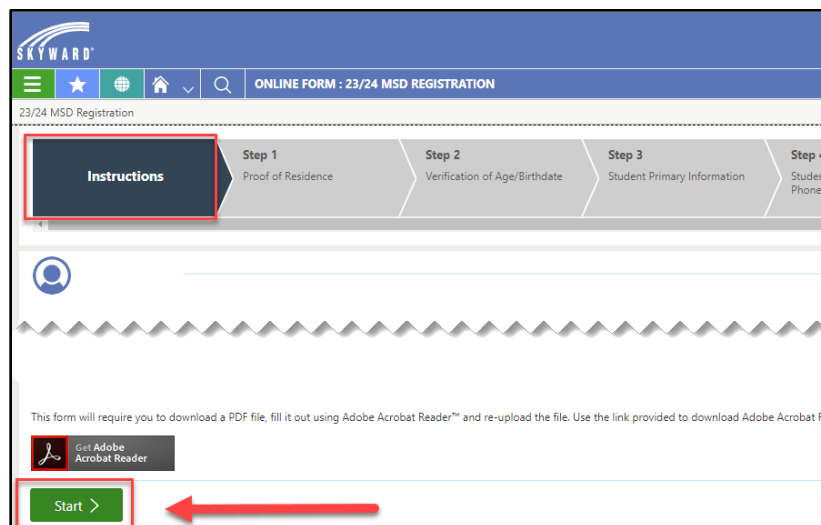


The online form for New Student Enrollment has an Instructions tab followed by multiple steps.

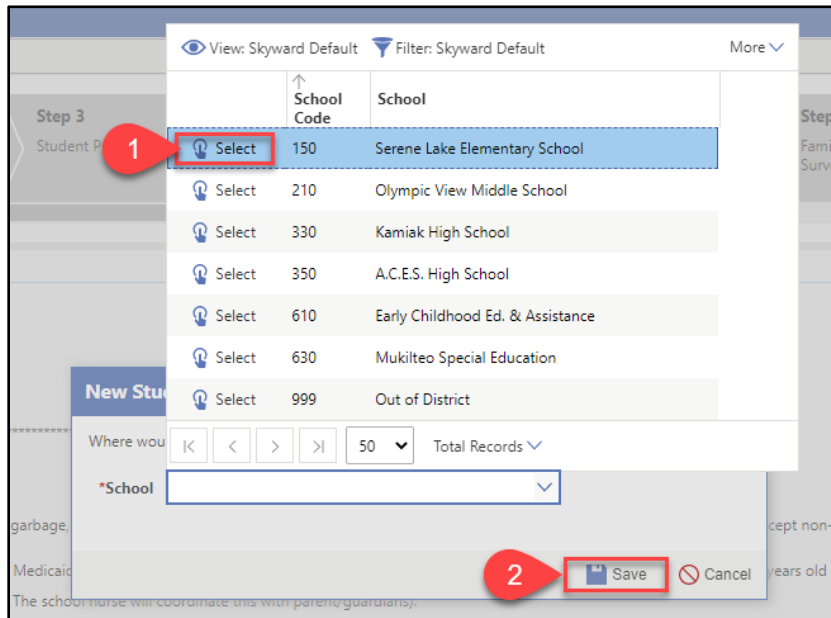


At the bottom of the Instruction tab is the start button. Before clicking on Start, if you have not already done so, verify the school that serves your home address using [E-Link](#).

Click **Start**

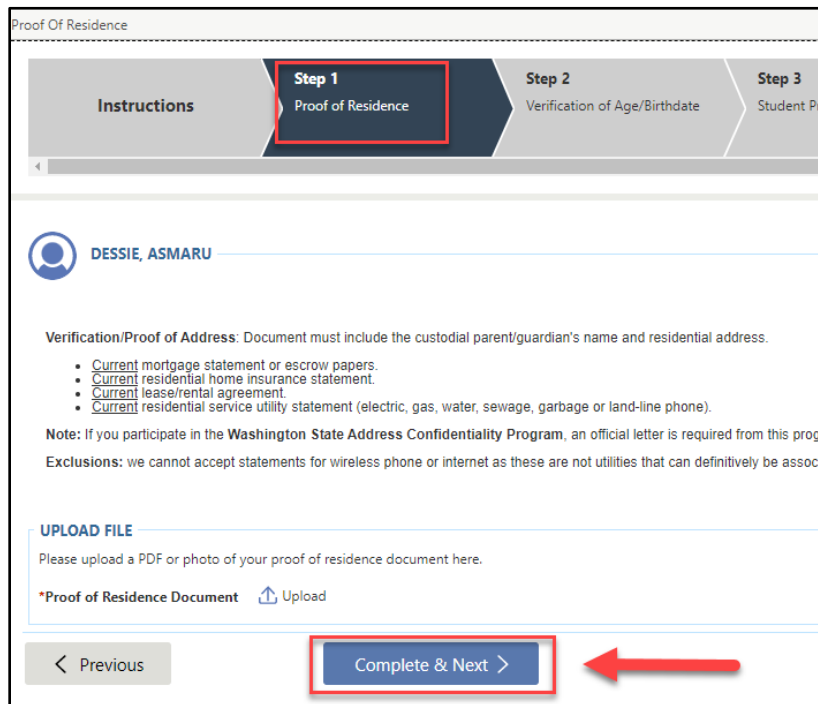


You will not be able to edit the school once it has been selected and saved. Select your Child's school by clicking on the **Select** icon. Then click **Save**.

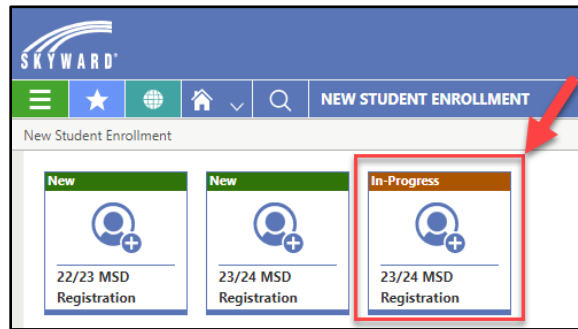


Follow the instructions for each step on the screen, uploading the required documents as you go.

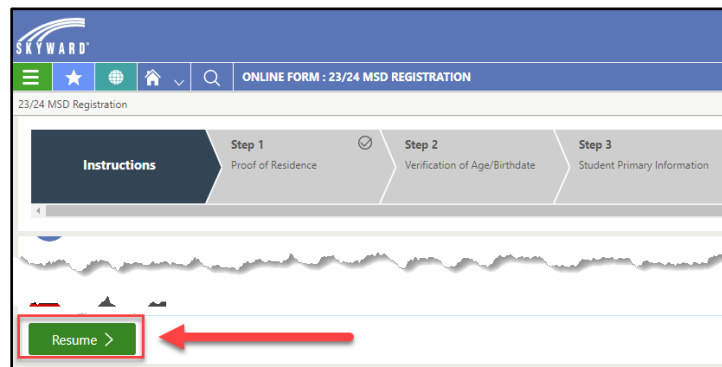
At the end of each step click **Complete & Next** to progress to the next step.



If you need to close and finish later, go ahead, and **Sign Out**. When you return click on the **In Progress** tile.



Then click **Resume** at the bottom of the screen:



The form will resume on the last step not marked as completed.

## **Helpful tips for completing the steps on the form:**

Most of the steps have very detailed instructions on the screen. Here are a few extra tips

- Fields with a red asterisk (\*) are required.
- If you are selecting information from a dropdown list with multiple options (such as language) besides scrolling, you can start typing the first couple of letters of the selection and the list will drop to that area
- Some selection you must select a check box to complete the selection


### **Step 1: Proof of Residence**

- document must be uploaded before you can click **Complete & Next**

### **Step 2: Verification of Age/Birthdate**

- document must be uploaded before you can click **Complete & Next**

### **Step 3: Student Primary Information**

- School Start Date: School will start in the fall on the first Wednesday in September each year (BP 2220)
- If this is a mid-year enrollment enter the first day you expect your student to attend
- For Ethnicity Categories and WA State Race Categories click in the field and type or click on the magnifying glass symbol  to see the entire list
- WA State Ethnicity Categories is a required field if you do not identify with Hispanic/Latino origins, then select Not Hispanic/Latino
- Has this student ever enrolled in Mukilteo SD in the past – this includes preschool and special education evaluation process.

#### **Step 4: Student Personal Phone/Email Info**

- Emails and phone numbers on this step are for the student **not** the parent/guardian.

#### **Step 5: Parent Guardian Information**

- **If you are returning to the district**
  - and have an old address in the system, you will not be able to update at this time. Make sure that the proof of address uploaded in Step 1 is current, and that will be used to update the address when the school processes the online application
  - the ability to add/remove guardians or second families cannot be updated through this process. The application will use the family information/address/phone numbers that are currently in the system. After submitting the online application contact the school and they can instruct you on the best way to update that information
  - update the relationship to student for each guardian
  - correctly mark the **Custodial Guardian** for student and **Allow Student Pickup** for each guardian as appropriate
- **New to the district -**
  - able to enter additional guardians to Family 1 and/or create Family 2 as well
  - Address tip: Unit – We use “Unit” for all apartments, units, spaces etc. Please make sure to select the word “Unit” from the dropdown (if applicable to your address)
  - update the relationship to student for each guardian
  - correctly mark the **Custodial Guardian** for student and **Allow Student Pickup** for each guardian as appropriate



### **Step 6: Family Home Language Survey**

- Question 3c - if this is an enrollment for next school year and it is the student's first-time attending school in the United States use the first day of school for the date (same date used in Step 3).

### **Step 7: Daycare Information**

### **Step 8: Emergency Contacts Information**

- After entering the first non parent/guardian Emergency Contact click on **Add Additional Emergency Contact** to enter additional contacts.
- Please select a **“relationship to student”** for the contact (i.e., Aunt, Friend, Grandparent)
- Just above the first contact entered, there is an option to reorder **Emergency Contacts** if needed. Just drag and drop into the desired order. Please list them in the order of calling preference.

### **Step 9: Additional General Information**

### **Step 10: Certificate of Immunization**

### **Step 11: Health Intake Form**

- The form must be completed and uploaded before this step can be completed.

### **Step 12: Kindergarten Parent Questionnaire**

- If this student is **NOT** registering for **kindergarten**, just click **Complete & Next** to move to the next step in the registration process.

### **Step 13: Kindergarten Name Tag Information**

- If this student is **NOT** registering for **kindergarten**, just click **Complete & Next** to move to the next step in the registration process.

### **Step 14: High School Transcript/Withdraw Grades**

- If this student is **NOT** registering for **grades 9-12** just click **Complete & Next** to move to the next step in the registration process.

### **Step 15: Electronic Signature**

- Check **“I Agree”** checkbox, then click **Complete & Review**

### **Review:**

- This step allows you to review all the uploaded documents and entered information
- If a correction is needed, click the edit option and it will return you to that step to revise the information. Once corrected click **Complete & Review** and that will return you to the review process.

- After you review all the information Check the box “**I confirm that all of the above information is correct to the best of my ability,**” then click on **Submit Form**.

When the submission is successful the next screen will be:

23/24 MSD Registration

## Thank You!

Thank you for completing and submitting your student registration for the Mukilteo School District.

To ensure timely processing of your registration, please make sure you have uploaded Proof of Address, Proof of Age, Medically Verified Proof of Immunization, Health Intake and Attendance Policy forms. If your child is entering Kindergarten, there may be additional forms requested by your school.

You will be contacted by your school if there are any issues with your registration or you are missing documentation.

You may re-open your previously submitted registration form to upload any documents that are missing.

**\*\* NOTE: IF YOU'VE RE-OPENED A SUBMITTED REGISTRATION, YOU MUST RE-SUBMIT IT AGAIN, OR WE WILL NOT RECEIVE YOUR INFORMATION \*\***

To return to the dashboard, click [here](#).

[Click here to return to Mukilteo School District Homepage](#)

## **Enroll Additional Students, if applicable**

If you have additional students to enroll, please return to the Family Access Center and select the **New Student Enrollment** tile (for the correct year) to repeat the process.

The screenshot shows the Skyward interface for 'NEW STUDENT ENROLLMENT'. The page title is 'New Student Enrollment'. There are three tiles displayed:

- Tile 1: 'New' status, '22/23 MSD Registration'.
- Tile 2: 'New' status, '23/24 MSD Registration'. This tile is highlighted with a red border and a red arrow points to it from above.
- Tile 3: 'Submitted 03/03/2023' status, '23/24 MSD Registration'.