

PARENT DIRECTIONS FOR ONLINE REGISTRATION

1. Go to www.berwicksd.org- For Families- Enroll A Student
2. Click the KINDERGARTEN Registration link
3. If you do not have any students that are or have been, a Berwick student, you will use the NEW student link. SEE STEP #12 IF YOU HAVE STUDENTS WITH BERWICK
4. You will be required to setup a portal account using an email you have access to.

The screenshot shows a web browser window with the URL <https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduberwickpa/>. The page title is "New Student Online Enrollment" and the page content is "Online Enrollment Account Request".

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.

Complete required fields to request an account to enroll your students.

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

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

Guardian contact information

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

Asterisk (*) denotes a required field

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

5. Once you log into the registration portal, you will enter ALL of the student's information. **Any field that has an * is required you must enter something in those fields. **

6. Step #2 is family information. you can ADD another legal guardian who lives at the same address or NO other Legal Guardians Live at this Address.

Step 2: Family/Guardian Information

Edit

View Only

Collapse Step

Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

Primary Phone: (555) 555-5555

* Family Home Language:

Print Hard Copy Report Cards

House #: Direction: Street Name: SUD: #:

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

* County: * Township:

Mailing Address: (if different than home address) House #: Direction: Street Name: SUD: #:

P.O. Box: Address 2: City: State: Zip Code:

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: * First Name: Middle Name:

Name Suffix: Name Prefix: * Date of Birth: Gender:

* Relationship to Child: Marital Status:

* 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: Work Phone: * Contact Email Address:

Language: Occupation:

* Employer: Work Hours:

Are there other Legal Guardians who live at this address?

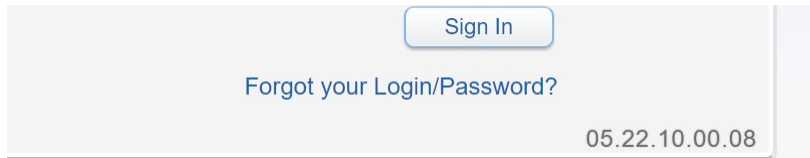
- a. Once you say YES or NO to another guardian at the same address, you will have the ability to add a Legal Guardian who lives at a different address.

Are there other Legal Guardians who live at this address?

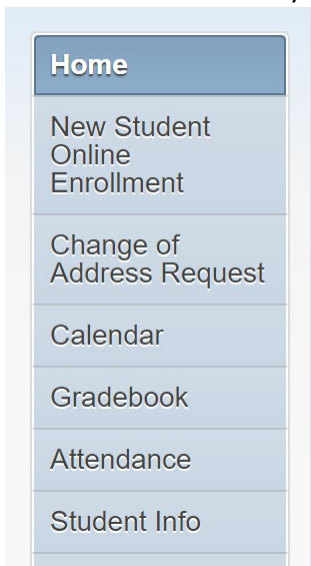
Are there other Legal Guardians who live at a different address?

7. Step #3 is your student's medical and dental information. Again all fields with an * must have something entered into it.
8. Step #4 is emergency contact information for the student. List those that you give permission to release the child to, in addition to parents listed in the family information step.
9. Step #5 – upload your proof of address, custody paperwork if relevant, and the student's birth certificate and current immunizations.
10. Step #6 – these are all required. Open and enter the data asked for.
11. SUBMIT application. If you are unable to upload the documents in Step #5, submit the application and someone from the registration office will contact you via the email you used to enroll the student.

12. ** If you have a current or past student that attended Berwick Area School District, you will have to log into the family portal of Skyward. You will use the RETURNING student enrollment link.
13. If you do not remember your password, click Forgot your Login\Password and you will receive a password reset link.



14. Once you log into the family portal of Skyward, you will use the NEW student online enrollment on the left hand side of your family portal screen.



15. Skyward will pre-populate the address and phone number that it already has. You are still REQUIRED to upload current proof of address. If this information has changed, please contact us at childaccounting@berwicksd.org, after you have submitted the enrollment application.