The online registration can be found at www.berwicksd.org –For Families- Enroll A Student- Kindergarten Registration

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 CURRENTLY HAVE OR HAD IN THE PAST, STUDENTS ATTENDING BERWICK

You will be required to setup a portal account using an email you have access to.

You will receive a pop-up similar to this:

guardian of the student you want to enroll

student

account

Online Enrollment Account Request Confirmation ✖

Submitting this request initiates an email to the account entered with directions on how to access the Online Enrollment process for BERWICK AREA SCHOOL DISTRICT. The email will be sent to: tconrad@berwicksd.org

Click OK to continue or Back to correct any information or cancel this request.

OK   Back

tconra

tconra

Then a second pop-up stating the account has been submitted and the instructions were sent to your email address.

ount

Enrollment Submitted ✖

Your Account Request has been successfully submitted. An email has been sent to pingpong@yahoo.com with instructions on how to continue enrolling your new student.

OK

ɟpʻ

ɟpong@yahoo.com
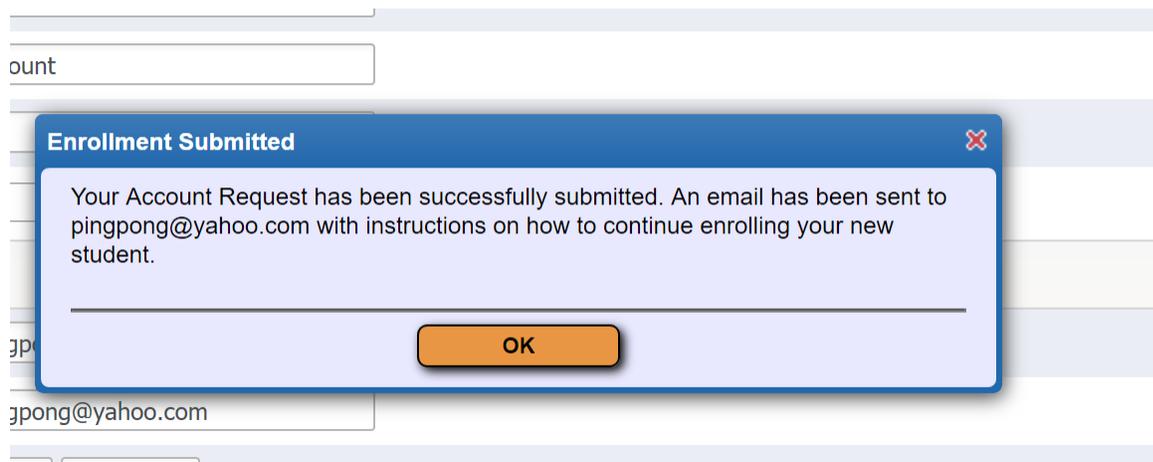
You will use that email address and the password provided, to log into Skyward and continue.

Gather the following information:

- Child's birth certificate
- Child's current immunizations
- Your current light, water or gas bill. Or valid & current driver's license for proof of address

STEP 1: Student Information- everything with an asterisks * is a required field & must have information entered in order to continue.

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

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] [Save] [Save and Collapse Step]

* Legal Last Name: [ ]   * Legal First Name: [ ]   Middle Name: [ ]

Name Suffix: [▼]   Name Prefix: [▼]   Nickname: [ ]   * Gender: [▼]

* Date of Birth: [ ] [📅] Age: [0]   * Birth City: [ ]   * Birth State: [▼]

* Birth Country: [ ]   Birth County: [ ]

Second Phone: [ ]   * Home Email: [ ]

☑ Does student live within this school district?   ☐ Is student part of a military family?   Mom's Maiden Name: [ ]

* Local Race: [▼]

* Is Student Hispanic/Latino?: [▼]

* Federal Race:
(select all that apply)
☐ American Indian or Alaska Native
☐ Asian
☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander
☐ White

Ancestry: [▼]

* Language Spoken Most: [▼]   Native Language: [▼]

☐ Has student attended a state school?   * Has student attended this district previously?: [▼]

* Previous School District: [ ]   * School in the District Student Previously Attended: [ ]

*Please be aware that your students first day of school will be determined by our office and you will be contacted with this date.

You are enrolling your student into the **Current School Year (2022 - 2023)**

* Anticipated Enrollment Date [ ] [📅] *(The first day of school is 09/06/2022)*

* Expected Grade Level [▼]

Additional Information:
(on the Student for the District) [ ]

Maximum characters: 5000, Remaining characters: 5000

[Complete Step 1 and move to Step 2: Family/Guardian Information] [Complete Step 1 Only]

Once all fields are entered, you MUST click COMPLETE STEP 1 AND MOVE TO STEP 2.

STEP 2: Family\Guardian Information- Again everything with an asterisks is required

In Step 2 you can ADD another legal guardian who lives at the same address or NO other Legal Guardians Live at this Address.

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.

Choose either YES to add a guardian at a different address, or NO COMPLETE STEP 2 and move on to Step 3.

STEP 3 – enter the required information and click COMPLETE STEP 3 AND MOVE TO STEP 4.

Step 3: Medical/Dental Information [Edit] [View Only] [Collapse Step]

* Physician Last Name: [_____]   * Physician First Name: [_____]   Physician Middle Name: [_____]

Name Suffix: [__∨__] Name Prefix: [__∨__] * Physician Phone: [__][_____]

* Dentist Last Name: [_____]   * Dentist First Name: [_____]   Dentist Middle Name: [_____]

Name Suffix: [__∨__] Name Prefix: [__∨__] * Dentist Phone: [__][_____]

Insurance: [_____]   Insurance Phone: [__][_____]

nsurance Policy Number: [_____]

[Complete Step 3 and move to Step 4: Emergency Contact Information] [Complete Step 3 Only]

STEP 4- enter up to 4 emergency contacts, in addition to the parents listed in family information, for each student. Once you have entered all the emergency contact information, click No, COMPLETE STEP 4 and MOVE TO STEP 5.

Step 4: Emergency Contact Information [Edit] [View Only] [Collapse Step]

Do you have other Emergency Contacts to add for this student?

[Yes, I want to Add another Emergency Contact Record] [No, Complete Step 4 and move to Step 5: Requested Documents] [No, Complete Step 4 Only]

STEP 5:

Step 5: Requested Documents [Edit] [View Only] [Collapse Step]

Instructions for completing the Requested Documents

Use the Browse buttons to locate a file to upload that corresponds to the description on the same line. These documents are required, if you are unable to upload, please our office at 570-759-6400, for an appointment.

Birth Certificate : [Choose File] No file chosen

Custody Documents: [Choose File] No file chosen

Immunization Records: [Choose File] No file chosen

Proof of Residency: [Choose File] No file chosen

[Complete Step 5 and move to Step 6: Additional District Forms] [Complete Step 5 Only]

You must click CHOOSE FILE and attach\upload a copy or photo of the child's birth certificate, immunizations, and acceptable proof of address. Acceptable forms for address verification are one of the following:

-current & valid driver's license

-current water, gas, sewer or electric bill

-rental\lease agreement signature page

If there is custody paperwork for the student, upload it here as well.

Click COMPLETE STEP 5 and MOVE TO STEP 6

STEP 6: You will need to click on each form and enter the appropriate information.

Then click COMPLETE STEP 6

Step 6: Additional District Forms   [Edit] [View Only]   [Save]   [Save and Collapse Step]

Instructions for completing the Additional District Forms

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

Asterisk (*) denotes a required form

* Required Form: [**Student Discipline Form**]   ☐ This form has not been completed

* Required Form: [**Student Home Language Survey**]   ☐ This form has not been completed

* Required Form: [**Special Education Services**]   ☐ This form has not been completed

* Required Form: [**Stu_Records Request**]   ☐ This form has not been completed

[Complete Step 6]

Once you have a green check behind each step, as seen below;

.sterisk (*) denotes a required field   Please Note: Only one step may be edited at a time

Step 1: Student Information   [Edit] [**View Only**]   ✓ Date Completed: 02/24/2021

Submit the application. The child accounting office will contact you if any information is missing.

[**Submit Application to the District**]

iteps must be Completed before an Application can be Submitte

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 on the district webpage of www.berwicksd.org.

13. If you do not remember your password, click Forgot your Login/Password to receive a password reset link.
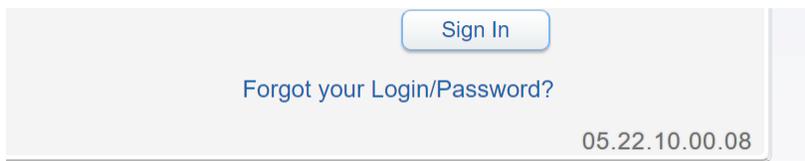
14. Once you log into the family portal of Skyward, you will use the NEW student online enrollment on the left hand side of your family portal screen.
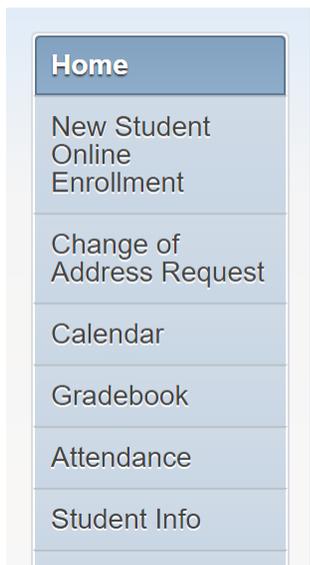
15. Skyward will pre-populate the address and phone number using the information already on file. You are still REQUIRED to upload current proof of address. If this information has changed, please contact us at childaccounting@berwicksd.org, after you have submitted the enrollment application.