The online registration can be found at <u>www.berwicksd.org</u> –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

👬 New Student Online Enrollm	ent × + -
← → ♂ ☆	③ ▲ https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduberwickpa/s … ♥ ☆
🌣 Most Visited 🏼 🍫 Spiceworks 🧶	Getting Started 🔀 Login - Powered by Sk 🛟 PrimeroEdge School 🔀 PDE Login
	Online Enrollment Ac
New Student Enrol	ment: Account Request
This form is the first step to enrollin	g 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/g	Jardian of the student you want to enroll
* Guardian Legal First Name:	
* Guardian Legal Last Name:	
Guardian Legal Middle Name:	
Guardian Legal Name Prefix:	 ✓ Guardian Legal Name Suffix: ✓
Guardian contact information	
* Guardian Email Address:	
* Re-type Email Address:	
* Guardian Primary Phone Number:	
Asterisk (*) denotes a required field	
Click here to submit Online Enrollment A	ccount Request

You will receive a pop-up similar to this:

ardian	of the student you want to enroll	
studen	:	
accoun	t	
_	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.	
tconra		_

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

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.	-
pong@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.

Save and Contin	ue to Fill Out Application	Save and go to Summary Page	Print Application	Leave WITHOUT Saving
structions for completing t	he student application			
Answer the questions to progr Summary Page' to save your p	ess through the application form progress and return to the summ	. Click 'Save and Continue to Fill Out Ap ary page. Click 'Leave WITHOUT Savin	oplication' to save your progress and stay on this g' to return to the summary page without saving	screen. Click 'Save and go to
erisk (*) denotes a required f	ield Please Note: Only one	e step may be edited at a time		
itep 1: Student Informat	ion Edit View Onl	Save Save and Collapse	Step	
* Legal Last Name:		* Legal First Name:	Middle Name:	
Name Suffix:	✓ Name Prefix:	V Nickname:	* Gender: V	
* Date of Birth:	Age: 0	* Birth City:	* Birth State:	\checkmark
* Birth Country:		Birth County:		
Second Phone:	•	Home Email:		
× – 1	Does student live within this	school district? Is student part of a	military family? Mom's Maiden Name:	
* Local Race:	`			
* Federal Race:	American Indian or Alaska N	ative		
(select all that apply)	Asian			
	Black or African American	cific lelander		
	White			
Ancestry:	\checkmark			
* Language Spoken Most:		✓ Native Language:		
* Provious School District	Has student attended a state	e school? * Has student attended this	district previously?:	
Please has sender District.		dot in the District Statent Previously A		
You are enrolling your studen	t into the Current School Year	2022 - 2023)	contacted with this date.	
* Anticipated Enrollment Date	e (The first	day of school is 09/06/2022)		
* Expected Grade Level	\sim			
Additional Information:				
	Maximum characters: 5000, Remair	ing characters: 5000	Å.	
	Complete Step 1 and mo	ve to Step 2: Family/Guardian Informatio	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

Enter mornadon for	the Primary G	uardian and the F	amily this Stud	dent lives with				
Enter Information for	or the Family th	nis Student lives v	vith					
Primary Phone:	(555) 555-555	5						
Family Home Language:		~						
	Print Hard Cop	by Report Cards						
	House #:	Direction:	Street Name:			SUD:	~ #:	
* Home Address:	P.O. Box:	Address 2:		City:		State:	V Zip Code:	
	* County:	✓ * Township	c.	~				
Mailing Address:	House #:	Direction:	Street Name:			SUD:	× #:]
(if different than home address)	P.O. Box:	Address 2:		City:		State:	V Zip Code:	-
Enter Information for	or the Primary	Guardian of the Fa	amily this Stud	lent lives with				
*Last Name: ac	count	*	First Name: test		Middle Nar	ne:		
Name Suffix	✓ Name Pref	ix: V *Date	of Birth:	Gende	r: 🗸			
rianio o anna		 Marital Stat 	us:	~				
Relationship to Child:					United for a late trans	the etudor	nt from school?	
Relationship to Child:	oes this guardian	have custody of the cl	hild?:	Is this guardian a	nowed to pick up	the studer		
Relationship to Child:	oes this guardian Should this guard	have custody of the cl ian also be considered	d an Emergency C	Is this guardian a contact?	nowed to pick up	the studer		
Relationship to Child: * [ooes this guardian Should this guard	have custody of the cl ian also be considered Work Phone:	hild?:	Is this guardian a contact? * Contact Email A	Address: testacco	unt@gma	il.com	
Relationship to Child: * Cell Phone: Language:	Does this guardian Should this guard	have custody of the cl ian also be considered Work Phone:	d an Emergency C	Is this guardian a contact? * Contact Email A	Address: testacco	ount@gma	il.com	

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.

Are there other Legal Guardians who live at this address?						
Yes, I want to Add another Legal Guardian who lives at this address						
Are there other Legal Guardians who live at a different address?						
Yes, I want to Add a Legal Guardian who lives at a Different Address	No, Complete Step 2 and move to Step 3: Medical/Dental Information	No, Complete Step 2 Only				

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

Step 3: Medical/Dent	tal 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 3 – enter the required information and click COMPLETE STEP 3 AND MOVE TO STEP 4.

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 Co	ntact Information	View Only	Collapse Step	
	Do you have ot	her Emergency Co	ontacts to add for this student?	
Yes, I want to Add anothe	r Emergency Contact Record	No, Complete Step 4	and move to Step 5: Requested Document	No, Complete Step 4 Only
STEP 5:				
Step 5: Requested D	ocuments Edit	View Only	Collapse Step	
Instructions for comple	ting the Requested Docum	ents		
Use the Browse buttons our office at 570-759-64	to locate a file to upload that 00, for an appointment.	corresponds to the o	description on the same line. These do	cuments are required, if you are unable to upload, pleas
Birth Certificate :	Choose File Ato file chose			
Custody Documents:	Choose File	en		
Immunization Records:	Choose File	'n		
Proof of Residency:	Choose File	n		
	Comp	lete Step 5 and move	e 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: Addition	al District Forms	Edit	View Only	Save	Save and Collapse Step		
Instructions for co	mpleting the Addition	al District For	ms				
The buttons below	each link to an addition	al form that mu	ist be completed	d to be able to	submit the student application.		
Asterisk (*) denote	es a required form						
* Required Form:	Stude	nt Discipline Fo	rm	This	form has not been completed		
* Required Form:	Student H	ome Language	Survey	This	form has not been completed		
* Required Form:	Special	Education Serv	vices	This	form has not been completed		
* Required Form:	Stu_l	Records Reque	st	This	form has not been completed		
				Com	uplete 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.



IF YOU HAVE OR HAVE HAD STUDENTS ATTENDING BERWICK -

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.

Sign In	
Forgot your Login/Password?	
05.22.10.00.0	В

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 <u>childaccounting@berwicksd.org</u>, after you have submitted the enrollment application.