

Mooresville Consolidated School Corporation

NEW STUDENT ONLINE ENROLLMENT

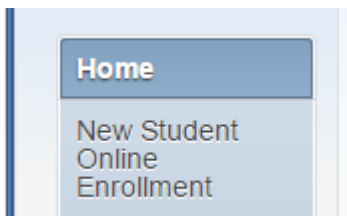
You may now request 2016-17 enrollment for your Kindergarten child into the Mooresville Consolidated School Corporation electronically. You may find this form on our main website: <https://www.mooresvilleschools.org/>
Click on the Pre-Kindergarten Fair photo at the top of the page:



Next, click on the [Online Registration Request](#) link located on the [Preparing for Kindergarten Page](#):

If your child did not attend the Pre-Kindergarten Fair, please complete an [Online Registration Request](#) to access our student information system enrollment form. You'll receive a follow-up email to complete your enrollment information. If you already have a student or students attending Mooresville Schools, please login in to your [Skyward Family Access Account](#) and click on the New Student Online Enrollment link at the top left of the page.

Note: If you already have a student or students enrolled in Mooresville Schools, you will find the New Student Online Enrollment form in Family Access at the top of the Home page:



After clicking the Online Registration Request link, you will see this screen:

Click here to view this form in a different language

Select Language | ▼



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.

***NOTE: If you choose the 'I Don't Have an E-mail' option, you will need to enter your own login; the system will not generate one for you.

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

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

Please enter YOUR legal name. You will be able to enter your child's information on the next screen

Enter contact information

<input type="checkbox"/> I don't have an email	
* Enter Email Address:	<input type="text"/>
* Re-type Email Address:	<input type="text"/>
* Enter Primary Phone Number:	<input type="text"/>

If you do NOT have an e-mail address, please check this box. The screen below will appear. You will enter a login of your choice and re-type that login.

Asterisk (*) denotes a required field

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

Enter contact information

<input checked="" type="checkbox"/> I don't have an email	
* Enter Login:	<input type="text"/>
* Re-type Login:	<input type="text"/>
* Enter Primary Phone Number:	<input type="text"/>

If you chose the "I don't have an email option" you **MUST** enter a login of your choice. There are no restrictions as far as having to use numbers or a certain amount of letters. This area is not case-sensitive.

Once you have the information entered, click on the "**Click here to submit Online Enrollment Account Request**" button.

Enter contact information

I don't have an email

* Enter Login: 123456

* Re-type Login: 123456

* Enter Primary Phone Number: (555) 555-5555

Asterisk (*) denotes a required field

Click here to submit Online Enrollment Account Request

You will see a screen with the login YOU entered. You will choose **OK** to continue.

Online Enrollment Account Request Confirmation

Submitting this request will provide you with directions on how to access the Online Enrollment process for Mooresville Consolidated School Corporation. The desired login you have entered is 123456.

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

OK **Back**

The next screen will contain your login and your computer-generated password.

Enrollment Submitted

Dear Test Parent,

Thank you for the request to enroll your student. You must now log into the system to complete the enrollment.

Please note - you must complete this last step to complete the enrollment.

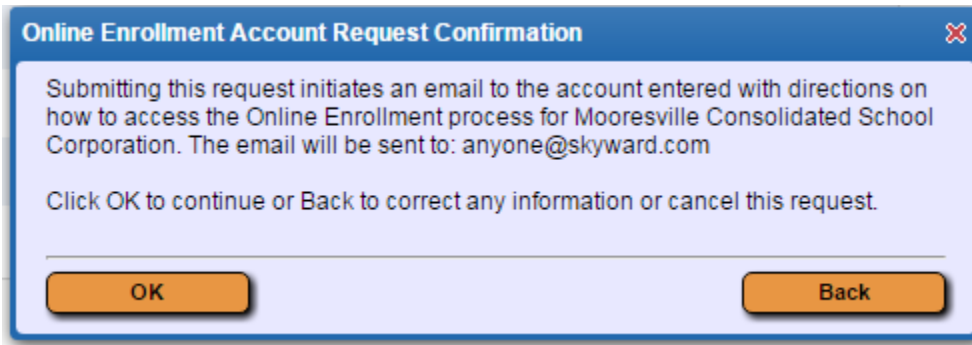
To complete the enrollment, please visit this url:
<https://skeward.mooresvilleschools.org/scripts/wsisa.dll/WService=wsEPlus/sfemnu0>

Your login is: 123456

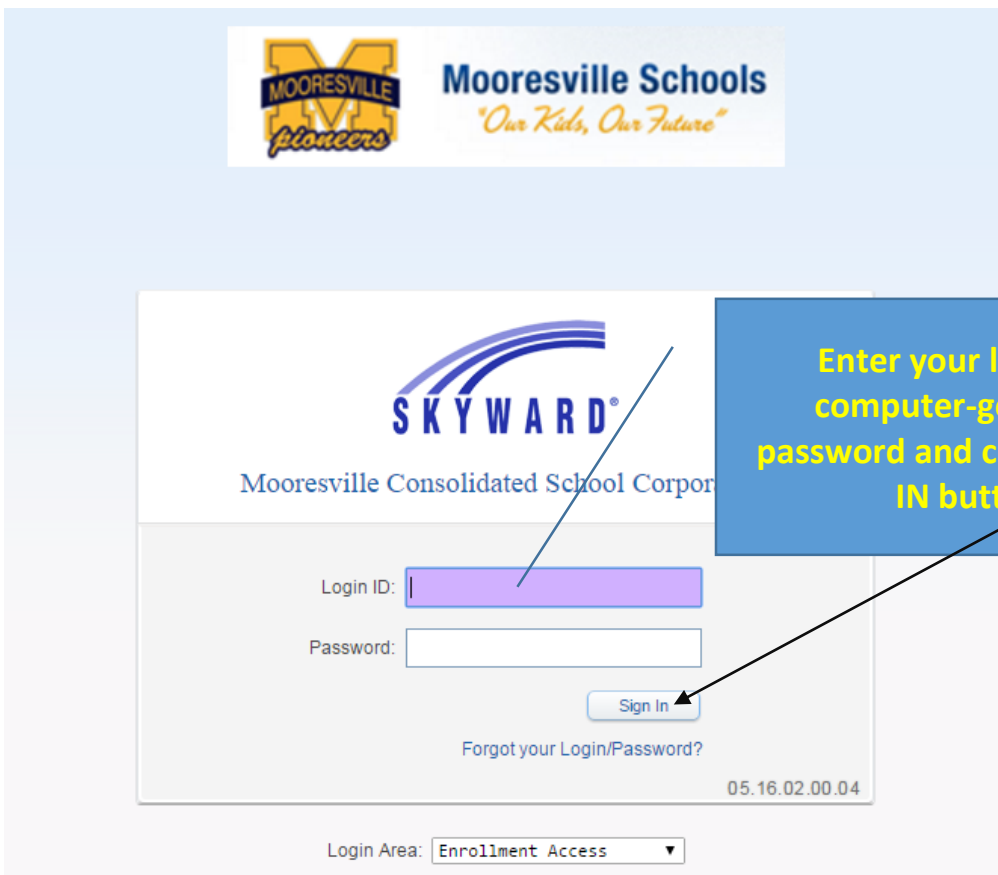
Your password is: 91754

OK

If you entered an e-mail address, you will receive the message below. Your login and password will be sent to the e-mail address YOU provided.



After clicking **OK**, you will be directed to the New Student Online Enrollment Login screen. You will enter your login and password at this point.



If you need to view this form in a different language, click here:

You will now begin entering the appropriate data. There are required fields in each section. You will not be able to complete a step unless these required fields are populated.

SKYWARD® Online Enrollment Access

Test Parent Exit

Select Language ▼

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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

* Last Name: * First Name: * Middle Name:
Name Suffix: Name Prefix: Nickname: * Gender:
* Date of Birth: Age:
Second Phone: Third Phone: Home Email:

You may **SAVE** your information at any point and finish later. You may also leave **WITHOUT** saving any information.

You **MUST** complete all steps on the form before the form can be submitted to the district; however, you can always go back and review or modify any step prior to submission. You will see a screen at the end of each section (example below). You may complete the step and move on, or just complete the step you are on.

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

Complete Step 1 Only

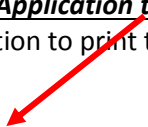
Step 4 – Requested Documents will allow you to upload a copy of your child’s Birth Certificate as well as Proof of Residency. You must have these documents saved in a location accessible by you or the machine you are using before you will be able to complete this step. This step is NOT required. You will still need to bring a hard-copy of both documents to your child’s school. This step is for record retention purposes only.

Step 4: Requested Documents

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.
Please Note: This option allows you to upload these documents for record retention. You WILL still be required to bring original copies to your child's school.

Birth Certificate : No file chosen
Proof of Residency: No file chosen

When all steps are completed, you ***MUST*** click the ***Submit Application to the District button*** before the district will be able to review your information. You will also have the option to print the application, save and view a summary page, save and continue, or leave without saving.



* All steps must be Completed before an Application can be Submitted *