

Educational Service District 113

Capital Region Information Service Center

Qmlativ-Adding a New Student Using New Student Enrollment (NSE)



My Partner for Learning Solutions

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My Partner For Learning Solutions



New and Returning Families to the District

Navigate to your district New Student Enrollment Guardian Request Form located at

<https://www2.qtla.wa-k12.net/yourdistrictshortname/NewStudentEnrollment/NewGuardianLoginRequest>

All required fields are indicated by an asterisk *.

New families to the district will answer No to the question 'Do you already have an account?' to create a new guardian account.



WSIPC School District

New Student Enrollment

Welcome! You're about to start the online enrollment process for your new student. Please complete all required fields to request an account that will allow you to access our secure New Student Enrollment system. Below, provide the legal guardian's information for the student you wish to enroll:

Already have an account? If it includes New Student Enrollment access, simply [sign in](#) and proceed. If not, update your access by answering 'Yes' to 'Do you already have an account?'

** required fields*

Do you already have an account? ☒ No ☐ Yes

*Guardian First Name

*Guardian Last Name

*Email Address

*Confirm Email Address

*Street Number

*Street Name

Returning families will answer Yes to the question ‘Do you have an account?’ to reactivate their username, email address and street address.



W S I P C

Inspired by education.
Empowered by technology.™

WSIPC School District

New Student Enrollment

Welcome! You're about to start the online enrollment process for your new student. Please complete all required fields to request an account that will allow you to access our secure New Student Enrollment system. Below, provide the legal guardian's information for the student you wish to enroll:

Already have an account? If it includes New Student Enrollment access, simply [sign in](#) and proceed. If not, update your access by answering 'Yes' to 'Do you already have an account?'

** required fields*

Do you already have
an account?

☐ No

☒ Yes

*User Name

*Email Address

*Street Number

*Street Name

Unit

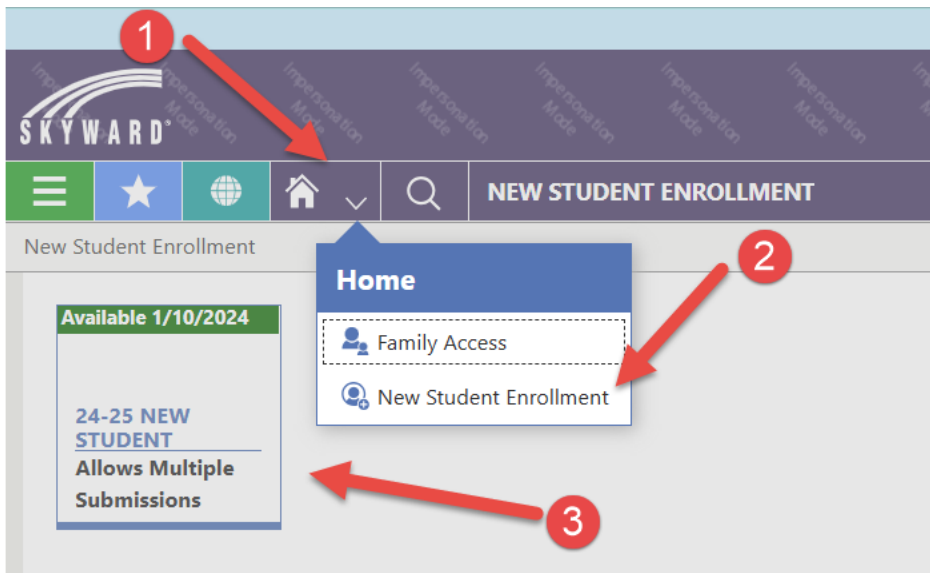
Unit Number

*City



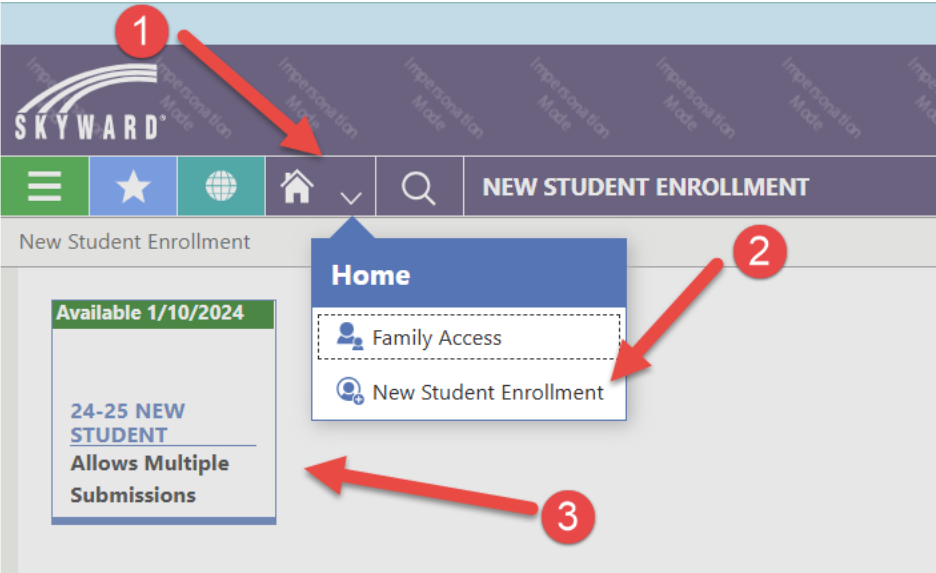
My Partner For Learning Solutions

New and returning families will receive an email with login details and a link to the Qmlativ database. Upon login, they will navigate to the New Student Enrollment Portal Home Dashboard. They will select the New Student Enrollment tile to complete the enrollment application for the correct year of enrollment. *The enrollment tile names and steps will be district determined.



Active Student Guardians with Security Access to the NSE Portal in Qmlativ

Once logged into the district’s Qmlativ database, navigate to the NSE Portal Home Dashboard via the dropdown menu next to the Home button on the main dashboard. They will select the New Student Enrollment tile to complete the enrollment application for the correct year of enrollment. *The enrollment tile names and steps will be district determined.



Completing the NSE Form

Read Instructions then select 'Start >'

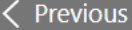
 Instructions

Start >

Complete each step then select 'Complete & Next >'

 0 of 12

 Step 1 (Required) 

 Previous

Complete & Next >

*The number of steps and elements is determined by the district.

On the last step the user will be prompted to 'Complete & Review >'

 0 of 12

 Step 12 (Required) 

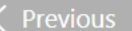
 Previous

Complete & Review >

Once completed, the user will select 'Submit Form >' to submit the form for approval.

 1 of 2

 Step 2 (Required) 

 Previous

Submit Form >

Individual Steps can be printed by the user completing the form and the In-Progress Online Form may be deleted by the user. These options are in the top right-hand corner of the form.

 Print Step

 Delete In-Progress Online Form

Once submitted, the form will appear as a tile on the user's dashboard with a status of 'Pending Approval'.





NEW STUDENT ENROLLMENT

 Scheduling : Course List

 Student : Threshold Group List

 Attendance Class List

 Security

[New Student Guardian Information](#) > New Student Enrollment

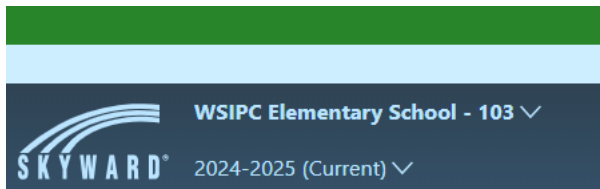
Available 1/10/2024	In Progress	Pending Approval
24-25 NEW STUDENT Allows Multiple Submissions	24-25 NEW STUDENT Last Edit 12/19/2024	24-25 NEW STUDENT Submitted 4/17/2025



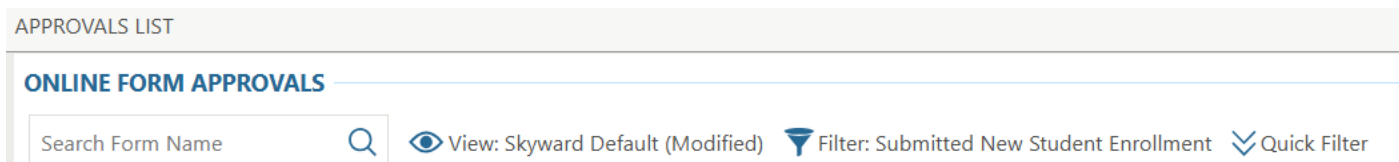
Processing an NSE Online Form

Navigate to Administrative Access>Online Form>Features>Online Form Approvals

Ensure you are in the correct Entity and School Year for processing your NSE form.



Recommendation: Filter by 'Submitted New Student Enrollment'

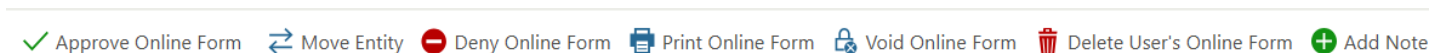


Select  to review the online form. Also referred to as opening or editing the form you wish to process.

Select  for Record Options available for the selected form.

When reviewing the online form, all fields marked with an asterisk * are required.

Online Form Options:



Once all fields have been completed and the application is ready for approval, select 'Approve Online Form'.

Move Entity – Use to move the online form to a different entity.

Deny Online Form – Use if there is information the guardian needs to correct and resubmit.

Print Online Form – Use to print the form as it is viewed here (all steps).

Void Online Form – Use if the form is not to be used moving forward but you wish to retain a record of it.

Delete User's Online Form – Use if the guardian wants to restart their form.

Add Note – Use to add a note to the online form. These notes are only visible by administrative access users with access to these forms in Online Form Approvals. These Notes live in the split screen view of the Online Form Approvals List. A Note may also be added in the split screen view.



APPROVALS LIST

ONLINE FORM APPROVALS

Search Form Name View: Skyward Default (Modified) Filter: Submitted New Student Enrollment Quick Filter More <<

Form Name	Submitted Date & Time	Portal	Submitted For	Status	Approved By	Approved Date & Time	Sub
▼	10/15/2024 08:54 AM	New Student Enrollment	▼	Submitted			

Total Records

NOTES

MM/DD/YYYY View: Skyward Default Filter: Skyward Default Add Note More <<

Created Time	Created By	Note
1/9/2025 11:44:30 AM	▼	Admin approved

Sub Status - A Sub Status may be added to an Online Form. This allows you to pause the approval process when needed and easily identify where you have left off in the process. This also adds transparency about the current sub status of the form for any other reviewers. Sub Statuses can be enabled to display as a status on the live tile.

ONLINE FORM STATUS DETAILS

Sub Status

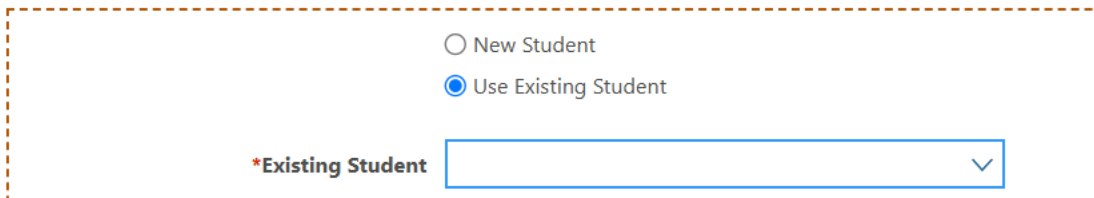
Sub Status Codes are created at Administrative Access>Online Forms>Codes>Sub Status



Step 1: New Student Enrollment Information

Recommendation: **Always search for 'Use Existing Student'** to see if the student has been enrolled in the district previously. *The database will 'Show Possible Matches' if it recognizes any.

STEP 1: NEW STUDENT ENROLLMENT INFORMATION



The form shows two radio buttons: "New Student" (unselected) and "Use Existing Student" (selected). Below the radio buttons is a label "*Existing Student" followed by a dropdown menu with a downward arrow.

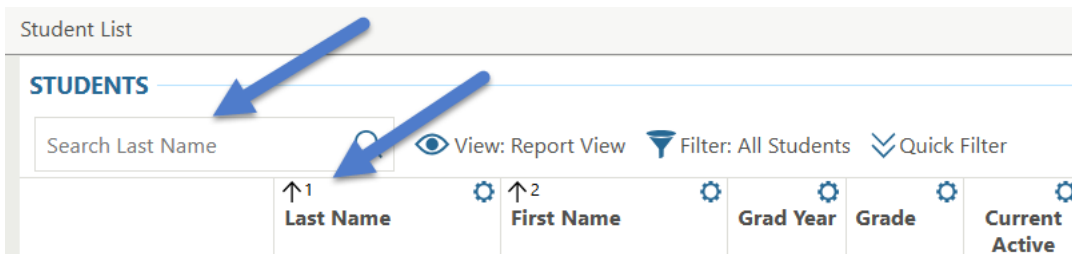
*Creating duplicate students requires the district to merge students to ensure student records are accurate.

The user must provide answers to all required fields marked with an asterisk *. Additional fields may be required at the district's discretion.

Continue through all subsequent steps.

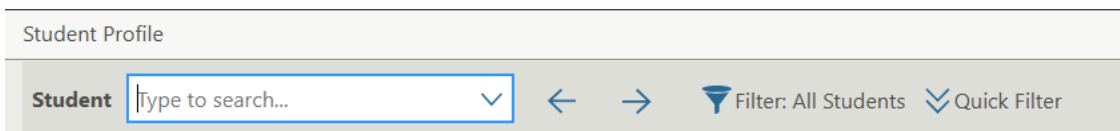
Once approved, the student will be added with a full student profile and student enrollment record. You can find the student by navigating to Administrative Access>Student>Features>Student List or Student Profile to search for the student.

On the Student List you will search for the student based on the column you are sorted by. Hint: Look at the words in the Search box or look for the #1 in the column headers.



The screenshot shows the "Student List" header. Below it is a search bar labeled "STUDENTS" with the placeholder text "Search Last Name". To the right of the search bar are icons for "View: Report View", "Filter: All Students", and "Quick Filter". Below the search bar is a table with columns: "Last Name" (sorted ascending, indicated by an upward arrow and a "1"), "First Name" (sorted ascending, indicated by an upward arrow and a "2"), "Grad Year", "Grade", and "Current Active". Each column header has a gear icon for sorting options.

In the Student Profile, you may search for the student based on the student's first name, last name or SSID.



The screenshot shows the "Student Profile" header. Below it is a search bar labeled "Student" with the placeholder text "Type to search...". To the right of the search bar are navigation arrows (left and right) and icons for "Filter: All Students" and "Quick Filter".

The filter selected on your Student List View will be applied as your Student Profile filter however you may clear or reset the filter within the Student Profile.

Printing an Online Form in Mass, Individually or by Step



Navigate to Administrative Access>Online Forms>Utilities>Mass Print Online Forms

Select the 'Online Form' and the 'Steps' you want to print.

Select 'Sub Statuses' and 'Filter by Status' if wanted.

'Print PDFs As' Single File if you wish to print all online forms that fit the criteria you specify in one .zip file.

'Print PDFs As' Multiple Files if you wish to print each online form that fits the criteria you specify in individual .pdf files within a .zip file.

Select 'Next'.

Mass Print Online Form
Enter Online Form Details

[→ Next](#) [⊘ Cancel](#)

Entity
103 - WSIPC Elementary School

School Year
2024-2025

ONLINE FORM DETAILS

***Online Form**

24-25 New Student

▼

***Steps**

⊘ 1

🔍

⊘ Clear

Sub Statuses

🔍

Filter on Status ☐

Print PDFs As ☒ Single File
☐ Multiple Files



Enter the ‘Created Date Range’ for the Online Forms you want to print plus any additional filters.

Recommendation: Always select ‘Send Message When Complete’ checkbox.

Mass Print Online Form

Enter Online Form Details

Previous

Next

Cancel

Entity

103 - WSIPC Elementary School

School Year

2024-2025

Form Name

24-25 New Student

Portal

New Student Enrollment

No Approval Needed

False

ONLINE FORM DETAILS

*Created Date Range

MM/DD/YYYY

31

—

MM/DD/YYYY

31

+ Name Filters

+ User Filters

+ Advanced Filter — Name

Send Message When Complete

☒

Select the checkbox for the forms you want printed then select ‘Run Process’.

Mass Print Online Form

Review Online Forms to be Printed

?

Previous

Run Process

Cancel

Entity

103 - WSIPC Elementary School

School Year

2024-2025

Form Name

24-25 New Student

Portal

New Student Enrollment

No Approval Needed

False

ONLINE FORMS TO BE PRINTED

MM/DD/YYYY

31

View: Skyward Default

Select	Submitted Date & Time	Submitted For	Submitted By	Status	Sub Status	Completed by Administration
☒						
☒				Started		☐
☒				Started		☐



After running the process, the Mass Print History screen will display. This may be viewed in Administrative Access>Online Forms>Features>Online Form Print History. Once the status of the process is Completed you can access the download by reviewing the record  or selecting Record Options . The history print status will not reload automatically. At this time, you can reload the page, navigate away from this screen and back, or wait for the message notification. The message notification will contain a link directly to the Mass Print History Details area where the file download lives.

Mass Print History List

MASS PRINT HISTORY

MM/DD/YYYY   View: Skyward Default Filter: Skyward Default Quick Filter

	Created Time	Form Name	Status	File Name
	4/17/2025 3:48:22 PM	24-25 New Student	Completed	Mass Print 24-25 New Student (04_17_25)

Mass Print History List > Mass Print History Details > My Messages

<< INBOX

Inbox
Sent Replies
Trash

Search Messages & Notification 

Mass Delete  Settings 

YESTERDAY

 WSIPC Elementary School (No Reply) 4/17/2025 

24-25 New Student - Mass Print complete
Mass Print of the Online Form "24-25 New Student" completed successfully.

OLDER

24-25 NEW STUDENT - MASS PRINT COMPLETE

4/17/2025 3:48 PM

From: WSIPC Elementary School (No Reply)

To: .

Mass Print of the Online Form "24-25 New Student" completed successfully.

 Online Form Print History 

Mass Print History List > Mass Print History Details

MASS PRINT HISTORY DETAILS

*Form Name 24-25 New Student

Status Completed

Send Message on Complete ☒

 Download File 

