

## Adding a New Student

This is the process for registrars to add a new student.

1. Select *Administrative Access>Student>Student List* under *Features*. Verify you are in the correct Entity and school year by checking the information at the top left of the screen.

The screenshot shows the Skyward Student List interface. At the top, the entity 'CLARK ELEMENTARY - 111' and the school year '2024-2025 (Current)' are displayed. The left sidebar contains various navigation options, with 'Student' highlighted. The main content area lists features under the 'FEATURES' section, with 'Student List' highlighted. Other features include Indicator, Student Lockers, Student Profile, Student Threshold, Threshold Groups, Today's Incomplete Wellness Screenings, and a 'REPORTS' section with 5Lab - Students, Active Students by Family - WSIPC, Canvas LMS Students, and Duplicate Student Numbers.

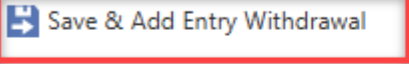
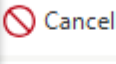
2. On the *Student List* screen, click *Add Student* on the top right of the screen.

The screenshot shows the 'Add Student' button highlighted in the top right corner of the Student List screen. Below the button is a table with columns for demographic information. The table has two rows of data.

| Age | Graduation Date | Hispanic / Latino        | American Indian or Alaskan Native | Asian                               | Black or African American | Nationality |
|-----|-----------------|--------------------------|-----------------------------------|-------------------------------------|---------------------------|-------------|
| 7   |                 | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>            | <input type="checkbox"/>  |             |
| 8   |                 | <input type="checkbox"/> | <input type="checkbox"/>          | <input checked="" type="checkbox"/> | <input type="checkbox"/>  |             |

3. Enter the new student's Last Name, First Name and Middle Name (if appropriate) on the *Name Details* screen to search for existing records. If the name appears in the *Search Results*, verify the Birth Date and check if the student was previously enrolled by scrolling to the far right to compare the existing record details with the information on the application. Click *Next* on the upper left screen to enter student details. Required fields are identified with an asterisk. You must complete required fields before you can save your work.
  - a. Add student's *Gender*, *Birth Date*, *Primary Language* from the drop-down menu, *Native Language* from the drop-down menu and *Student Language Spoken at Home* from the drop-down menu.
  - b. Check if *Allow Student Access* is checked.
  - c. Uncheck *Distribute Student Information For* to exclude student demographic information if required for FERPA.
  - d. Add *Race/Ethnicity Details* using the drop-down menu to make selections.
  - e. Under *WA State Reporting*, *Birth Country* select *country code* from the drop-down menu.
  - f. Enter student *Start Date* under *Military Family Details* and select *State Military Family Status Code* from the drop-down menu.
  - g. After entering student details click on *Save & Add Entry Withdrawal*.

**Add Student**  
Enter Student Details

 Save & Add Entry Withdrawal  Cancel

**STUDENT DETAILS**

**Name is One Name** ☐

**\*Last Name**

**\*First Name**

**Middle Name**

4. On the *Entry Withdrawal* screen, enter the *Start Date*, *Entry Code*, *Entry Comment* and *Student Type*. *Entity*, *School Year*, *Percent Enrolled*, *Grad Year/Grade*, *Graduation Requirement Year*, *School*, and *Calendar* will auto populate. Click *Save & Continue*.

## Add Entry Withdrawal

Enter Entry Withdrawal Details

 Save & Continue  Save  Cancel



Full Name  
Bowman, Mike

Indicators

Gender Identity  
**M - MALE**

Birth Date  
04/15/2015

Age  
9

### ENTRY DETAILS

\*Entity CLARK ELEMENTARY

\*School Year 2024-2025

\*Start Date 02/03/2025 Monday 

\*Percent Enrolled 100

\*Grad Year/Grade 2033 04

Grade Level Subcategory

Graduation Requirement Year 2033

\*Entry Code KC From King County School

Entry Comment Smith Elementary, Seattle

\*School 111 Clark Elementary

\*Calendar 111 111 CALENDAR

\*Student Type R REGULAR

5. Enter the issaquah.wednet.edu after the @ sign on *Email Address* and *Email Type*. Click *Save & Add Family*.

## Add Entry Withdrawal

Enter Student User Details

 Save & Add Family  Save  Cancel

### STUDENT USER DETAILS

Allow Student Access ☒

Username BowmMik33

Email Address BowmMik33@issaquah.wednet.edu

Email Type S School

6. Search for results for *Last* and *First name* for Guardian. If a record displays, verify all phone numbers to see if there is a match and make sure the guardian was not a former student. If the guardian is a former student, you will need to create a new record. Click *Add New Name & Guardian*.

### Add a Family to the Student

Enter Name Details

[→ Add New Name & Guardian](#) [Cancel](#)

 Student Name

Indicators 

Gender Identity

Birth Date

Age

#### STUDENT FAMILY DETAILS

\*Last Name

\*First Name

Middle Name

Name Suffix

Birth Date  

Gender

Phone Number

#### SEARCH RESULTS

  View: Skyward Default  Filter: Skyward Default

|  1 |  2 |             |        |                 |  |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------|--------|-----------------|--|
| Last Name                                                                           | First Name                                                                          | Middle Name | Suffix | Primary Address |  |
| <div>No records to display</div>                                                    |                                                                                     |             |        |                 |  |

7. After the new guardian name is added, scroll down and click on *Add Address*. Once you start typing the address, the *Search Results* will display addresses that match your selection.

### Add Guardian

Enter Name Details

[→ Next](#) [Cancel](#)

 Student Name

Indicators 

Gender Identity

Birth Date

Age

#### NAME DETAILS

Title

Legal Name is One Name ☐

\*Last Name

\*First Name

Middle Name

Name Suffix

#### PERSONAL DETAILS

Birth Date  

Gender

Use Freeform Employer ☐

Place Of Employment

Occupation

#### ADDRESSES

Address

Physical

Mailing

A/P Remit To

PO Order From

1099

Bus Pickup

Bus Dropoff

W2

 Add Address

8. Select and Save New Address.

**Add Address**  
Enter Address Details

[Save New Address](#) [Cancel](#)

 Full Name: Bowman, Leslie | Gender: | Birth Date: | Age: |

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**ADDRESS DETAILS**

Address Type: USB - US Street Based

\*Street Number: 615 | Directional Code: | \*Street Name: Tim

Address Secondary Unit: | Secondary Unit Number: |

Address Line 2: |

\*City: | \*State: WA | \*ZIP Code: | - |

County: |

Latitude: | Longitude: | GEOID: |

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**SEARCH RESULTS**

Search Full Address: | [View: Skyward Default](#) [Filter: Skyward Default](#)

Full Address

[Select Address](#) 615 TIMBER CREEK DR NW ISSAQUAH, WA 98027

9. On the same screen, you will enter *Phone Numbers*, *Phone Type* and if the number is *Confidential* and *Primary* along with *Email Addresses*, *Email Type* and *Primary*. Click Next.

**PHONE NUMBERS**

Phone Number: 425-111-2222 | Extension: | Phone Type: Cellular

[Add Phone Number](#)

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**EMAIL ADDRESSES**

Email Address: jblack@comcast.net | Email Type: Home | Primary: ☒

[Add Email Address](#)

10. Under *Guardian Details*, verify the *Guardian Name* is correct. This defaults and cannot be modified. Check the box for *Send Family Access Email* if appropriate. Enter the *Home Language*. Enter the *Preferred Languages for Family Communication*. This is a required field, and an error message will appear if no language has been entered. Under *Guardian Details For*, enter the *Relationship* the student has to the guardian or choose from the drop-down list.

## Add Guardian

Enter Guardian Details

Save & Update Contact Info
 Save & Update School Path
 Save & Add Emergency Contact
 Save & Add Another Family

Student Name
 Indicators
 Gender Identity
 Birth Date
 Age 9

### GUARDIAN DETAILS

\*Guardian Name Bowman, Leslie
 Username BOWMALES0000
 Driver's License Number

Family Primary Guardian (Rank 1) ☒
 Send Family Access Email ☐

### FAMILY DETAILS

\*Home Language ENG ENGLISH
 Receives Forms ☒
 Student's First Family ☒

### WA STATE REPORTING

Preferred Languages for Family Communication
 Family Languages Verified By N - Not Verified
 Family Languages Verification Date MM/DD/YYYY 31

### GUARDIAN DETAILS FOR MICHELLE BOWMAN

Relationship M Mother
 Student Pickup ☒

11. Choose one of the options near the top left of the screen to save your work.

- Save & Update Contact Info**-Saves the family in the system and you can see the *Contact Information* tab of the *Student Guardian Details* screen, which enables you to update the guardian's phone number, email address, and address.
- Save & Add Emergency Contact**-Saves the family in the system and you see the *Add Emergency Contact* screen where you can attach an emergency contact to the student.
- Save & Add Another Family**-Saves the family in the system and return to the *Add a Family* to the *Student* screen, so you may add another family to the student.
- Save & Add Another**-Saves the family in the system and refreshes the *Add Guardian* screen, so you may add another guardian to the family.
- Save**-Saves the family in the system and you return to the *Family* sub-tab of the *Student Profile*.

Note: Do not **Save & Update School Path**. School paths are created by the Transportation department.

12. After saving a student, navigate to the **General** tab, then select *Attachments*. On the far-right side of the screen under *Student Attachments*, click *Attach File* to upload the necessary enrollment documents (e.g., birth certificate, residency documents, guardian photo ID, etc.).

The screenshot displays the Skyward Student Profile interface for Michelle Bowman. The top navigation bar includes the Skyward logo, school name 'CLARK ELEMENTARY - 111', and a search bar. Below this, a breadcrumb trail shows 'Student List > Student Profile'. The main content area is divided into two sections. The left section, titled 'Student', contains a search bar and a table of student information. The right section, titled 'STUDENT ATTACHMENTS', contains a search bar and a table of attachment records. The 'General' tab is selected in the left sidebar, and the 'Attachments' sub-tab is also selected. The 'STUDENT ATTACHMENTS' section shows 'No records to display'.

| Student Name | Indicators | Student Number | Gender Identity | Birth Date | Age | Grad Year | Grade | Active | Current Default Entity / Active |
|--------------|------------|----------------|-----------------|------------|-----|-----------|-------|--------|---------------------------------|
|              |            |                | F - FEMALE      |            | 9   | 2033      | 04    | False  | 111 / False                     |

| Name                  | Media Type Code | Display In Student Profile Popup | Post to Family Access Portfolio | Post to Student Access Portfolio | Attachment Type |
|-----------------------|-----------------|----------------------------------|---------------------------------|----------------------------------|-----------------|
| No records to display |                 |                                  |                                 |                                  |                 |