

Request an Account to Enroll New Students
 (Families that do not have any students currently enrolled in the Cedarburg School District)

Select the Request Enrollment Login option.
 Fill out the Account Request Form and Submit.



Select Language ▼
Online Enrollment Access

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.

New Families Only (families that do not have any students currently enrolled in the district):
 Complete the required fields in order to request an account to being the enrollment application process for your new students.

Families with other students enrolled in the district (needing to enroll additional/new students to the district):
 Log into your Skyward Family Access account and proceed with the enrollment process for new students.

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

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

Guardian contact information

* Guardian Email Address:	<input type="text"/>																								
* Re-type Email Address:	<input type="text"/>																								
* Guardian Primary Phone Number:	<input type="text"/> <input type="text"/>																								
Address:	<table style="width: 100%; border-collapse: collapse;"> <tr> <td>* House #:</td> <td><input type="text"/></td> <td>Direction:</td> <td><input type="text"/></td> <td>* Street Name:</td> <td><input type="text"/></td> <td>Apartment:</td> <td><input type="text"/></td> </tr> <tr> <td>P.O. Box:</td> <td><input type="text"/></td> <td>Address 2:</td> <td><input type="text"/></td> <td>City:</td> <td><input type="text"/></td> <td>State:</td> <td><input type="text"/></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>* Zip Code:</td> <td><input type="text"/></td> </tr> </table>	* House #:	<input type="text"/>	Direction:	<input type="text"/>	* Street Name:	<input type="text"/>	Apartment:	<input type="text"/>	P.O. Box:	<input type="text"/>	Address 2:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>							* Zip Code:	<input type="text"/>
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P.O. Box:	<input type="text"/>	Address 2:	<input type="text"/>	City:	<input type="text"/>	State:	<input type="text"/>																		
						* Zip Code:	<input type="text"/>																		

Complete the security dialog

I'm not a robot
 

Asterisk (*) denotes a required field

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

The **Google Translator** is turned on and appears in the top right corner of the page. Click the drop down and select the language to translate the page into. There will then be a button to display the site in the original language.

****Enter Legal First Name:** This is the legal first name of the person requesting a Portal Account to enroll new students.

****Enter Legal Last Name:** This is the legal last name of the person requesting a Portal Account to enroll new students.

** Denotes Required Field to save screen.

Enter Legal Middle Name: This is the legal middle name of the person requesting a Portal Account to enroll new students.

Enter Legal Name Prefix: The user can select the appropriate legal prefix for their name.

Enter Legal Name Suffix: The user can select the appropriate legal suffix for their name.

****Enter Email Address:** The guardian needs to enter a valid email to have their account information sent to. This will also be their login name for the Portal.

****Re-type Email Address:** The Email entered above must be reentered here as an exact match. If it does not match, the Account Request will not be processed. They will receive an error when trying to submit the request.

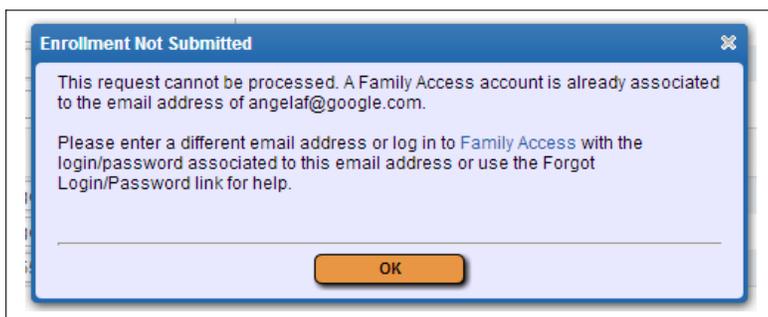
Enter Primary Phone Number: The guardian should enter their primary phone number, which will also become the primary phone number of the first family of the students they submit Enrollment Applications for. This field may be marked as required depend on the districts configuration.

The **CAPTCHA** verification will show at the bottom of the page if it has been turned on in the Enrollment Portal Configuration.

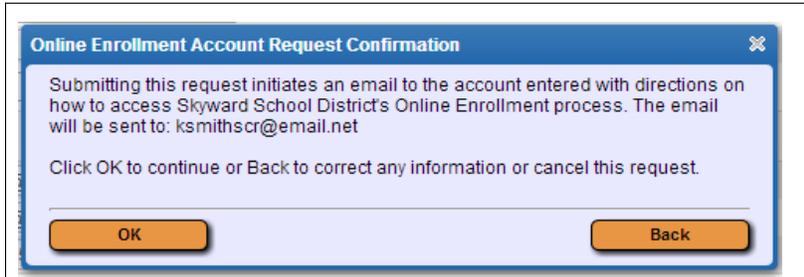
Click here to Submit Online Enrollment Account Request: Once the form is filled out, click the button to complete the Account Request.



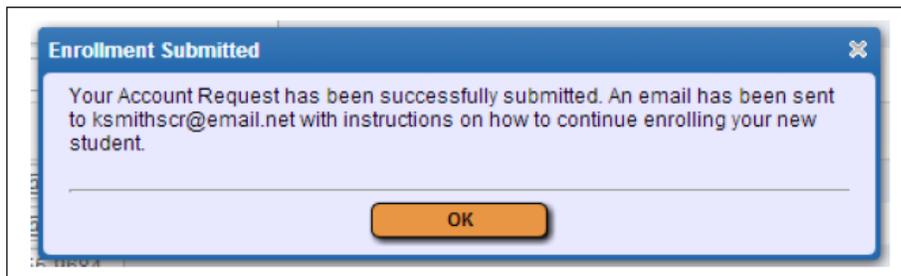
If a required field is missing, an error will display and the request will not be completed.



If the Email entered is linked to an existing guardian with an active Family Access account, they will receive the above message after clicking the button. This will not happen for Family Access users whose accounts are inactive.



If the form was filled out completely and there were no issues with matching data, the above message will appear. Click **OK** to complete the Account Request, or **Back** to make changes to the information entered.



An email will be sent to the email address entered with directions on how to complete the Student Applications.