

Home of the Orioles



Hartford Union High School District

NSOE Help Guide- Hartford Union High School

All students new to HUHS (Hartford Union High School) need to be enrolled using the NSOE (New Student Online Enrollment) application to begin the registration process. This includes Middle School students who will be attending accelerated classes at HUHS.

The following help guide outlines the steps parents/guardians should follow to complete the NSOE process successfully.

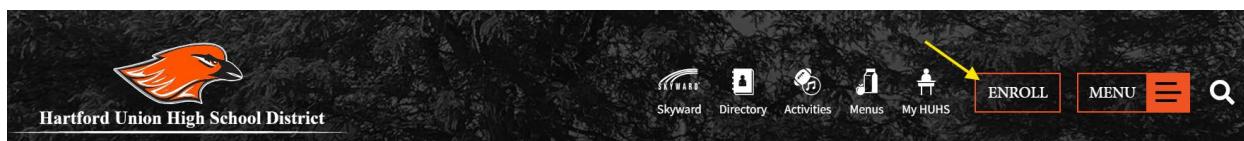
Once completed and submitted, the NSOE application and required enrollment documents will be reviewed for approval.

Families without a computer or Internet access are encouraged to come to our Main Office at HUHS where we will provide computer access and any support needed to complete the enrollment forms.

Please contact the HUHS office at 262-670-3200 if you need assistance.

Let's Get Started:

- Navigate to the [HUHS website](#).
- Click on the ENROLL button in the upper right-hand corner which will bring you to the New Enrollment webpage.



- Click on the “If you DO NOT currently have a student enrolled at HUHS” link to begin the enrollment application process.

<p>Passport, etc.)</p> <p><input type="checkbox"/> Meet with a HUHS counselor to pick out classes (Incoming freshman from Hartford Area Schools do not need to complete this step)</p> <p><input type="checkbox"/> Complete the Back to School Online Student Verification forms in Skyward Family Access.</p> <ul style="list-style-type: none">• These forms are different from the New Student Online Enrollment Application. Forms for the current school year are active in Skyward. Forms for next school year will be available in late July.	<p>EASY ENROLLMENT</p> <p>If you do not currently have a student enrolled at HUHS, >> click here.</p> <p>If you do currently have a student enrolled at HUHS, >> click here.</p>
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- Enter the name of the legal parent/guardian of the student you want to enroll and guardian contact information. Please note that fields with a red asterisk (*) are required.
- Click the orange button at the bottom of your screen to submit your account request.

Guardian contact information	
<input type="checkbox"/>	don't have an email
* Guardian Email Address:	<input type="text"/>
* Re-type Email Address:	<input type="text"/>
* Guardian Primary Phone Number:	<input type="text"/>
Asterisk (*) denotes a required field	
Click here to submit Account Request	

NOTE: If you don't have an email address, click the 'I don't have an email' box. You will be asked to create a login name for yourself and you will be asked to enter your phone number. Click the button to submit the account request and your login information will appear in a pop-up screen.

- After you submit the account request, you will receive an email with information about how to login to Skyward Family Access to begin submitting the enrollment application.
- Use the login information from your email or from the one provided on the pop-up screen and login to [Skyward Family Access](#).

STEP 1

Student Information

- Complete the student information fields. Please note that fields with a red asterisk (*) are required.
- If you are enrolling your student for the next school year, make sure to click the button for “Next school year”. Select the “First day of school” box if your student is expected to be present on the first day of school. If your student will not be present on the first day, please enter your student’s expected enrollment date.

*What School Year are you enrolling your student into? Current School Year (2024 - 2025) Next School Year (2025 - 2026)

*Expected Enrollment Date

*Expected Grade Level

Additional Information:
Maximum characters: 5000, Remaining characters: 5000

First Day of School (08/26/2024)

*Expected Enrollment Date

- Once you have completed all required fields, click on “Complete Step 1 and move to Step 2: Family/Guardian Information. If you are missing information, Skyward will prompt you to review.

STEP 2

Family Information

- Complete the parent/guardian information fields. Please note that fields with a red asterisk (*) are required.
- Students may have a parent/guardian who live at another address. If this is the case for your student, click on “Yes, I want to Add a Legal Guardian who lives at a different address”.

Are there other Legal Guardians who live at a different address?

- Once all parent/guardian information is entered click on “No, Complete Step 2 and move to Step 3: Medical/Dental Information”.

STEP 3

Medical/Dental Information

- Please only add information in the box if your student has an allergy or medical condition.
- If your student doesn't have any medical information that needs to be provided, please leave this blank and click on "Complete Step 3 and move to Step 4: Emergency Contact Information".

Instructions for completing Medical/Dental Information

No information is required for this step, however, if your student has a major illness/allergy or life threatening illness please indicate in this area so that the School Nurse can be made aware.

Allergy/Medical Condition (LEAVE BLANK if student has no Allergy or Medical Conditions. Do NOT enter Emergency Contacts here):

[Complete Step 3 and move to Step 4: Emergency Contact Information](#) [Complete Step 3 Only](#)

STEP 4

Emergency Contact Information

- Please enter at least (1) emergency contact for your student.

NOTE: In the event of an emergency, parent(s)/guardian(s) will be contacted first unless otherwise requested. In the event parent(s)/guardian(s) cannot be reached, we request contact information for an additional emergency contact.

- If you wish to add additional emergency contacts, click on "Yes, I want to Add another Emergency Contact Record."
- When you are finished, click on "No, Complete Step 4 and move to Step 5: Requested Documents".

Enter the Information for Emergency Contact #1 [Remove this Emergency Contact](#)

* Last Name: * First Name: * Is this contact allowed to pick up the student from school?:

Contact Email Address: * Primary Phone: Cell Phone:

Work Phone:

* Relationship to Child:

Do you have other Emergency Contacts to add for this student?

[Yes, I want to Add another Emergency Contact Record](#) [No, Complete Step 4 and move to Step 5: Requested Documents](#) [No, Complete Step 4 Only](#)

STEP 5

Requested Documents

- Students attending HUHS must live in the district or be an open enrolled student. Step 5 will give you the opportunity to upload your proof of residency documentation as well as official custodial documentation for your student (if applicable).

NOTE: If you indicated “No” in step 1 where you were asked if you live in the district, HUHS will confirm your eligibility to enroll as part of the Open Enrollment application process.

Step 5: Requested Documents

Instructions for completing the Requested Documents

HUHS requires all incoming 9th graders and new or reentering students to provide proof of residency. Proof of residency must show the parent name and the address provided for enrollment. To complete the New Student Online Enrollment (NSOE) process, you will need to upload pictures of the documents listed below to prove residency. If you are unable to upload the information, you may bring the original documents to Hartford Union High School for the Registrar to make a copy. Open Enrollment families are NOT required to provide residency proof. If you have any questions or concerns regarding the enrollment process, please contact the Student Information System Records Manager at sara.atwood@huhs.org or 262.670.3200, ext. 4180.

NOTE: Resident students are not considered registered and eligible to enroll until the residency verification process is complete.

Under HUHS board policy, all residents must provide proof of residency. Only one document from the following list has to be submitted. No other documents will be accepted.

- Deed
- Building permit
- Lease
- Tax statement
- Court orders or placement papers
- Utility bill
- Form 5111 if the student resides with their parent/guardian in a residency that is not leased or owned by the parent/guardian.

Custodial Paperwork: No file chosen
Proof of Residency#1: No file chosen

- If you are unable to scan and upload documentation directly to Skyward Family Access, please stop in the Main Office at HUHS with the documents, OR email the documents to sara.atwood@huhs.org.

STEP 6

Additional District Forms

- Complete the “Records Consent” form
- When you are finished, click on “Complete Step 6”

Instructions for completing the Additional District Forms

The buttons below each link to an additional form that must be completed to be able to submit the student application.

Asterisk (*) denotes a required form

* Required Form: This form has not been completed

SUBMIT APPLICATION TO THE DISTRICT

- Once you have completed all steps of the NSOE application, you are ready to submit to the District. You should see green check marks by each step to indicate that each step has successfully been completed.
- Once you have completed everything click on the orange “Submit Application to District”

Step 2: Family/Guardian Information	Edit	View Only	✔ Date Completed: 12/28/2022
Step 3: Medical/Dental Information	Edit	View Only	✔ Date Completed: 12/28/2022
Step 4: Emergency Contact Information	Edit	View Only	✔ Date Completed: 12/28/2022
Step 5: Requested Documents	Edit	View Only	✔ Date Completed: 12/28/2022
Step 6: Additional District Forms	Edit	View Only	Save Save and Collapse Step
Instructions for completing the Additional District Forms The buttons below each link to an additional form that must be completed to be able to submit the student application. Asterisk (*) denotes a required form			
* Required Form:	Records Consent Form	<input checked="" type="checkbox"/>	This form <i>has been completed</i>
Complete Step 6			
Submit Application to the District			
* All steps must be Completed before an Application can be Submitted *			

NOTE: Once you click the orange “Submit Application” icon, changes cannot be made.

NEXT STEPS...

- You will receive an email notification upon denial or approval of the application. In the event that corrections are needed, you will receive a phone call or email.
- Upon approval, you will also receive your child’s Skyward Login and temporary password as well as your Skyward Parent/Guardian Login Credentials via email.
- If you have questions regarding the New Student Online Enrollment (NSOE) please contact Sara Atwood at sara.atwood@huhs.org or 262-670-3200 ext. 4180.