

## New Student Enrollments

1. Go to [www.decaturlproud.org](http://www.decaturlproud.org)
2. Click on **New Student Enrollment**



Register for the 2024-2025 School Year!

Returning Student Registration (2024-2025)

New Student Enrollment (2024-2025)

Kindergarten Enrollment (2024-2025)

Look up your Child's Bus Information

Information & Resources for 2024-2025 School Year

3. The **New Student Enrollment: Account Request** screen will appear. Parent/Guardian needs to fill out the **\*Guardian Legal First Name**, **\*Guardian Legal Last Name**, check the **I don't have an email** box, create a **\*Guardian Login**, **\*Re-Type Login** and **Click here to submit Online Enrollment Account Request**

The form is titled "New Student Enrollment: Account Request" and includes the Decatur Township and Decatur Proud logos. It contains several sections: a header with instructions, a section for entering the guardian's name, and a section for guardian contact information. Red circles highlight the required fields: Guardian Legal First Name, Guardian Legal Last Name, the "I don't have an email" checkbox, Guardian Login, Re-type Login, and the "Click here to submit Online Enrollment Account Request" button. A legend at the bottom left explains that an asterisk (\*) denotes a required field.

**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.

**If you have questions or concerns please contact your child's school building.**

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

\* Guardian Legal First Name: [Redacted]

\* Guardian Legal Last Name: [Redacted]

Guardian Legal Middle Name: [Redacted]

Guardian Legal Name Prefix: [Dropdown] Guardian Legal Name Suffix: [Dropdown]

Guardian contact information

I don't have an email

\* Guardian Login: [Redacted]

\* Re-type Login: [Redacted]

Guardian Primary Phone Number: [Redacted]

Asterisk (\*) denotes a required field

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

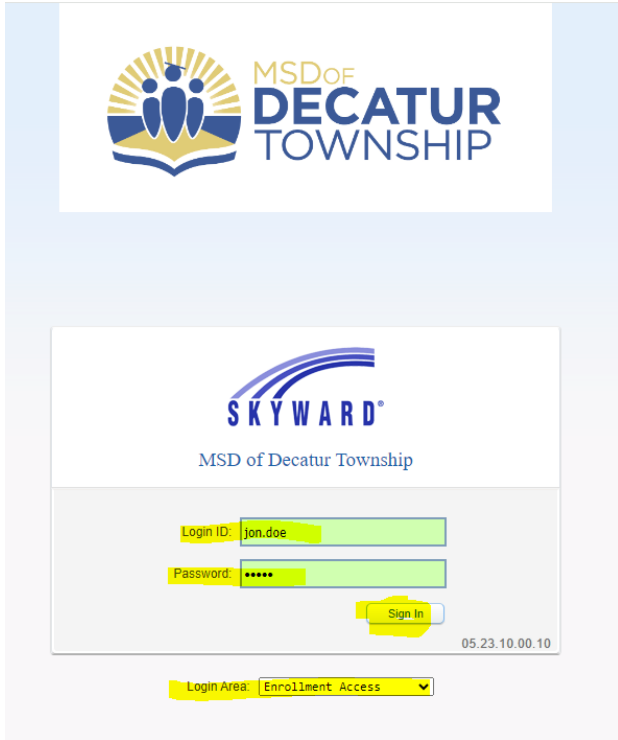
4. An **Online Enrollment Account Request Confirmation** box will appear, click **OK**

The screenshot shows the 'New Student Enrollment: Account Request' form for MSD of Decatur Township. The form includes fields for Guardian Legal Name (First, Last, Middle, Prefix, Suffix), Guardian contact information (Login, Re-type Login, Phone Number), and a checkbox for 'I don't have an email'. A confirmation dialog box titled 'Online Enrollment Account Request Confirmation' is overlaid on the form, containing the text: 'Submitting this request will provide you with directions on how to access the Online Enrollment process for MSD of Decatur Township. The desired login you have entered is al.smith. Click OK to continue or Back to correct any information or cancel this request.' The 'OK' button in the dialog is circled in red.

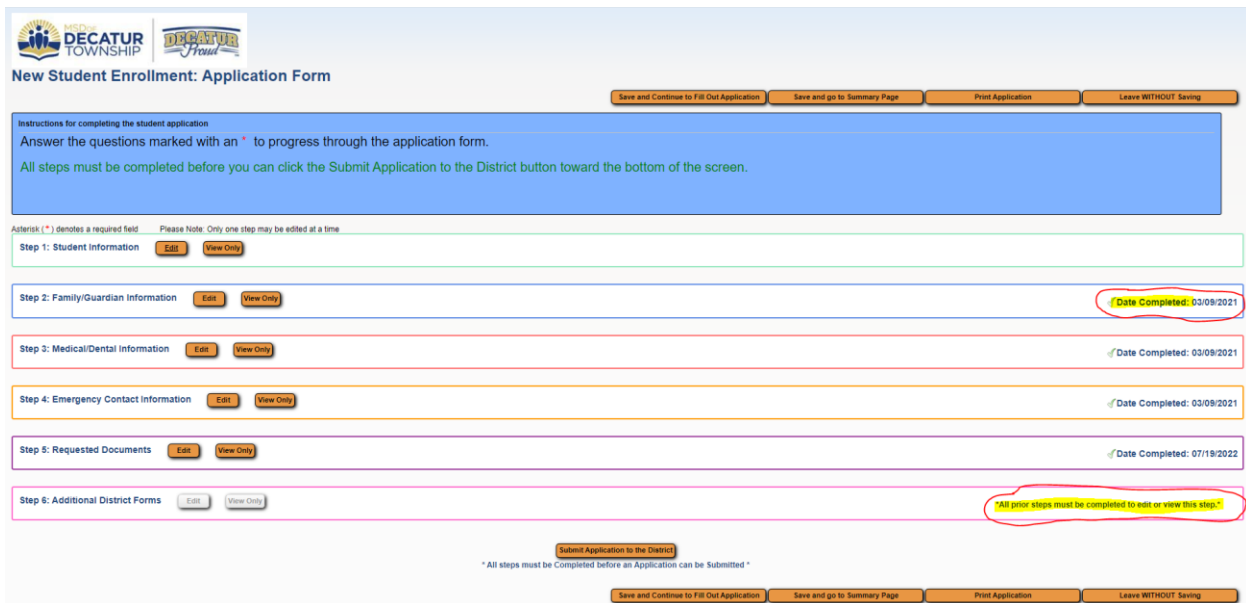
5. Another box will appear giving the temporary enrollment login and password to begin new student enrollment. *(I would suggest having paper and pencils available so they can write this info down)* Click **OK**

The screenshot shows the 'New Student Enrollment: Account Request' form with the same fields as the previous screenshot, but with different values: Guardian Legal First Name: Jonathan, Guardian Legal Last Name: Doe, Guardian Login: jon.doe, and Re-type Login: jon.doe. An 'Enrollment Submitted' dialog box is overlaid on the form, containing the text: 'Dear Jonathan Doe, Thank you for the request to enroll your student in a Decatur Township School. You must now log into the system to complete the enrollment. Please keep these credentials in a safe and secure location, and feel free to bookmark the page linked below for future access. Please note - you must complete this last step to complete the enrollment. To complete the enrollment, please visit this uri: https://skyward.iscorp.com/scripts/wsisia.dll/WService=wseumsddecaturin/sfemnu01.w Your login is: jon.doe Your password is: 71502'. The login and password fields in the dialog are circled in red, and the 'OK' button is circled in yellow.

- The Skyward login page will appear. Enter the login and password just received to begin the application for new student enrollment.



- All boxes marked with a red \*asterisk in each step need to be completed before the system will allow them continue on to the next step.



8. All the **\*Required Forms** must be completed and have a check mark next to ***This form has been completed***

Asterisk (\*) denotes a required field Please Note: Only one step may be edited at a time

Step 1: Student Information   ✔ Date Completed: 02/08/2024

Step 2: Family/Guardian Information   ✔ Date Completed: 02/08/2024

Step 3: Medical/Dental Information   ✔ Date Completed: 02/08/2024

Step 4: Emergency Contact Information   ✔ Date Completed: 02/08/2024

Step 5: Requested Documents   ✔ Date Completed: 02/08/2024

Step 6: Additional District Forms

**Instructions for completing the Additional District Forms**  
All District forms marked with an \* are required and will need to be filled out for this school year before your application can be submitted.

Asterisk (\*) denotes a required form

* Required Form:	*2023-2024 Student Verification & Consents	<input checked="" type="checkbox"/> This form <b>has been completed</b>
* Required Form:	*2023-2024 Medical Emergency	<input type="checkbox"/> This form has not been completed
* Required Form:	*2023-24 CHIRP	<input type="checkbox"/> This form has not been completed
* Required Form:	*2023-24 Permission for School Nurse Services	<input type="checkbox"/> This form has not been completed
* Required Form:	*2023-2024 RESIDENCE & MILITARY	<input type="checkbox"/> This form has not been completed
* Required Form:	*2023-2024 Work Survey	<input type="checkbox"/> This form has not been completed
Optional Form:	*2023-2024 Virtual Care Patient Consent Agreement	<input type="checkbox"/> This form has not been completed
ONLY complete the Home Language Survey if you are new to Indiana or a Kindergarten enrollment.		
Optional Form:	*2023-2024 Home Language Survey	<input type="checkbox"/> This form has not been completed

9. Once all of the required forms are completed click the **Complete Step 6** button, click the Submit **Application to the District** button

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ONLY complete the Home Language Survey if you are new to Indiana or a Kindergarten enrollment.		
Optional Form:	*2023-2024 Home Language Survey	<input type="checkbox"/> This form has not been completed

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