

COMMON ISSUE

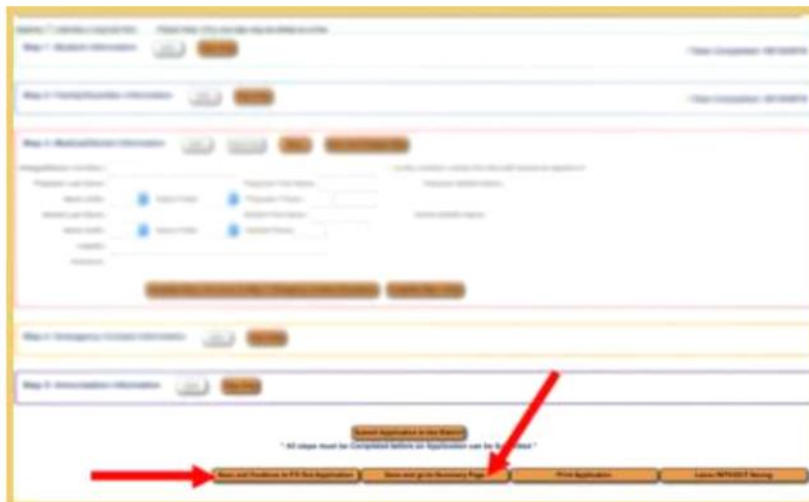
UPLOADING DOCUMENTS: The online enrollment system allows you to upload and attach scanned or digital documents.

Examples of required documents you may upload include:

- Birth certificates
- Immunization records
- Health Assessment/Physical
- Proof of Residency (need 3 documents, see [Residency Policy – JBC](#))

Submitting documents with your enrollment application will expedite the enrollment process. You may be contacted if the school staff have questions or need clarification regarding your documents or if documents are missing.

SUBMITTING WITHOUT UPLOADING DOCUMENTS: If you need additional time to retrieve and scan documents to upload, it is important that you **do not submit** the enrollment application to the district until your documents have been uploaded.



If you need to return later to upload documents, do one of the following:

1. Select "Save" or "Save and Collapse Step"
2. Select "Save and Continue to Fill Out Application"
3. Select "Save and go to Summary Page"

Once submitted, you will not be able to make changes to your enrollment application and you will only be able to view your information.

If you do not submit an enrollment application without the required documents, you will be contacted by the school staff and asked to provide them.

How to go back into SKYWARD to add required documents

Log into skyward

Click - Returning Student 21/22 Enrollment

Returning
Student 2021-
22 Enrollment

Click - Mark as not completed & Make changes

✔ Returning Student 2021-22 Enrollment was successfully completed and submitted to the district for Hurley.

[Go back to review completed steps](#)

[Mark Returning Student 2021-22 Enrollment as not completed and make changes](#)

Click - 2: Required Attachments

Click - Edit Step 2 – Required Documents

2. Required Documents

✔ Completed 02/20/2021 10:00

Upload ALL required documents

Click - Complete Step 2 Only

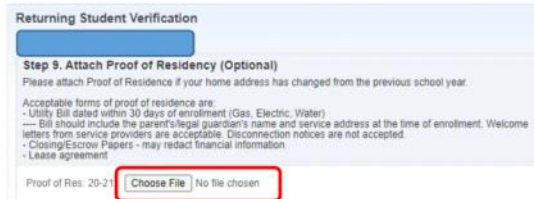
Click – step 9 Complete Returning Student 21/22 Enrollment

9. Complete Returning
2021-22 Enrollment

Click - Submit Returning Student 21/22 Enrollment

Attach a Document in Skyward

During New Student Enrollment or Returning Student Verification, you may need to attach a document.

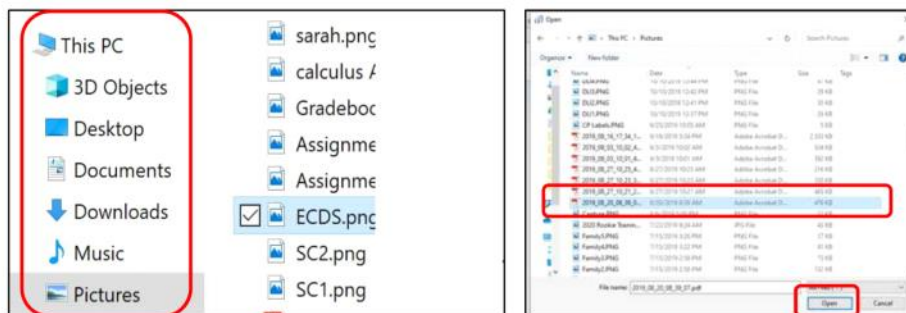


Various devices allow you to browse the device and attach documents/photos. Below are some screenshots from a personal computer/laptop, an iPhone, and an Android Phone.


Personal Computer/Laptop

After clicking you may see the following and will need to navigate to your saved document or take a photo of the document.

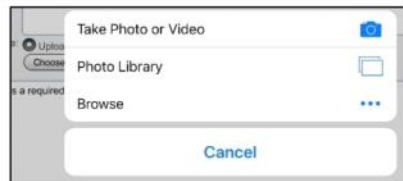
Navigate to the folder where your document/photo is saved. Select the document/photo to upload. Click Open.



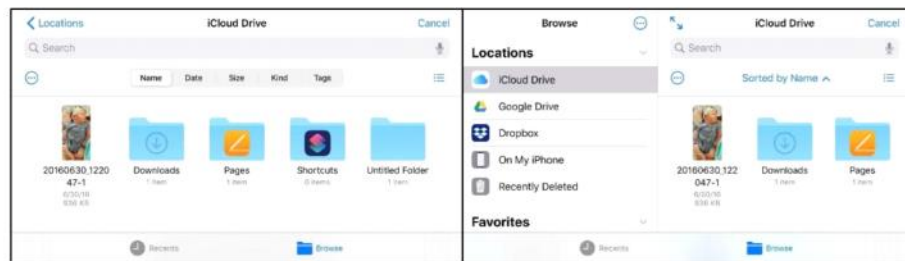
iPhone/iPad

After clicking  you may see the following and will need to navigate to your saved document or take a photo of the document.


Select to Take Photo, Photo Library or Browse.

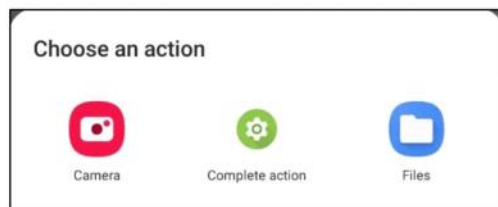


- Take Photo will take you to your camera. Snap the picture and then select Use Photo. The photo will be added as an attachment to Skyward.
- Photo Library will take you to your photos on the device. Select a photo. The photo will be added as the attachment to Skyward.
- Browse will take you to your device folders. You may have previously saved a utility bill or other document or even a screenshot of a document. Navigate to the folder and document, then select. This will attach your document/photo to Skyward. Below are sample screens from the iPhone.



Android Device

After clicking  you may see the following and will need to navigate to your saved document or take a photo of the document.



- Camera will take you to your camera. Snap the picture and then select Use Photo. The photo will be added as an attachment to Skyward
- Files will take you to your device folders. You may have previously saved a utility bill or other document or even a screenshot of a document. Navigate to the folder and document, then select. This will attach your document/photo to Skyward. Below are sample screens from the iPhone.

- Select the type document/photo you are looking for and then scroll to find the desired document/photo.
- Click the document/photo and it will be added as an attachment to Skyward.



Document Attached

The results of your efforts will be a document that is correctly attached within Skyward. You will see the file name in place of the Choose File button.

