



# **NEW STUDENT ONLINE ENROLLMENT**

## **Step 1 for Parents/Guardians: Requesting a Skyward Account for New Families**

**Go to:** [HTTPS://WWW.LTSCHOOLS.ORG/ENROLLMENT](https://www.ltschools.org/enrollment)

Select the link next to the “**New Families**” heading.

Complete the **New Student Account Request Form** to create a Skyward Account.

If you have an email account, an email will be sent to the email address provided that will include: a Login ID, 5 digit password, and link for the parent/guardian to access the Skyward application portal.

If you do not have an email address, you may click “I do not have an email.”

**Your username should be your first and last name with no spaces.**

## **If you have a skyward family access username, go straight to:**

[HTTPS://WWW.LTSCHOOLS.ORG](https://www.ltschools.org) Select **SKYWARD** at the top of the page, once in your account select: **New Student Online Enrollment**.

## **Step 2 for Parents/Guardian: The Enrollment Application Form**

- The link provided in the email takes you to the Skyward application portal for you to enter the login and password.
- There are **6 steps** to the application with instructions for each area.
- Note that anywhere you see an (\*) asterisk, this is a required field.
- As you complete each step you will be given the option to complete and move to the next step. Be sure to click **SAVE** before you move to the next step.
- In Step 5 (uploading documents), you are encouraged to upload the required documents. If unable to upload the documents, you will **still** select the “**Complete Step 5 and move to Step 6**” button.
- After online enrollment form is complete, the parent/guardian **must** submit required documents, including picture ID— via email to [caressavailrezsonya@msdlit.org](mailto:caressavailrezsonya@msdlit.org).

## **Enrollment is not complete until all documents have been uploaded or emailed**

- Once you click to “**Complete Step 6**”, you will see a review of all steps. All steps must show a “**Date Completed**” stamp to the right. Each step can be viewed or edited at this time and the application can be printed.
- The last step is for the parent/guardian to click to “**Submit Application to the District**”. Once it’s been submitted, the application can be viewed but not edited.
- Once the application has been submitted, you will be taken back to the summary page. If there is a sibling to enroll, click the button “**Click to Enroll Additional Students**” to start a new application.

