Anacortes School District’s online enrollment allows you the convenience of initiating the enrollment process of your student from any computer, at any time.

**PLEASE FOLLOW THE STEPS BELOW as they relate to your current status with the Anacortes School District, i.e. currently have children in the District or new to the Anacortes School District.**

**Already have children in the Anacortes School District? ➔ Begin HERE**

Did you know? As a parent/guardian in the Anacortes School District, you already have a Skyward Family Access account, even if you’ve never used it.

- If you know how to login to Skyward Family Access, please do so as Guardian 1. **TIP:** In most cases, Guardian 1 was entered as “dad” and Guardian 2 as “mom”. If you login but do not see the “New Student Online Enrollment” link, the other guardian in your family was established as the Primary Guardian 1. Only Guardian 1 can perform this enrollment process. Click the Skyward button to the right to access Anacortes Skyward Family Access.

- If you do not know your login, go to the district’s website [www.asd103.org](http://www.asd103.org), then select “For Students & Families” tab. From here, select “Skyward Family Access”, and follow the prompts for “Forgot your Login/Password?”

- If you still cannot gain access to Skyward Family Access, call (360) 503-1200

Upon successfully navigating to New Student Online Enrollment... **Skip to PAGE 4**
New to the District? → Begin HERE

- Click the ASD Account Request button to the right to begin the process. This takes you to the New Student Online Enrollment: Account Request screen (as seen below):

Only parents/guardians NEW TO THE DISTRICT fill out this account request page:

- Enter information in the above screen and then at the bottom, select “Click here to submit Account Request.” This will generate the below pop-up.
• This request generates a temporary account only linked to Skyward Enrollment Access – not to be confused with Family Access, which is generated and emailed upon completion of enrollment. The email will contain a link, Login ID, and Password to access the New Student Online Enrollment Portal.

Follow the link in the email and enter the login and password to gain access to the New Student Online Enrollment: Application Form.
ALL ➔ Proceed through remainder of instructions, stepping through the application

- Fill in the Student Information. Use the “Select Language” dropdown to translate to a language other than the default language of English. Fields denoted with an * require input or application will not submit.
• Fill in the Family/Guardian Information. Fields denoted with an * require input or application will not submit.

• Fill in the Medical/Dental Information.
• Fill in the Emergency Contact Information.

• Continue until all application steps have been completed. Any of the steps may be reviewed and edited if need be.
PLEASE NOTE:

- If your child’s birth certificate and CIS immunization form (filled out) is not uploaded in **Step 5** of the online application, then paper copies of these forms must be delivered to the district office for grades K-5, to the middle school for grades 6-8, and to the high school for grades 9-12.

- **Step 6**: Additional District Forms also need to be completed as part of the registration process. Those forms marked with an * are required, and the others are optional. If you have a specific elementary building request, the optional form “Assignment to Elementary Preference Form” may be submitted as part of this application.

- Once all forms are completed, select “Submit Application to District”
• The following pop-up windows will appear, confirming you wish to submit the application:

![Confirm](image)

• Upon successful submission, you will see following message:

![Application Submitted](image)

Thank you for beginning the enrollment process for attending the Anacortes School District. If the following were not uploaded, please deliver paper copies to the District Office (for K-5), Middle School registrar (for 6-8), or High School registrar (for 9-12).

Requested Documentation:
- Birth Certificate or other legally accepted document for age verification
- Immunization CIS form (filled out)
- Custody/Court Order, if applicable (hard copy required)
- Notarized guardianship if child living somewhere other than with legal custodian, if applicable (hard copy required)