The district is launching online enrollment in preparation for the 2018-2019 school year.

Beginning this summer, school enrollment will be conducted online via Skyward Family Access, the district’s student database and primary means of communication with families.

Parents & guardians of all students planning to attend a school in the district in 2018-2019 will either need to complete a full online enrollment, or, an information verification for existing students.

The online enrollment system is divided into three scenarios:

**NEW FAMILY ENROLLMENT**

Families NEW to the district who:
1. **DO NOT** have Skyward Family Access
2. Are enrolling one or more students in Clovis Municipal Schools who were either previously withdrawn or are attending district schools for the first time

*Example 1 – Your family is moving to the area from another state and you are enrolling your children.*

*Example 2 – Your child attended school in Clovis but transferred to another district to attend school there and will now return to attend Clovis Municipal Schools.*
NEW STUDENT REGISTRATION (NEW STUDENT, EXISTING FAMILY ENROLLMENT)

Families who have an existing Skyward Family Access account and who are adding/enrolling a new student.

Example 1 – Your family has a child in third grade and will be enrolling a younger sibling in kindergarten this year.

Example 2 – Your family has a child enrolled in Clovis Municipal Schools and a sibling who was living elsewhere will be moving to Clovis to live with your family and attend school next year.

RETURING STUDENT VERIFICATION

Families who have an existing Skyward Family Access account and whose students completed the prior school year with active enrollment status and will return for 2018-2019 must verify enrollment information each year.

Example – Each year families are asked to verify and update contact, address, emergency contact and other information by their child’s school. From now on, that will be done online via Skyward Family Access each school year.

TO GET STARTED

1. Visit: [www.clovis-schools.org/registration.html](http://www.clovis-schools.org/registration.html)
2. Select the appropriate type of enrollment for your situation
3. Follow the instructions and/or prompts to complete enrollment

A help guide is available at: [http://www.clovis-schools.org/registration/Registration_Help.html](http://www.clovis-schools.org/registration/Registration_Help.html)

Please note: Enrollment is NOT available in the Skyward App and must be completed via web browser. Also, some users may experience difficulty enrolling using a smartphone or mobile device. In those cases, use of a computer is recommended.

For families without computer or Internet access, computers are available between 7:30 a.m. and 4 p.m. at the Clovis Municipal Schools Administrative Offices, 1009 Main Street.

Information: 575-769-4300