Online Registration Tips

BEFORE YOU BEGIN

Please have on hand the following information before you begin the online registration process:

- Household information – address and phone numbers
- Parent/guardian information – email address, birthdates, work and cell phone numbers
- Student information – demographic and health/medical information (including physician information)
- Emergency contact information – remember to use full name(s) and phone numbers

DO you already have students in the district?

- Log on to the parent portal and use the link for existing students. You can add your 4K or Kindergarten child(ren) in the student section.
- Forgot your password for the parent portal? Click the "Help" button on the parent portal log in screen.
- Select link in your Inbox, complete registration making any changes needed and submit.

DO NOT already have students in the district?

- Go to the KUSD website www.kusd.edu.
- Click the **REGISTRATION** tab on the home page.
- Use the link for new students. There is a walk through guide if you have any questions or need help with online registration. If you have any questions or run into a problem, Please contact our HELPDESK at 262-359-7700, Monday – Friday from 7:30 a.m. until 4:30 p.m.

IMPORTANT: Write down your application number in case you need to begin the process over.

YOU ARE READY TO BEGIN

- Fill out and answer all questions. Once you finish the online questions, make sure you click SUBMIT

IF YOU ARE NEW TO THE DISTRICT YOUR ENROLLMENT IS NOT COMPLETE

In order for your enrollment to be complete, you must now visit the school your student will be attending and provide the following:

- Proof of residency *One or more items may be requested by your school to verify proof of residency
    - CURRENT WE Energies Bill
    - CURRENT Title/Mortgage Information
    - CURRENT Lease Agreement
- Birth Certificate or Passport
- Immunization Records.
- Health, Dental, and/or Kindergarten Screening Forms for Preschool and Kindergarten students*Print forms off of kusd.edu website / REGISTRATION tab / scroll down the page to locate forms.