

KOHLER SCHOOLS

YOUR GUIDE TO NEW ENROLLMENT

REQUEST AN ACCOUNT TO ENROLL NEW STUDENTS

If you are new to Kohler Schools and do not have a login, [click here to request a Skyward Family Access account & enroll your student.](#)



Kohler School District

New Student Enrollment

Account Request

This form is the first step to enrolling your new student online. Complete it to request an account that you will use to log in to a secure system.

Welcome to Kohler Schools!

The enrollment portal is now open for the 2025-2026 school year!

Please complete the required fields below to request a Skyward Family Access account. Once completed and reviewed by the registrar, you will receive an email to access your Skyward Family account. This will allow you to proceed with the 2025-2026 Online Registration that will be open July 21st – August 1st.

You may proceed with this form if you:

- Reside in the Kohler School District attendance area and wish to enroll a new student for the **2025-2026** school year.
- Your student has been *accepted* under open enrollment for the **2025-2026** school year.

If you have an existing Skyward Family Access account and wish to enroll a new student for the 2025-2026 school year, you can access the enrollment application from the lefthand menu of your Skyward Family Access account.

*If you have any questions, please contact Elissa Fischer at: fischere@kohler.k12.wi.us

***Families that do not reside in the Kohler School District attendance area OR have not been accepted under open enrollment should stop this application.**

To apply for open enrollment through the Wisconsin Department of Public Instruction, follow this link: <https://dpl.wi.gov/open-enrollment>

The alternative open enrollment application period for the 2025-2026 school year is now open.

Prior to starting this application, be prepared to upload one or more of the following documents (accepted formats include .jpg, .pdf):

- **Proof of Residency** (e.g. current utility bill or tax bill, rental agreement, accepted home offer)
 - **Immunization Records**
 - **Transcripts (optional)**
 - **Birth Certificate(s)** *Please bring a certified copy of your student's birth certificate to the office so the verification paperwork can be completed.*
- *Applications will not be processed without these required forms.**

Completed applications **do not** guarantee acceptance for enrollment. Once the application has been processed, a notification via email of acceptance or denial will be sent.

If you would like to access transportation to and from school, contact your school office to determine eligibility.

*While completing this application, **PLEASE SAVE AND SAVE OFTEN**. The system will time out after 15 minutes of inactivity, and any unsaved information will be lost.

Enter the name of the legal parent/guardian of the student you want to enroll

* Guardian Legal First Name:

* Guardian Legal Last Name:

Guardian Legal Middle Name:

Guardian Legal Name Prefix: Guardian Legal Name Suffix:

Guardian contact information

* Guardian Email Address:

* Re-type Email Address:

* Guardian Primary Phone Number:

Asterisk (*) denotes a required field

The **Google Translator** is turned on and appears in the top right corner of the page. If you need an alternate language, click the drop down and select the appropriate language. There will then be a button to display the site in the original language.

Enter Legal First and Last Name: This is the legal name of the person requesting a Portal Account to enroll new students.

Enter Email Address: The guardian needs to enter a valid email to have their account information sent to. This will also be their login name for the Portal.

Re-type Email Address: The Email entered above must be reentered here as an exact match. If it does not match, the Account Request will not be processed. They will receive an error when trying to submit the request.

Enter Primary Phone Number: The guardian should enter their primary phone number, which will also become the primary phone number of the first family of the students they submit Enrollment Applications for. This field may be marked as required depending on the district's configuration.

Enter Valid Street Address: The Street Name field will have a current valid drop-down list of all Kohler addresses.

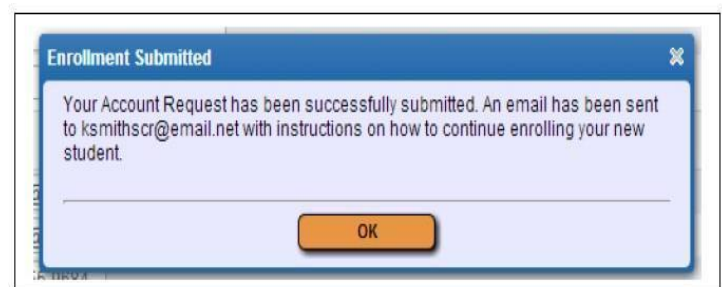
SUBMIT ONLINE ENROLLMENT REQUEST

Click here to Submit Online Enrollment Account Request: Once the form is filled out, click the button to submit the Account Request.

The registrar will send instructions on next steps (how to complete the Online Student Registration + pay fees) to the email address filed with the application.

**If you do not receive an email within one week, please contact Elissa Fischer at 920-803-7210*

- If a required field is missing, an error will display and the request will not be completed.
- If the Email entered is linked to an existing guardian with an active Family Access account, they will receive the below message. This will not happen for Family Access users whose accounts are inactive.
- If the form was filled out completely and there were no issues with matching data, the below message will appear. Click **OK** to complete the Account Request, or **Back** to make changes to the information entered.



ENROLLMENT + REGISTRATION CONTACT

If you need assistance with enrollment or registration, please contact:

Ms. Elissa Fischer, Registrar + Elementary Administrative Assistant

Phone: (920) 803-7210

Email: fischere@kohler.k12.wi.us