

**ONLINE REGISTRATION
IMPORTANT NOTES FOR 2017-2018 SCHOOL YEAR**

- Only **PRIMARY guardians** can complete online registration for students. (those listed #1 in Skyward)
- If your address has changed over the summer, you must go into the school and show proof of residency.
- Parents of high school students should register online. After completing online registration, students will still need to come to the high school on the assigned day of registration in order to get their books, ID, yearbook picture, and other purchased supplies. They can do this during walk-in registration. Parents of students that do not complete online registration prior to coming to walk-in registration will be directed to computers to complete the online portion first.
- The step for paying for Food Service is not an option during the registration steps; however, you may still pay for food service separately using the link on the left hand side when entering Family Access.
- Please review **ADD CHARGES** at Junior High School and High School for any additional items available for purchase.
- **IF YOU FORGET TO PAY FOR SOMETHING** (add a fee payment) - please enter back by the way of the Fee Management Tab on the left hand side when logging into Skyward Family Access.
- Be sure to hit **COMPLETE** as your last step then **COMPLETE** again to generate an email confirmation.
- **FOR HS parents - PLEASE print the receipt for registration- An electronic receipt displayed on your cell phone is acceptable.**
- **You must turn off your pop up blocker.** If you work at State Farm or Country Financial, you may experience a blocked site and may need to register your student from home.
- Many families lost their login and passwords– Please contact your student’s school if you have lost this information. **PLEASE PUT YOUR LOGIN INFORMATION IN A SAFE PLACE!**
- Attendance Exceptions are only approved 1 year at a time at the elementary and junior high levels and must be approved prior to completing registration.
- Parents of 6th to 12th grade students, if you have not done so already, please remember to complete the online form in Family Access titled “2017-18 1:1 Device Selection” to select whether your student will bring his/her own device or rent.
- JHS/HS Cell Phone Requirement - The district would like to have all student cell phone numbers in Skyward. To complete this task use the following directions:

Under STUDENT INFORMATION-REQUEST CHANGES

Moving left to right– SELECT CELLULAR IN FIRST BOX WITH DROP DOWN.

INPUT AREA CODE AND CELL NUMBER

CLICK SAVE then CLICK BACK to continue registration process