

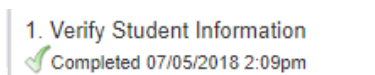
# Instructions for Registration

## Registering students for the 2018-2019 School Year in Skyward Family Access:

- Log in to your family access account (Family & Student Login)
- In the center of the screen under-  
"2018-2019 School Year Registration is now Open Until 08/24/2018"  
Click the hyperlink "Go to 2018-2019 School Year Registration for [Student Name]."
- A District Welcome Message will appear.
- Along the right-hand side is a list of forms available to complete registration for the new school year.
- In the right column under "Verify Student Information" click on "a. Student Information".
  - *Note- this information is what is current listed in the Skyward System. Please, take the time to look over the information and correct anything that may need to be updated.*
- Once you have completed Form 1a you will need to then click the "Complete Step 1a Only" at the bottom of the page.
 

Complete Step 1a Only

  - To ensure the information has been saved you will see a green check with a completed status.



- Complete forms 1 (a,b,c,d,e), 2 and 3.
- When you reach Form 4 the "Student Insurance and Residency Questionnaire 2018-2019" the screen will appear a bit differ.
- Make sure to click the [View Full Screen](#) to ensure all boxes are filled out. Certain questions within the forms are locked and require an answer. If you hover your mouse over the blank, helpful hints will appear.
- Once you have completed the form, you will want to select the "Complete Step 4 Only" to ensure it saves the information.
- Complete forms 4, 5, 6, 7, 8, 9.
- Form 10 is an optional form. The district, however, would like to strongly encourage each family to fill out the Food Service Application for the 2018-2019 School year.
  - Note: See our Food Service Tab on our district website for additional information.
- Forms 11 and 12 are required for any **OUT OF DISTRICT** student.
  - *Note: If you are an out of district family, registration **can not** be completed at the district level without the completion of Form 11 Choice Transfer Request, and Form 12 Choice Contract. Without this form we are unable to issue a class schedule.*
- Forms 13 and 14 are also optional forms unless your child is planning to participate in a Wilson Creek Sponsored Sport.

\*\* All forms are also available on our website to print, as well as in the district office upon request.

- If you need to close and finish registering at a later time, Click the tab on the right of screen and select "Close and Finish Later" and the information will be saved until you are ready to complete.
- Form 15 is a "Notice of Completion". It will give you a rundown of what forms you are missing, skipped or have completed. If everything looks good, then click the "Submit 2018-2019 School Year Registration" button.

| Review TEST RUN- DO NOT USE Steps                               |                             |
|---|-----------------------------|
| Step 1) Verify Student Information                              | Completed 07/05/2018 2:09pm |
| <i>No Requested Changes exist for Step 1.</i>                   |                             |
| Step 2) Verify Ethnicity/Race                                   | Completed 07/05/2018 2:09pm |
| <i>No Requested Changes exist for Step 2.</i>                   |                             |
| Step 3) Verify Military Family                                  | Completed 07/05/2018 2:09pm |
| Step 4) Student Insurance and Residency Questionnaire 2018-2019 | Completed 07/10/2018 9:17am |
| Step 5) Student Handbook Compact 2018-2019                      | Completed 07/11/2018 1:52pm |

- You have now completed registration for the new school year!!

During the enrollment period you can go back and edit/updated already submitted information. If you find that you need to make a correction, enter the system and on the left-hand menu click on the 2018-2019 School Year Registration tab. From there follow the on-screen directions to make update.

Parents, if you do not know your Skyward Family Access login, have forgotten it or have any questions, please email Ms. Stacy Sims at [ssims@wilsoncreek.org](mailto:ssims@wilsoncreek.org) or call the call the district office at 509-345-2541.

### District Message

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. Verify Ethnicity/Race
3. Verify Military Family
4. Student Insurance and Residency Questionnaire 2018-2019
5. Student Handbook Compact 2018-2019
6. Student Health Care Information 2018-2019
7. Internet User Agreement 2018-2019
8. Media Release Form 2018-2019
9. School Communications (Messenger) 2018-2019
10. Food Service Application 2018-2019
11. Choice Transfer Request (Out of District Students ONLY) 2018-2019
12. Choice Contract (Out of District Students ONLY) 2018-2019
13. Sports Handbook 2018-2019
14. Co-Curricular Agreements 2018-2019
15. Complete TEST RUN- DO NOT USE