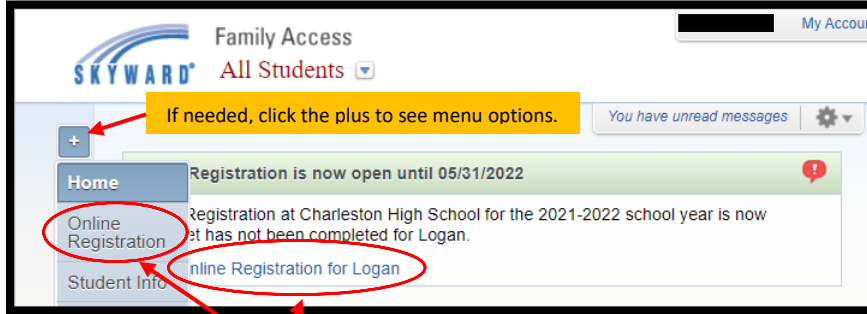




# HOW TO COMPLETE THE ONLINE REGISTRATION PROCESS IN SKYWARD

(Steps may be in a different order depending on your school)

1. Login to Skyward Family Access. You should see a screen similar to the following:



2. Click on the “Online Registration for (student)” link or the “Online Registration” menu option. This will open the registration process.
  - a. There are multiple steps for online registration. Read the information at the top to learn more about the step, enter/modify information, and then click the “Complete Step # and move to Step #” button. *If you click the “Next Step” button, it will move forward but will not mark the step as completed.*
  - b. If you cannot finish in all the steps in one sitting, clicking on the “Close and Finish Later” button will save your work and allow you to continue later.

**Online Registration**

Logan (Charleston High School 2021-2022)

**Step 1a. Verify Student Information: Student Information (Required)**

Step 1-A: If you need to make changes to the Race or Language file drop down box will appear with the state approved options.

Step 1-F: ONLY fill out the Health Information boxes below if you have a child that you wish the nurse to know about and review. Otherwise, leave blank.

**General Information**

First: [Redacted]  
Last: [Redacted]  
\* Birthday: [Redacted]  
\* Nationality: [Redacted]

Do you have internet access?  
 Military Connected [?]

Home Phone: [Redacted] Ext: [Redacted]  
Cell: [Redacted] Ext: [Redacted]  
Cell: [Redacted] Ext: [Redacted]

School Email: [Redacted] Home: [Redacted]  
Birth County: [Redacted]  
Birth State: [Redacted]

**Navigation Menu:**

1. Verify Student Information
2. Verify Ethnicity/Race
3. Relocation - CLICK HERE
4. HIPAA - CLICK HERE
5. Photo Release
6. Acceptable Use Policy - CLICK HERE
7. Device Rental Agreement
8. Required Notices - CLICK HERE
9. Bus Form
10. Add a Food Service Application
11. Review Fees
12. Online Payment (cash/check accepted at any school office)
13. Complete Online Registration

Buttons: Previous Step, Next Step, Close and Finish Later

3. The first step on the registration form is to **Verify Student Information**. This is where you can verify general information about your student, update contacts, etc.
  - a. Not all information can be changed on-line and most changes require district verification before becoming final. Changes made but not verified will be marked as pending. You WILL be allowed to complete the registration process even if there are pending changes. If any information is incorrect and you cannot change it online, you must contact the school office.

- Step 1a: **Verify General Student Information**. Make any necessary changes and click the “Complete Step 1a and move to Step 1b” button to save your changes and proceed to the next step.

- Step 1b: **Verify Family Address**. Make any necessary changes to the student’s address and click the “Complete Step 1b and move to Step 1c” button to save your changes and proceed.

- Step 1c: **Verify Family Information**. Make any necessary changes to the family information and click the “Complete Step 1c and move to Step 1d” button to save your changes and proceed.

- Step 1d: **Verify Emergency Information**. Make any necessary changes to the emergency information and click the “Complete Step 1d and move to Step 1e” button to save your changes and proceed.

The screenshot shows the 'Online Registration' interface for Logan (Charleston High School 2021-2022). The main content area is titled 'Step 1a. Verify Student Information: Student Information (Required)'. Below this title are instructions for Step 1-A and Step 1-F. The form contains several sections: 'General Information' with fields for First, Middle, Last, Suffix, Birthdate, Gender, Other Name, Language, Native Language, Race, Home Phone, Cell, School Email, Home Email, Birth County, and Birth State. There are also checkboxes for 'Do you have internet access?' and 'Military Connected?'. On the right side, there is a vertical navigation menu with 12 items, including '1. Verify Student Information', '2. Verify Ethnicity/Race', '3. Relocation - CLICK HERE', '4. HIPAA - CLICK HERE', '5. Acceptable Use Policy - CLICK HERE', '6. Device Rental Agreement - CLICK HERE', '7. Required Notices - CLICK HERE', '8. Bus Form', '9. Add a Food Service Application', '10. Review Fees', '11. Online Payment (cash/check accepted at any school office)', and '12. Complete Online Registration'. The '1. Verify Student Information' item is circled in red. At the bottom of the form, there is a button labeled 'Complete Step 1a and move to Step 1b', which is also circled in red. A red arrow points from this button to the '1. Verify Student Information' item in the navigation menu.

- Step 1e: **Verify Emergency Contacts**.
  - Emergency contacts should be someone **OTHER** than the student’s parents/guardians.
  - You are allowed up to three emergency contacts. All emergency contacts will be listed.
  - You can delete contacts, add new contacts, modify phone numbers of contacts, add comments to contacts and change the order of contacts (the district will always start with the first contact listed).
  - Click the “Complete Step 1e and move to Step 1f” button to save your changes and proceed.
- Step 1f: **Verify Health Information**. Make any necessary changes to the Health Information screen and click the “Complete Step 1f and move to Step 2” button.

4. Step 2 is to **Verify Ethnicity/Race**. After reading the memo click on the “continue” button. Answer the 2 questions located on the next screen. 1. Is your child Hispanic/Latino? 2. Verify your students race by clicking one or more check boxes. Once finished click “Complete Step 2 and move to Step 3”.

5. Step 3 is **Relocation**. Check the box if you are enrolling with Charleston School District because you have been displaced from your home because of a natural disaster in any state. Then click the “Complete Step 2 and move to Step 3” button.

6. Step 4 is **HIPAA**. You can enter or modify the names of any health providers. Type the guardian's name and then check the box to either authorize or not authorize to release health information to the school for the student. Then click the "Complete Step 4 and move to Step 5" button.
7. Step 5 is **Photo Release**. Read the information carefully. If desired, click the "I grant consent" box. Then click the "Complete Step 5 and move to Step 6" button.
8. Step 6 is **Device Rental Agreement**. Read the information regarding Access to Technology "**At School Network Access**". You can click the link to read the full details of the Acceptable Use Procedures for Information and Communication Technologies. Under "**At Home Network Access**", please select your level of home internet access. The "**Device Access at School**" section explains that each student is issued a laptop for educational purposes and lists the replacement costs. Please choose when/if you give the student permission to use the device. Enter today's date. Then click the "Complete Step 6 and move to Step 7" button.
9. Step 7 is **Required Notices**. Click the link to read the required notices, which is a summary of rules and Board policies governing the district. Check the box to acknowledge that the information entered during this online registration process is correct as of this date and that you have access to required notices. Then click the "Complete Step 7 and move to Step 8" button.
10. Step 8 is **Bus Form**. There are 5 parts, and all but the last one are required.
  - a. In Part 1, choose "Yes" or "No" to indicate whether or not bus service is needed.
  - b. In Part 2, choose an option for Morning Pick Up Location, or choose "Not Applicable". Only enter a pick up address if it is DIFFERENT from the student's home address.
  - c. In Part 3, choose an option for Afternoon Drop Off Location, or choose "Not Applicable". Only enter a drop off location if it is DIFFERENT from the student's home address.
  - d. In Part 4, "Yes" or "No" to indicate whether a child will be met by a guardian at the bus stop.
  - e. In Part 5, list any special instructions for the bus garage.
  - f. Click the "Complete Step 8 and move to Step 9" button.

11. Step 9 is **Add a Food Service Application**.

- a. If you would like to fill out an application to apply for free/reduced lunch click the link to “Add a Food Service Application” button.
- b. If you do not wish to apply for free/reduced lunch, check the box stating “I do not qualify for benefits or do not wish to complete an application”. Then click the “Complete Step 9 and move to Step 10” button.

**Online Registration**

Logan (Charleston High School 2021-2022)

### Step 9. Add a Food Service Application (Optional)

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

**Federal Income Eligibility Guidelines (Effective July 1, 2021 - June 30, 2022)**  
Reduced-Price Meals (185% Federal Poverty Guideline)

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	23,828	1,986	993	917	459
2	32,227	2,686	1,343	1,240	620
3	40,626	3,386	1,693	1,563	782
4	49,025	4,086	2,043	1,886	943
5	57,424	4,786	2,393	2,209	1,105
6	65,823	5,486	2,743	2,532	1,266
7	74,222	6,186	3,093	2,855	1,428
8	82,621	6,886	3,443	3,178	1,589
Each Additional Person:	8,399	700	350	324	162

Choose one of the following options:

Add a Food Service Application

--OR--

I do not qualify for benefits or do not wish to complete an application

Complete Step 9 and move to Step 10

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
  - f. Health Information
2. Verify Ethnicity/Race
3. Relocation - CLICK HERE
4. HIPAA - CLICK HERE
5. Acceptable Use Policy - CLICK HERE
6. Device Rental Agreement - CLICK HERE
7. Required Notices - CLICK HERE
8. Bus Form
9. Add a Food Service Application
10. Review Fees
11. Online Payment (cash/check accepted at any school office)
12. Complete Online Registration

Previous Step    Next Step

Close and Finish Later

12. Step 10 is **Review Fees**. Click the “Review Fees” link to see a list of the fees/charges. Then click the “Complete Step 10 and move to Step 11” button.

13. Step 11 is **Online Payment**. In this step you have the OPTION to pay your registration fees online using **e-Funds for Schools**. You can also choose to pay by any school office. Cash and checks are accepted. Credit cards can also be used and will incur an additional convenience fee.

- a. If you will be paying by cash/check, just click on Step 12 at the bottom of the list.
- b. If you wish to pay online, click on the link for “Online Payment” and you will be directed to the e-Funds for Schools website. If you have an account with them already you can continue to pay your fees. If you do not have an account with e-funds you can register as a new user.
  - i. Once you have finished with e-funds close the window and go back to your Skyward registration page. Then click the “Complete Step 11 and move to Step 12” button.

14. Step 12 is **Complete Online Registration**. Review the online registration steps, noting the date and time each was completed. If you need to correct anything, you can either click the link for that step on the right, or click the Previous Step button. After verifying all steps have been completed (with the possible exception of #11 for online payment), click the “Submit Online Registration” button.

**Online Registration**

Logan (Charleston High School 2021-2022) Print

**Step 12. Complete Online Registration (Required)**

By completing Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Registration for Logan?

Review Online Registration Steps		
Step 1) Verify Student Information		Completed 07/16/2021 10:38am
<i>No Requested Changes exist for Step 1.</i>		
Step 2) Verify Ethnicity/Race		Completed 07/16/2021 10:38am
<i>No Requested Changes exist for Step 2.</i>		
Step 3) Relocation - CLICK HERE		Completed 07/16/2021 10:38am
Step 4) HIPAA - CLICK HERE		Completed 07/16/2021 10:38am
Step 5) Photo Release		Completed 07/16/2021 10:38am
Step 6) Device Rental Agreement - CLICK HERE		Completed 07/16/2021 10:38am
Step 7) Required Notices - CLICK HERE		Completed 07/16/2021 10:38am
Step 8) Bus Form		Completed 07/16/2021 10:38am
Step 9) Add a Food Service Application		Completed 07/16/2021 10:38am
Step 10) Review Fees		Completed 07/16/2021 10:39am
Step 11) Online Payment (cash/check accepted at any school office)		skipped

Guardian Name: [REDACTED] Guardian Address: [REDACTED]

**Submit Online Registration**

- 1. Verify Student Information Completed 07/16/2021 10:38am
- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Information
- ✓ e. Emergency Contacts
- ✓ f. Health Information
- 2. Verify Ethnicity/Race Completed 07/16/2021 10:38am
- 3. Relocation - CLICK HERE Completed 07/16/2021 10:38am
- 4. HIPAA - CLICK HERE Completed 07/16/2021 10:38am
- 5. Acceptable Use Policy - CLICK HERE Completed 07/16/2021 10:38am
- 6. Device Rental Agreement - CLICK HERE Completed 07/16/2021 10:38am
- 7. Required Notices - CLICK HERE Completed 07/16/2021 10:38am
- 8. Bus Form Completed 07/16/2021 10:38am
- 9. Add a Food Service Application Completed 07/16/2021 10:38am
- 10. Review Fees Completed 07/16/2021 10:39am
- 11. Online Payment (cash/check accepted at any school office)
- 12. Complete Online Registration**

15. After you submit, you should see a screen similar to the one shown below.

Logan (Charleston High School 2021-2022)

✓ Online Registration was successfully completed and submitted to the district for Logan on Fri Jul 16, 2021 10:43am by [REDACTED].

[Go back to review completed steps](#)

[Mark Online Registration as not completed and make changes](#)

16. Check your e-mail that you use for Skyward Family Access. You should have received an e-mail confirming that registration is complete.

17. If at any point you need to edit the registration information, simply log in to Skyward Family Access and click on the “Online Registration” tab on the on the top-left side of the screen and you will be able to click “Mark Online Registration as not completed and make changes.”

**THANK YOU FOR PARTICIPATING IN THIS PROCESS. WE APPRECIATE YOUR CONTINUED SUPPORT!**