

Campbellsport School District
2018-2019 Online Registration Verification
Wednesday, August 1 – Friday, August 17
Please verify your information early.

July 30, 2018

Dear Parents/Guardians:

We are getting ready for your child(ren) to return to the classroom on September 4th! Part of that preparation is online verification for all students, which will run from August 1-August 17.

Before you Register:

- 1) Please read the Elementary Student Handbook: [Student Handbook and Internet Policy](#)

Why do you need to Register your Child?

- 1) To ensure we have updated student and family information i.e. phones, e-mails, emergency contacts, medical info.
- 2) To provide needed permissions and acknowledgments of important documents affecting your child.
- 3) To pay required student general fees.

Register from August 1, 2018 – August 17, 2018

- 1) Login to Skyward Family Access – [click here](#) (Second families will be able to update their family information only):
 - a) Need help with Skyward Family Access login? Please call Karen Simon 477-3291 or [email](#).
- 2) Follow step-by-step instructions:
 - a) Once you are logged into Family Access, you need to click on *Open Family Access* located on the right hand side of the screen. Then you need to click on *Online Registration* which is found on the left side of your screen. Select your child's name and follow the instructions on the screen. When completing the forms, you will need to click on "ADD" in order to fill them out for the 2018-2019 school year.
 - b) You must click the box "Complete step 1a to move to step 1b". This will be required after each step in section 1. When completing step 1e, scroll to the bottom of the page " ... move to step 2".
 - c) Step 1c – ensure the accuracy of the primary phone number and email address – these are used by our automated message system to inform you of school closings due to weather, low lunch balances, etc. The phone number should be a home number or a cell phone number.
 - d) Press "Complete Registration for the 2018-2019 School Year" after completing **ALL** steps. You will receive an email confirmation when **ALL** the steps have been completed. If you do not receive this email go back and check your steps to ensure that you have completed the entire process or the process will not be complete.
 - e) If you need to register another child, click on the next student name and repeat the process. You must complete this for every child.
- 3) FAQs about Skyward
 - a) I am receiving error messages saying my computer's Pop Up Blockers have prohibited the screen from opening – You may need to adjust your pop up blockers to allow access to certain areas of the registration process.
 - b) I registered one child in Skyward and then went to make a payment in e-funds. I notice I am able to pay for my other child at the same time. Does that mean I am done registering that child also? No, you still need to complete the registration in Skyward for all of your children.

Fee Payments – Please pay prior to the start of the school year (2 options for your convenience)

1) E-funds online fee payment (electronic payments using check, debit or credit card)

- a) A step in the registration process will link you to the secure, fast and convenient e-funds website so you can pay billed fees online.
- b) E-fund login/passwords
 - i) Forgot your login/password? There is an area on the e-funds login screen to access it.
 - ii) New to e-funds? Register as a new user. You may use the instructions provided in this e-funds [User Guide](#). Your child’s “Other ID number” is required to sign up in e-funds. This can be found in Family Access on the student info tab.
- c) FAQs for e-funds
 - i) Why don’t I see fees when I view fees in e-funds? You must enter your payment method to view all fees available to pay for your child (required and optional).
 - ii) How do I ensure I only process one payment for all of my children? Make one payment for multiple children by selecting the tab with the child’s name, add the desired items you would like to pay, tab to the next child and add the desired items – then click on continue. Once you click “continue” you start the payment process.
 - iii) I have successfully entered e-funds but it tells me I have no students associated with my family account – Please call the school where your child(ren) attend. Your child may need to be manually entered into the e-funds database.

2) Mail in Payment

- a) Print fee schedule form available in step 4 of the registration process, fill in and mail with payment according to the instructions on your online registration screen.

Free/Reduced Meal Applications:

- 1) Applications will be available at the district office, school office or on the website. (attached to email or [click here to access it](#))
- 2) Families that qualify for Direct Certification will receive a letter in the mail prior to the start of school.

EES Meet and Greet - Thursday, August 30th, from 5:00-6:30 p.m.

Students may bring in school supplies, set-up lockers/desks and meet their teacher. Ice cream will be provided by the PTO. Please mark your calendars to attend.

School Pictures: School pictures will be taken on **Friday, September 21st**. [Please click on this link to access the online Prepayment Picture Online Ordering](#) . You will pick your package and follow the directions on the Network Photography website to complete your order. You will then print your receipt and send it to school with your child on picture day. If you choose not to order online, we will be sending home a picture envelope with your child prior to picture day.

Other Information

- 1) No computer /internet access? Stop by the school office at your convenience or call the office to set up an appointment to complete this process.

If you have questions or concerns, please contact the school office at 477-3291.

Sincerely,

Jenni Tamblingson
Eden Elementary Principal