

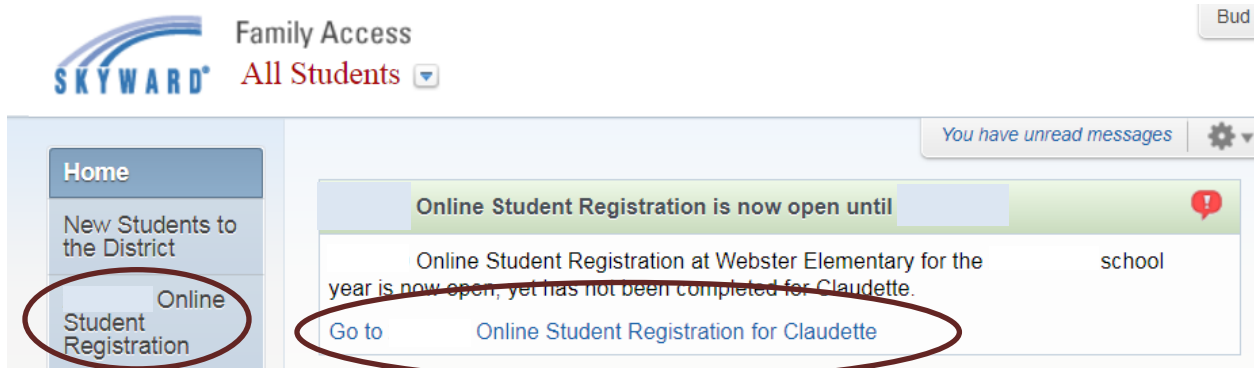
Instructions for Completing Online Registration

Online Registration is the process by which families register for the upcoming school year. Through online registration, families can update student and family information, complete annual forms, request bussing for the new school year, pay school fees, and add money to student lunch accounts.

Completing Online Registration

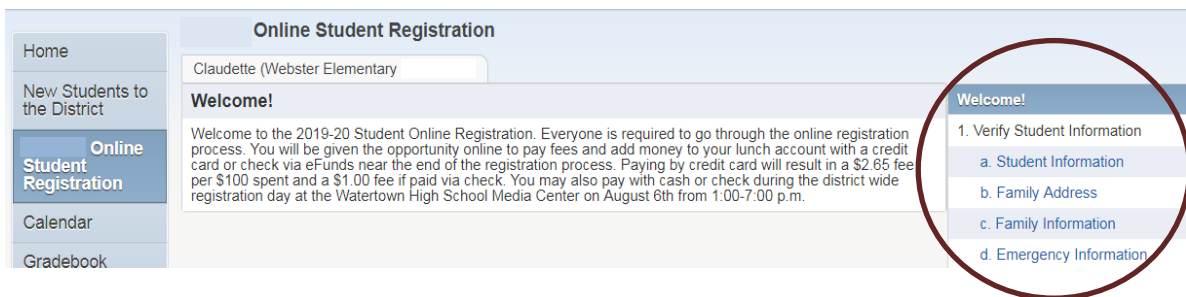
- Go to the Watertown Unified School District's Website: www.watertown.k12.wi.us
- Select the Skyward Family Access link at the top of the page

Once you log into Family Access, you will see a message at the top letting you know that Online Registration is open. You can either click on the **2023-24 Online Student Registration** tab in the menu on the left or the **"Go to the 2023-24 Online Student Registration for (student name)"** link in the message.



The screenshot shows the Skyward Family Access interface. At the top, it says "Family Access" and "All Students". A notification banner at the top right says "You have unread messages". On the left sidebar, the "Online Student Registration" link is circled in red. The main content area features a green notification box that reads: "Online Student Registration is now open until [date] school year is now open, yet has not been completed for Claudette." Below this message, a blue button labeled "Go to Online Student Registration for Claudette" is also circled in red.

The next screen shows a menu of forms to be completed. You will need to click on each link in that menu to open the pages for review. To begin, click on the **Step 1a. Student Information** link.



The screenshot shows the "Online Student Registration" page. The left sidebar has "Online Student Registration" circled in red. The main content area displays a "Welcome!" message and a list of steps to complete registration. The first step is "1. Verify Student Information", which includes a sub-menu with four options: "a. Student Information", "b. Family Address", "c. Family Information", and "d. Emergency Information". The "a. Student Information" link is circled in red.

Make any changes to the student information. Once changes are made or, if there are no changes, click the “**Complete Step 1a Only**” button on the bottom. Once you have completed **Step 1a**, go to the next link, **1b. Family Address** to move on in the process. Once a step is completed, you will see a green check mark next to the completed step. This must be done for each step throughout the registration process, even if there are no changes.

Online Student Registration

Claudette (Webster Elementary)

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

General Information

* First: Claudette Middle: Rose

* Last: Badger Suffix:

* Birthdate: 05/28/2009 Gender: Female

Other Name:

* Language: EN English Race:

Is either parent or guardian on active duty in the military?

Is either parent or guardian a traditional member of the Guard or Reserve?

Is either parent or guardian a member of the Active Guard/Reserve (AGR) under Title 10 or full time National Guard under Title 32?

Home Phone: (920) 262-1460 Ext:

Birth County: Dane

Birth State: WI - WISCONSIN

Birth Country: USA

Allow Publication of Student's Name for: ?

Public Use: Yes District Use: Yes Local Use: Yes

Complete Step 1a Only

Welcome!

1. Verify Student Information
2. Verify Skylert Information
3. Verify Ethnicity/Race
4. Acceptable Use Policy
5. Student Arrival/Pick Up Plan
6. Liability Waiver
7. Medication Consent Form
8. Student Assurance
9. Free/Reduced Lunch Application
10. Transportation Request
11. Complete 2019-20 Online Student Registration

Previous Step Next Step

Close and Finish Later

Important: **Allow Publication of Student's Name** at the bottom of **Step 1a. Verify Student Information**, is the area where families give WUSD permission to share student information. Clicking on the **?** will give an explanation of each category.

Information submitted can be edited until the online registration window closes. This can be done by going back to the step that needs to be corrected and clicking on the **Edit** button at the bottom of the screen.

Online Student Registration

Claudette (Webster Elementary)

Step 1b. Verify Student Information: Family Address (Required) Completed 07/02/2019 7:59am

Address Preview Address

Street Number: 111 Street Dir: Street Name: Dodge St

SUD: # P.O. Box:

Address 2:

Zip Code: 53094 Plus 4: City/State: Watertown, WI

County: Jefferson

Mailing Address

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

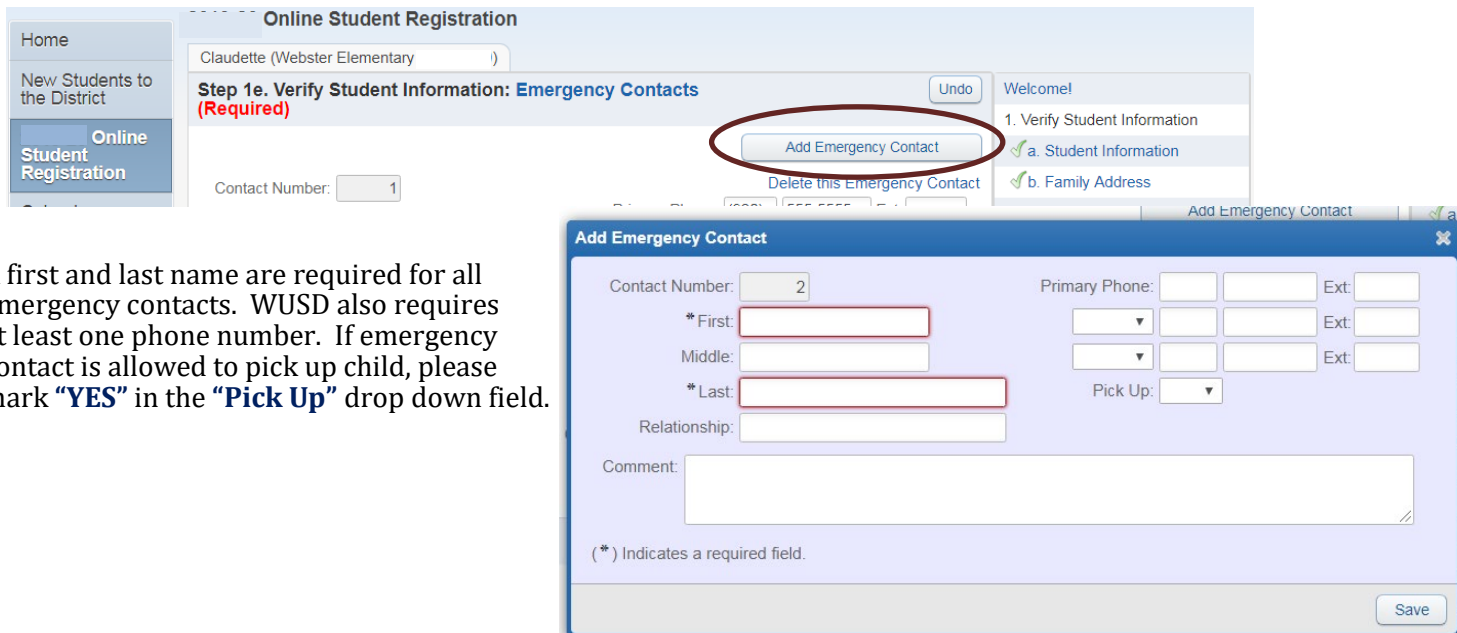
Edit Step 1b

All fields with bold text and borders are currently waiting for approval by the district

Welcome!

1. Verify Student Information
2. Verify Skylert Information
3. Verify Ethnicity/Race
4. Acceptable Use Policy
5. Student Arrival/Pick Up Plan
6. Liability Waiver
7. Medication Consent Form
8. Student Assurance
9. Free/Reduced Lunch Application
10. Transportation Request
11. Complete 2019-20 Online Student Registration

If an Emergency Contact needs to be added for a student, click the **Add Emergency Contact** button. A new screen will open.



A first and last name are required for all emergency contacts. WUSD also requires at least one phone number. If emergency contact is allowed to pick up child, please mark **“YES”** in the **“Pick Up”** drop down field.

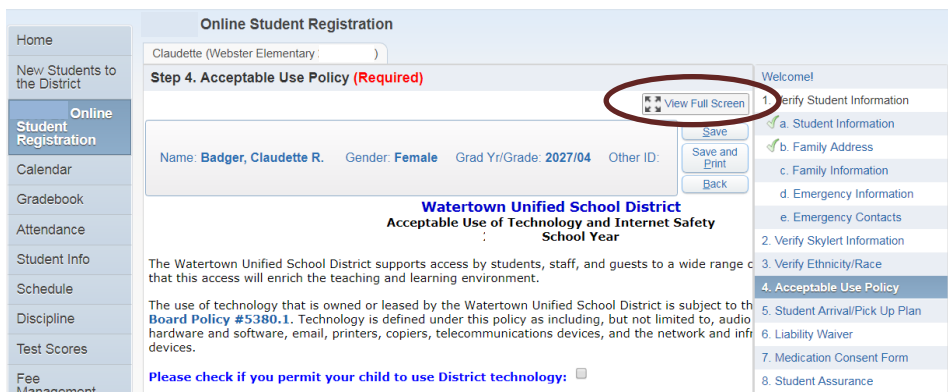
Steps 1 through 4 of the Online Student Registration are Skyward updates and verifications. Step 5 and beyond are WUSD custom forms. Depending on which school your child attends, you may not see all custom forms.

Updates and Verifications	Online Forms
<ul style="list-style-type: none"> ✓ Student Information* ✓ Family Address* ✓ Family Information* ✓ Emergency Information* ✓ Race/Ethnicity* 	<ul style="list-style-type: none"> ✓ Acceptable Use of Technology & Internet Use* ✓ Student Arrival/Pick Up Plan (4K/Elementary only)* ✓ Student/Family Residence Questionnaire* ✓ Liability Waiver* ✓ Student Health Update (<i>required for Kdgtn, Gr. 6 & Gr. 9 only</i>) ✓ Medication Consent Form (optional) ✓ Free/Reduced Lunch Application (optional) ✓ Parking Permit (Gr. 9-12 only; optional) ✓ Bus Transportation Request Form**

*** = Required forms for all families**

Custom Forms

Custom forms can be seen full size by selecting the **“View Full Screen”** button.



Bus Transportation Request**

Please go to the [Transportation website](#) to see if you qualify for bussing. If you do, mark "YES" in Skyward and submit in the Bus Transportation Request Form step in the online registration process. If you do not need bussing, mark "NO" and submit the Bus Transportation Request Form. Transportation requests are due by Friday, August 5th. Sign up after this date may cause a delay in your child's transportation start date.

Please Note: The GoRiteway site will open in a new tab in your browser. Upon submission of the form, remember to go back to your Family Access to complete this step and the rest of the registration process.

If you do not need bussing, mark "NO" and complete/submit the WUSD Bus Transportation Request Form.

Completing the Registration Process

Once all forms have been completed, select the final step. On the screen that opens up, click the "Submit Online Student Registration" button. If a step is not completed, there will be a message to the right saying "not complete." You will be unable to submit your online registration until all steps are complete.

The screenshot displays the 'Online Student Registration' interface for a student named Claudette at Webster Elementary. The main content area is titled 'Step 11. Complete Online Student Registration (Required)'. It includes a confirmation message: 'By completing Online Student Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Online Student Registration for Claudette?'. Below this is a 'Review Online Student Registration Steps' section with a table of steps and their completion status:

Step	Step Name	Status
Step 1)	Verify Student Information	not completed
Step 2)	Verify Skylert Information	not completed
Step 3)	Verify Ethnicity/Race	not completed
Step 4)	Acceptable Use Policy	not completed
Step 5)	Student Arrival/Pick Up Plan	not completed
Step 6)	Liability Waiver	not completed
Step 7)	Medication Consent Form	skipped
Step 8)	Student Assurance	skipped
Step 9)	Free/Reduced Lunch Application	skipped
Step 10)	Transportation Request	not completed

At the bottom of the main content area, the 'Submit Online Student Registration' button is circled in red. To the right, a 'Welcome!' sidebar lists 11 steps, with step 11, 'Complete Online Student Registration', also circled in red. Below the sidebar are 'Previous Step', 'Next Step', and 'Close and Finish Later' buttons.