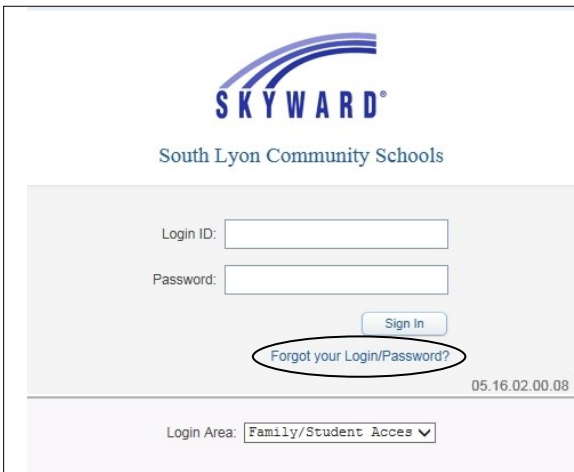


## Back-To-School Online Process in Skyward How To Guide For Parents

**Note**: - **Only the Parents/Guardians listed as Family 1 can complete the Back to School Process** and they must use their Family Access logins/passwords.

- The Family 2 guardians may request updates to their own information and view student information only.
- This process **cannot** be completed through the Skyward mobile app or using Student Access.

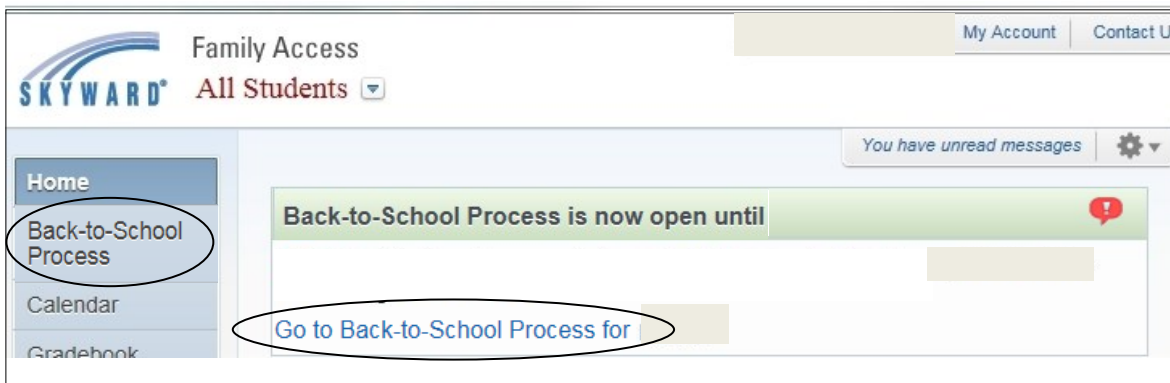


**Login to Skyward Family Access at:**

**[https://skyward.iscorp.com/scripts/wsisa.dll/  
WService=wsedusouthlyonmi/fwemnu01.w](https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedusouthlyonmi/fwemnu01.w)**

**Click 'Forgot your Login/Password?', if needed.**

**Click the 'Back-To-School Process' button or click on the 'Go to Back-To-School Process for (student's name)' link. This process needs to be completed for each child.**



**The link will take you to the District Message. Please read carefully. To begin Step 1, click on '1. Welcome Letter'.**

Back-to-School Process	District Message	District Message
Calendar	Welcome to the Back-to-School Process for the 2019-20 school year.	1. Welcome Letter
Gradebook	This online process is a step-by-step system for parents/guardians who are listed as the Primary Family in Skyward to complete required tasks during the summer period to ensure student information is correct and in place for the first day of school.	2. Verify Student Information
Attendance	Parents listed as the Second Family may view the student's information only. Second Family parents may make changes to their own demographic information but not the student's.	a. Student Information
Student Info	Each step that is marked as required must be opened, verified or updated as needed and then marked completed. You do have the option of closing the process at any step to finish later. You may also go back and edit steps, if necessary.	b. Family Address
Busing	After the last step has been completed, the "Submit Registration" button must be clicked to finalize the process for that student. You will be sent an email message confirming the completion for him/her. Teacher assignments will be available to view online beginning August 30th. This online process must be entirely completed in order to view or print your child's teacher.	c. Family Information
Food Service	To get started, click on your student's name below or proceed to the list of steps if it is displayed on the right side of your screen.	d. Emergency Contacts
Schedule		3. Verify SkyAlert Information
Academic		4. Technology Acceptable Use Policy
		5. Concussion Law Information
		6. Free/Reduced Price Lunch

## Back-To-School Online Process in Skyward How To Guide For Parents

**As you move through each step, read through all the information provided in that step. You may need to click on links and/or fill out any applicable information for that step.**

Back-to-School Process	District Message	District Message
Calendar	Welcome to the Back-to-School Process for the 2019-20 school year.	1. Welcome Letter
Gradebook	This online process is a step-by-step system for parents/guardians who are listed as the Primary Family in Skyward to complete required tasks during the summer period to ensure student information is correct and in place for the first day of school.	2. Verify Student Information
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Busing	After the last step has been completed, the "Submit Registration" button must be clicked to finalize the process for that student. You will be sent an email message confirming the completion for him/her. Teacher assignments will be available to view online beginning August 30th. This online process must be entirely completed in order to view or print your child's teacher.	c. Family Information
Food Service	To get started, click on your student's name below or proceed to the list of steps if it is displayed on the right side of your screen.	d. Emergency Contacts
Schedule		3. Verify Skylert Information
Academic		4. Technology Acceptable Use Policy
		5. Concussion Law Information
		6. Free/Reduced Price Lunch

**Make sure to click on the "Complete" button at the bottom of the screen on each step. After you complete one step, move on to the next step.**



**As you complete each step, you will see bright green checkmarks appear on the right side of your screen for each completed step.**

District Message
1. Welcome Newsletter ✓ Completed 06/15/2016 3:06pm
2. Verify Student Information ✓ Completed 06/15/2016 3:14pm
✓ a. Student Information
✓ b. Family Address
✓ c. Family Information
✓ d. Emergency Contacts
3. Verify Skylert Information ✓ Completed 06/15/2016 3:19pm
4. Technology Acceptable Use

# Back-To-School Online Process in Skyward How To Guide For Parents

**Consolidated Acknowledgement Form – This is a very important step.** Click ‘View Full Screen’ to allow all of the text to display. Please read everything carefully. The parent/guardian who completed this online process must type in his/her electronic signature and date where indicated. Your student must also sign and date electronically. You will not be able to complete this step without the signatures and dates entered.

Click on one of the Complete Step buttons when complete.

<p><b>Step 11. Consolidated Acknowledgement Form (Required)</b> This step must be completed in order for your student to receive his/her teacher assignment.</p> <p>The Consolidated Acknowledgement Form indicates you have reviewed and approved all prior steps in the Back-To-School Online Process. The electronic signatures from you and your student are required on this document and will indicate that you acknowledge and agree to the statements and assurances provided.</p> <p><a href="#">Print</a> <a href="#">View Full Screen</a></p>	<p>District Message</p> <ol style="list-style-type: none"> <li>Welcome Letter</li> <li>Verify Student Information             <ol style="list-style-type: none"> <li>Student Information</li> <li>Family Address</li> <li>Family Information</li> <li>Emergency Contacts</li> </ol> </li> <li>Verify SkyAlert Information</li> <li>Technology Acceptable Use Policy</li> <li>Concussion Law Information</li> <li>Free/Reduced Price Lunch Application</li> <li>Emergency Medical Care Plan &amp; Medication Form</li> <li>Student Handbook</li> <li>Reading Deficiency Information for JK-3rd Grades</li> <li>Miscellaneous Information and Forms</li> <li><b>Consolidated Acknowledgement Form</b></li> <li>Complete Back-to-School Process</li> </ol>
<p style="text-align: center;"><b>SOUTH LYON COMMUNITY SCHOOLS Back-To-School Process</b></p> <p style="text-align: center;"><b>Consolidated Acknowledgement Form</b></p> <p><b>Step 2: Verification of Student and Emergency Information (Parent)</b></p> <p>Knowingly falsifying registration information is grounds for the immediate removal of the registrant from South Lyon Community Schools. The demographic information in the Skyward student management system that was reviewed and updated in Step 2 is accurate and that I am responsible for all fees or tuition due in the event that the registrant is removed from school.</p> <p>I understand that all school communications will be sent via email and I have verified that my email address in Skyward is accurate.</p> <p>I also certify that the Emergency Contact information is accurate to the best of my knowledge. By signing this electronic form, I authorize school personnel to transport my child to the nearest emergency facility or licensed physician until I may be reached.</p> <p>My typed name below as a parent or legal guardian represents my electronic signature and indicates that I agree with the information listed under Step 2 above.</p> <p>Type Parent Name: <input type="text"/> Date: <input type="text"/></p>	<p><a href="#">Previous Step</a> <a href="#">Next Step</a></p> <p><a href="#">Close and Finish Later</a></p>
<p><b>Steps 4 &amp; 5: Technology Acceptable Use Policy &amp; Concussion Law (Parent &amp; Student)</b></p> <p>I, as a student at South Lyon Community Schools, have read, understand and will abide by the <u>Elementary Acceptable Use Policy</u> and I am responsible for and abide by all the terms of this agreement. I understand that if I do not follow the stated policies, my computer could be required to make restitution for any intentional damages to educational technology or unauthorized expenses incurred for educational technology.</p> <p>I, as the parent/guardian of this student, have read and understand the terms of the EAUP. I understand that student internet access is a privilege which is conditioned upon the student's adherence to the EAUP. I further understand that although the School District provides access to technology, it is impossible to restrict all access in appropriate materials which may be available on the Internet or other electronic communications. Accordingly, I will not hold the School District or its employees responsible for materials which may be accessed through the District's Network.</p> <p>We <b>both</b> acknowledge, in accordance with Public Acts 342 and 343 of 2012, that we <b>both</b> have reviewed and understand the <u>Concussion Fact Sheet</u>.</p> <p>Our typed names below represent our electronic signatures and certify that we <b>both</b> understand and agree with the statements listed under Steps 4 &amp; 5.</p> <p>Type Parent Name: <input type="text"/> Date: <input type="text"/></p> <p>Type Student Full Name: <input type="text"/> Date: <input type="text"/></p> <p style="text-align: center;"> <a href="#">Complete Step 11 Only</a> <a href="#">Complete Step 11 and move to Step 12</a> </p>	

## Back-To-School Online Process in Skyward How To Guide For Parents

Almost done! On the last step, review all of the previous steps. If you have any uncompleted steps they will appear in red as "not completed". If necessary, click on the applicable incomplete steps from the list to the right to go back to those steps to complete them.

Then click **'Submit Back-To-School Process'** when you're finished. (You may need to scroll down to see it.)

**Step 12. Complete Back-to-School Online Process (Required)**

By completing Back-to-School Online Process, you are confirming that the Steps below have been finished. Are you sure you want to complete Back-to-School Online Process for \_\_\_\_\_?

Review Back-to-School Online Process Steps			
Step 1)	<b>Welcome Newsletter</b>		not completed
Step 2)	<b>Verify Student Information</b>		not completed
<i>Requested Changes Pending Approval by the District:</i>			
Area	Field	Requested For	Requested Value
Fam Info	Change Address	Street Number Street Dir Street Name Apt Lot Street Appt P.O. Box Address 2 Zip Code Plus 4	48178
* If a Requested Change is denied by the district, Back-to-School Online Process for this student will be marked as INCOMPLETE.			
Step 3)	<b>Verify Skylert Information</b>		not completed
Step 4)	<b>Technology Acceptable Use Policy</b>		not completed
Step 5)	<b>Concussion Law Information</b>		not completed
Step 6)	<b>Add a Food Service Application</b>		not completed
Step 7)	<b>Miscellaneous Information and Forms</b>		not completed
Step 8)	<b>Consolidated Acknowledgement Form</b>		not completed

Guardian Name: \_\_\_\_\_ Guardian Address: \_\_\_\_\_

Submit Back-to-School Online Process

District Message

1. Welcome Newsletter
2. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
3. Verify Skylert Information
4. Technology Acceptable Use Policy
5. Concussion Law Information
6. Add a Food Service Application
7. Miscellaneous Information and Forms
8. Consolidated Acknowledgement Form
9. Complete Back-to-School Online Process

This is what you should see after you've completed every step and clicked the 'Submit' button. You'll also receive a confirmation email message notifying you that the process has been completed for this child. If you have another child in the district, return to the Family Access home page to start the process for him/her.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<p><b>Step 12. Complete Back-to-School Online Process (Required)</b></p> <p>By completing Back-to-School Online Process, you are confirming that the Steps below have been finished. Are you sure you want to complete Back-to-School Online Process for _____?</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3">Review Back-to-School Process Steps</th> </tr> </thead> <tbody> <tr> <td>Step 1)</td> <td><b>Welcome Newsletter &amp; Note from the Principal</b></td> <td style="text-align: right;">Completed 06/15/2016 3:06pm</td> </tr> <tr> <td>Step 2)</td> <td><b>Verify Student Information</b></td> <td style="text-align: right;">Completed 06/15/2016 3:14pm</td> </tr> <tr> <td colspan="3"><i>No Requested Changes exist for Step 2.</i></td> </tr> <tr> <td>Step 3)</td> <td><b>Verify Skylert Information</b></td> <td style="text-align: right;">Completed 06/15/2016 3:19pm</td> </tr> <tr> <td>Step 4)</td> <td><b>Technology Acceptable Use Policy</b></td> <td style="text-align: right;">Completed 06/15/2016 3:03pm</td> </tr> <tr> <td>Step 5)</td> <td><b>Concussion Law Information</b></td> <td style="text-align: right;">Completed 06/15/2016 3:04pm</td> </tr> <tr> <td>Step 6)</td> <td><b>Free/Reduced Price Lunch Application</b></td> <td style="text-align: right;">Completed 06/15/2016 3:04pm</td> </tr> <tr> <td>Step 7)</td> <td><b>Parent-Student Handbook &amp; Student Code of Conduct</b></td> <td style="text-align: right;">Completed 06/15/2016 3:04pm</td> </tr> <tr> <td>Step 8)</td> <td><b>Miscellaneous Information and Forms</b></td> <td style="text-align: right;">Completed 06/15/2016 3:05pm</td> </tr> <tr> <td>Step 9)</td> <td><b>Consolidated Acknowledgement Form</b></td> <td style="text-align: right;">Completed 06/15/2016 3:06pm</td> </tr> </tbody> </table> <p>Guardian Name: _____ Guardian Address: _____</p>	Review Back-to-School Process Steps			Step 1)	<b>Welcome Newsletter &amp; Note from the Principal</b>	Completed 06/15/2016 3:06pm	Step 2)	<b>Verify Student Information</b>	Completed 06/15/2016 3:14pm	<i>No Requested Changes exist for Step 2.</i>			Step 3)	<b>Verify Skylert Information</b>	Completed 06/15/2016 3:19pm	Step 4)	<b>Technology Acceptable Use Policy</b>	Completed 06/15/2016 3:03pm	Step 5)	<b>Concussion Law Information</b>	Completed 06/15/2016 3:04pm	Step 6)	<b>Free/Reduced Price Lunch Application</b>	Completed 06/15/2016 3:04pm	Step 7)	<b>Parent-Student Handbook &amp; Student Code of Conduct</b>	Completed 06/15/2016 3:04pm	Step 8)	<b>Miscellaneous Information and Forms</b>	Completed 06/15/2016 3:05pm	Step 9)	<b>Consolidated Acknowledgement Form</b>	Completed 06/15/2016 3:06pm	<p>District Message</p> <ol style="list-style-type: none"> <li>1. Welcome Newsletter ✓ Completed 06/15/2016 3:06pm</li> <li>2. Verify Student Information ✓ Completed 06/15/2016 3:14pm</li> <li>                     a. Student Information                      b. Family Address                      c. Family Information                      d. Emergency Contacts                 </li> <li>3. Verify Skylert Information ✓ Completed 06/15/2016 3:19pm</li> <li>4. Technology Acceptable Use Policy ✓ Completed 06/15/2016 3:03pm</li> <li>5. Concussion Law Information ✓ Completed 06/15/2016 3:04pm</li> <li>6. Free/Reduced Price Lunch Application ✓ Completed 06/15/2016 3:04pm</li> <li>7. Parent-Student Handbook &amp; Student Code of Conduct ✓ Completed 06/15/2016 3:04pm</li> <li>8. Miscellaneous Information and Forms ✓ Completed 06/15/2016 3:05pm</li> <li>9. Consolidated Acknowledgement Form ✓ Completed 06/15/2016 3:06pm</li> <li style="background-color: #4f81bd; color: white; padding: 2px;">10. Complete Back-to-School Process</li> </ol> <p style="text-align: center;"> <input type="button" value="Previous Step"/> <input type="button" value="Next Step"/> </p>
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