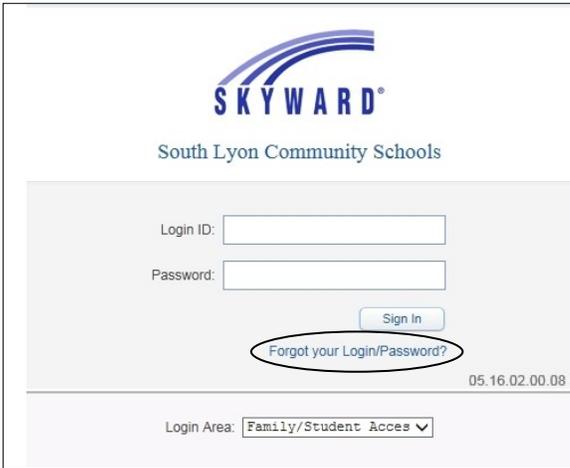


## Back-To-School Online Process How To Guide - Centennial Middle School

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

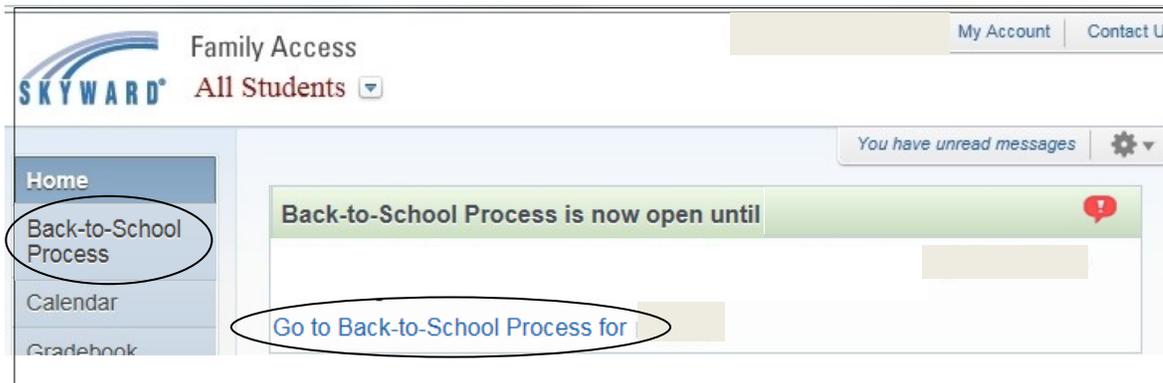
- The Family 2 guardians may request updates to their own information and view student information only.
- This process cannot be completed through the Skyward mobile app or using Student Access.



### Login to Family Access

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.



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

Back-to-School Process	<b>District Message</b> Welcome to the Back-to-School Process for the _____ school year. 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. 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. Each step marked as Required must be opened, verified or updated as needed and marked completed. You do have the option of closing the process at any step to finish later and steps may be edited if necessary. After the last step has been completed, the "Submit Back-To-School Process" button must be clicked to finalize the process for that student. You will be sent an email message confirming the completion for him/her. Student schedules and locker assignments will be available to view online beginning August 28th. This online process must be entirely completed in order to view or print your child's schedule. 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.	<b>District Message</b> 1. Welcome Newsletter 2. Verify Student Information a. Student Information b. Family Address c. Family Information d. Emergency Contacts 3. Verify Skylert Information 4. Technology Acceptable Use
Calendar		
Gradebook		
Attendance		
Student Info		
Food Service		
Schedule		

## Back-To-School Online Process How To Guide – Centennial Middle School

**STEP 1** – Click on the ‘Welcome Newsletter’ link. This will send you to our Fall Welcome Newsletter which contains lots of good information for the start of the school year.

<b>Back-to-School Process</b>	<b>Step 1. Welcome Newsletter (Required)</b> Welcome to the [ ] school year at Middle School!	District Message
Calendar	Please read our Welcome Newsletter to help you prepare for a successful year. It contains important events, dates and information for families.	<b>1. Welcome Newsletter</b>
Gradebook	Welcome Newsletter	2. Verify Student Information
Attendance		a. Student Information
		b. Family Address
		c. Family Information

After reading the Newsletter, close the pdf and click either one of the buttons at the bottom.

‘Complete Step 1 Only’ – allows you to stop here

‘Complete Step 1 and move to Step 2a’ – automatically moves you to the next step

<b>Back-to-School Process</b>	<b>Step 1. Welcome Newsletter (Required)</b> Welcome to the [ ] school year at Middle School!	District Message
Calendar	Please read our Welcome Newsletter to help you prepare for a successful year. It contains important events, dates and information for families.	<b>1. Welcome Newsletter</b>
Gradebook	Welcome Newsletter	2. Verify Student Information
Attendance		a. Student Information
Attendance		b. Family Address
		c. Family Information

[Complete Step 1 Only](#)   [Complete Step 1 and move to Step 2a](#)

**STEP 2a** – Verify your child’s information. You may make changes in several of the fields if necessary. If you see something in any other field that is incorrect, please contact the Middle School office.

Click on one of the Complete Step buttons.

<b>Back-to-School Process</b>	<b>Step 2a. Verify Student Information: Student Information (Required)</b> <span>Undo</span>	District Message
Calendar	Please verify your student's information in Steps 2a - 2d.	1. Welcome Newsletter
Gradebook	For each step, if all data is correct, mark the step as completed and proceed to the next step. If changes need to be made, please enter the information into the applicable boxes.	2. Verify Student Information
Attendance	If your home address has changed, enter the new address here and provide two proofs of residency to the school office as soon as possible.	<b>a. Student Information</b>
Student Info	Please enter a minimum of two (2) Emergency Contacts other than yourself.	b. Family Address
Food Service		c. Family Information
Schedule		d. Emergency Contacts
Academic History		3. Verify Skylert Information
Portfolio		4. Technology Acceptable Use Policy
Skylert		5. Concussion Law Information
Login History		6. Free/Reduced Price Lunch Application
	<b>General Information</b>	7. Parent-Student Handbook & Student Code of Conduct
	* First: [ ] Middle: [ ]	8. Miscellaneous Information and Forms
	* Last: [ ] Suffix: [ ]	9. Consolidated Acknowledgement Form
	Birthdate: [ ] Gender: [ ]	10. PTO Alternative Fundraiser
	* Language: [ ] Race: [ ]	11. Complete Back-to-School Process
	Home Phone: [ ]	
	School Email: [ ]	
	Birth Country: [ ]	
	Birth State: [ ]	
	Birth County: [ ]	
	<a href="#">Complete Step 2a Only</a> <a href="#">Complete Step 2a and move to Step 2b</a>	<a href="#">Previous Step</a> <a href="#">Next Step</a>

(\*) Indicates a required field.

## Back-To-School Online Process How To Guide – Centennial Middle School

**STEP 2b** – Verify your address. If this is not correct or you have moved, you may update the information here. You will have to bring two proofs of residency in to the office so that the changes may be finalized in Skyward. **DO NOT** correct spelling errors here. Contact the office if needed.

Click on one of the Complete Step buttons.

<b>Back-to-School Process</b> Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<b>Step 2b. Verify Student Information: Family Address (Required)</b> <span style="float: right;">Undo</span>	District Message
	Please verify your student's information in Steps 2a - 2d.	1. Welcome Newsletter
	For each step, if all data is correct, mark the step as completed and proceed to the next step. If changes need to be made, please enter the information into the applicable boxes.	2. Verify Student Information
	If your home address has changed, enter the new address here and provide two proofs of residency to the school office as soon as possible.	a. Student Information
	Please enter a minimum of two (2) Emergency Contacts other than yourself.	<b>b. Family Address</b>
		c. Family Information
		d. Emergency Contacts
		3. Verify Skylert Information
		4. Technology Acceptable Use Policy
		5. Concussion Law Information
		6. Free/Reduced Price Lunch Application
	7. Parent-Student Handbook & Student Code of Conduct	
	8. Miscellaneous Information and Forms	
	9. Consolidated Acknowledgement Form	
	10. PTO Alternative Fundraiser	
	11. Complete Back-to-School Process	
	<span>Previous Step</span> <span>Next Step</span>	

**STEP 2c** – Verify your home email and phone information and make changes as needed. If your name is spelled wrong, please contact the office.

Click on one of the Complete Step buttons.

<b>Back-to-School Process</b> Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<b>Step 2c. Verify Student Information: Family Information (Required)</b> <span style="float: right;">Undo</span>	District Message
	Please verify your student's information in Steps 2a - 2d.	1. Welcome Newsletter
	For each step, if all data is correct, mark the step as completed and proceed to the next step. If changes need to be made, please enter the information into the applicable boxes.	2. Verify Student Information
	If your home address has changed, enter the new address here and provide two proofs of residency to the school office as soon as possible.	a. Student Information
	Please enter a minimum of two (2) Emergency Contacts other than yourself.	b. Family Address
		<b>c. Family Information</b>
		d. Emergency Contacts
		3. Verify Skylert Information
		4. Technology Acceptable Use Policy
		5. Concussion Law Information
		6. Free/Reduced Price Lunch Application
	7. Parent-Student Handbook & Student Code of Conduct	
	8. Miscellaneous Information and Forms	
	9. Consolidated Acknowledgement Form	
	10. PTO Alternative Fundraiser	
	11. Complete Back-to-School Process	
	<span>Previous Step</span> <span>Next Step</span>	

## Back-To-School Online Process How To Guide – Centennial Middle School

**STEP 2d** – Enter any important emergency information that the building staff should know about your child.

**Please do not check the Critical Alert Information box unless this is a serious health issue.**

Click on one of the Complete Step buttons.

<p>(Do not add yourself here)</p> <p><input type="checkbox"/> Critical Alert Information</p> <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div>	<p><b>d. Emergency Information</b></p> <p>e. Emergency Contacts</p> <p>3. Verify Skylert Information</p> <p>4. Technology Acceptable Use Policy</p> <p>5. Concussion Law Information</p> <p>6. Add a Food Service Application</p> <p>7. Miscellaneous Information and Forms</p>
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**STEP 2e** – Verify your student’s Emergency Contacts. You may add, delete or change any contact information. Please do not add yourself here. Do include at least two other people we may contact in case we can’t reach you.

Click on one of the Complete Step buttons.

<p>Back-To-School Registration</p> <p>Calendar</p> <p>Gradebook</p> <p>Attendance</p> <p>Student Info</p> <p>Food Service</p> <p>Schedule</p> <p>Academic History</p> <p>Portfolio</p> <p>Skylert</p> <p>Login History</p>	<p><b>Step 2d. Verify Student Information: Emergency Contacts (Required)</b> <span style="float: right;">Undo</span></p> <p>Please verify your student's information in Steps 2a - 2d.</p> <p>For each step, if all data is correct, mark the step as completed and proceed to the next step. If changes need to be made, please enter the information into the applicable boxes.</p> <p>If your home address has changed, enter the new address here and provide two proofs of residency to the school office as soon as possible.</p> <p>Please enter a minimum of two (2) Emergency Contacts other than yourself.</p> <div style="text-align: right;"><a href="#">Add Emergency Contact</a></div> <div style="text-align: right;"><a href="#">Delete this Emergency Contact</a></div> <p>Contact Number: <input type="text" value="1"/></p> <p>First: <input type="text"/></p> <p>Middle: <input type="text"/></p> <p>Last: <input type="text"/></p> <p>Relationship: <input type="text"/></p> <p>Primary Phone: <input type="text"/> Ext: <input type="text"/></p> <p><input type="text"/> Ext: <input type="text"/></p> <p><input type="text"/> Ext: <input type="text"/></p> <p>Pick Up: <input type="text" value="Yes"/></p> <p>Comment: <input type="text"/></p> <p>Contact Number: <input type="text" value="2"/></p> <p>First: <input type="text"/></p> <p>Middle: <input type="text"/></p> <p>Last: <input type="text"/></p> <p>Relationship: <input type="text"/></p> <p>Primary Phone: <input type="text"/> Ext: <input type="text"/></p> <p><input type="text"/> Ext: <input type="text"/></p> <p><input type="text"/> Ext: <input type="text"/></p> <p>Pick Up: <input type="text" value="Yes"/></p> <p>Comment: <input type="text"/></p> <div style="text-align: right;"><a href="#">Delete this Emergency Contact</a></div> <p>Contact Number: <input type="text" value="3"/></p> <p>First: <input type="text"/></p> <p>Middle: <input type="text"/></p> <p>Last: <input type="text"/></p> <p>Relationship: <input type="text"/></p> <p>Primary Phone: <input type="text"/> Ext: <input type="text"/></p> <p>Work <input type="text" value="(248)"/> Ext: <input type="text"/></p> <p>Cell <input type="text" value="(248)"/> Ext: <input type="text"/></p> <p>Pick Up: <input type="text" value="Yes"/></p> <div style="text-align: right;"><a href="#">Delete this Emergency Contact</a></div>
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[Complete Step 2d Only](#)   [Complete Step 2d and move to Step 3](#)

## Back-To-School Online Process How To Guide – Centennial Middle School

**STEP 3** – Verify your Skylert choices and contact information. Make sure to scroll all the way to the bottom. Click on one of the Complete Step buttons.

<ul style="list-style-type: none"> <li>Back-to-School Process</li> <li>Calendar</li> <li>Gradebook</li> <li>Attendance</li> <li>Student Info</li> <li>Food Service</li> <li>Schedule</li> <li>Academic History</li> <li>Portfolio</li> <li>Skylert</li> <li>Login History</li> </ul>	<p><b>Step 3. Verify Skylert Information (Required)</b></p> <p>South Lyon Community Schools utilizes the Skylert system to electronically communicate with parents in emergency situations or when a message needs to be sent quickly.</p> <p>Please review the contact information displayed and make any changes necessary. Once this step is marked as Completed, your changes will be automatically saved.</p> <p>You may update your selections at any time during the year in Family Access using the Skylert tab.</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.</p> </div> <p>My Skyward Contact Info</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Contact Info</th> <th>School Hours Emergency</th> <th>Attendance</th> <th>General</th> <th>Non-school Hours Emergency</th> <th>Survey</th> </tr> </thead> <tbody> <tr> <td>* Primary Phone:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Work:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Home:</td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Home Email:</td> <td><input checked="" type="checkbox"/></td> </tr> </tbody> </table> <p><small>**Primary Guardians are not allowed to update their Skyward Contact Info**</small></p> <p>Additional Contact Info for Family With</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Phone Numbers</th> <th>School Hours Emergency</th> <th>Attendance</th> <th>General</th> <th>Non-school Hours Emergency</th> <th>Survey</th> </tr> </thead> <tbody> <tr> <td>Additional Phone 1: <input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Additional Phone 2: <input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 3: <input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 4: <input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 5: <input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 6: <input type="text"/></td> <td><input checked="" type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey	* Primary Phone:	<input checked="" type="checkbox"/>	Work:	<input checked="" type="checkbox"/>	Home:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Home Email:	<input checked="" type="checkbox"/>	Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey	Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Additional Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Phone 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Phone 4: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Phone 5: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Phone 6: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<p>District Message</p> <ol style="list-style-type: none"> <li>1. Welcome Newsletter</li> <li>2. Verify Student Information             <ol style="list-style-type: none"> <li>a. Student Information</li> <li>b. Family Address</li> <li>c. Family Information</li> <li>d. Emergency Contacts</li> </ol> </li> <li style="background-color: #e0e0e0;">3. Verify Skylert Information</li> <li>4. Technology Acceptable Use Policy</li> <li>5. Concussion Law Information</li> <li>6. Free/Reduced Price Lunch Application</li> <li>7. Parent-Student Handbook &amp; Student Code of Conduct</li> <li>8. Miscellaneous Information and Forms</li> <li>9. Consolidated Acknowledgement Form</li> <li>10. PTO Alternative Fundraiser</li> <li>11. 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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**STEP 4** – Click on the ‘Technology Acceptable Use Policy’ link. This will open a copy of the District Policy for you and your student to read. You may print it for your own use, but you do not need to return it to the school. Click on one of the Complete Step buttons.

<ul style="list-style-type: none"> <li>Back-to-School Process</li> <li>Calendar</li> <li>Gradebook</li> <li>Attendance</li> <li>Student Info</li> </ul>	<p><b>Step 4. Technology Acceptable Use Policy (Required)</b></p> <p>Understanding the Technology Acceptable Use Policy is required. Please read the Policy with your student. Once read, please mark this step as complete and proceed to the next step. You may print the Policy for your benefit if desired.</p> <p>You and your student will confirm on a separate step that you have read, understand and will abide by the Policy.</p> <p style="text-align: center; border: 1px solid #ccc; border-radius: 50%; display: inline-block; padding: 2px 10px;">Technology Acceptable Use Policy</p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Complete Step 4 Only"/> <input type="button" value="Complete Step 4 and move to Step 5"/> </p>	<p>District Message</p> <ol style="list-style-type: none"> <li>1. Welcome Newsletter</li> <li>2. Verify Student Information             <ol style="list-style-type: none"> <li>a. Student Information</li> <li>b. Family Address</li> <li>c. Family Information</li> <li>d. Emergency Contacts</li> </ol> </li> </ol>
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**STEP 5** – Click on the ‘Concussion Law Information’ link. This will open an informational document for you and your student to read. If your child is participating in a school sport, you will need to print, sign and return the acknowledgement form to the coach. Click on one of the Complete Step buttons.

<ul style="list-style-type: none"> <li>Back-to-School Process</li> <li>Calendar</li> <li>Gradebook</li> <li>Attendance</li> <li>Student Info</li> <li>Food Service</li> </ul>	<p><b>Step 5. Concussion Law Information (Required)</b></p> <p>Michigan Public Acts 342 and 343 (Concussion Laws) require all levels of schools and youth sports organizations to educate and train staff, notify parents of the law and monitor all possible youth concussions or head injuries. You and your student will confirm on a separate step that you have read and understand the Concussion Law Fact Sheet.</p> <p>If your student is participating in a sport, please print the signature page included with this document, sign it and give it to the coach.</p> <p style="text-align: center; border: 1px solid #ccc; border-radius: 50%; display: inline-block; padding: 2px 10px;">Concussion Law Information</p> <p style="text-align: center; margin-top: 10px;"> <input type="button" value="Complete Step 5 Only"/> <input type="button" value="Complete Step 5 and move to Step 6"/> </p>	<p>District Message</p> <ol style="list-style-type: none"> <li>1. Welcome Newsletter</li> <li>2. Verify Student Information             <ol style="list-style-type: none"> <li>a. Student Information</li> <li>b. Family Address</li> <li>c. Family Information</li> <li>d. Emergency Contacts</li> </ol> </li> <li>3. Verify Skylert Information</li> </ol>
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## Back-To-School Online Process How To Guide – Centennial Middle School

**STEP 6** – Review the chart that appears and see if your family might qualify for Free or Reduced Price lunches for your students. Click on the link to obtain more information as well as instructions on how to complete an application. Check the box if you don't qualify or do not wish to complete an application at this time. Click on one of the Complete Step buttons.

<b>Back-to-School Process</b>	<p><b>Step 6. Free/Reduced Price Lunch Application (Required)</b></p> <p>Please read this information to see if you qualify for Free or Reduced Price lunches for your children.</p> <p>Click on the link below the income chart for more detailed information from the Food Service Department as well as instructions on how to fill out the application.</p> <p>If you do not qualify, or if you'd like to apply at a later date, please check the box below and then mark this step as completed.</p> <p>The application will be available throughout the year in Family Access under the Food Service tab.</p> <p><b>Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.</b></p> <p style="text-align: center;"><b>FEDERAL INCOME CHART</b> For School Year:</p> <table border="1"> <thead> <tr> <th rowspan="2">Household Size</th> <th rowspan="2">Yearly</th> <th rowspan="2">Monthly</th> <th colspan="3">Twice Per</th> </tr> <tr> <th>Month</th> <th>Weeks</th> <th>Weekly</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>21,775</td> <td>1,815</td> <td>908</td> <td>838</td> <td>419</td> </tr> <tr> <td>2</td> <td>29,471</td> <td>2,456</td> <td>1,228</td> <td>1,134</td> <td>567</td> </tr> <tr> <td>3</td> <td>37,167</td> <td>3,098</td> <td>1,549</td> <td>1,430</td> <td>715</td> </tr> <tr> <td>4</td> <td>44,863</td> <td>3,739</td> <td>1,870</td> <td>1,726</td> <td>863</td> </tr> <tr> <td>5</td> <td>52,559</td> <td>4,380</td> <td>2,190</td> <td>2,022</td> <td>1,011</td> </tr> <tr> <td>6</td> <td>60,255</td> <td>5,022</td> <td>2,511</td> <td>2,318</td> <td>1,159</td> </tr> <tr> <td>7</td> <td>67,951</td> <td>5,663</td> <td>2,832</td> <td>2,614</td> <td>1,307</td> </tr> <tr> <td>8</td> <td>75,647</td> <td>6,304</td> <td>3,152</td> <td>2,910</td> <td>1,455</td> </tr> <tr> <td colspan="3">Each Additional Person:</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>7,696</td> <td>642</td> <td>321</td> <td>296</td> <td>148</td> </tr> </tbody> </table> <p>Choose one of the following options:</p> <p><a href="#">Free/Reduced Price Lunch Application</a></p> <p style="text-align: center;">---OR---</p> <p><input type="checkbox"/> I do not qualify for benefits or do not wish to complete an application</p> <p style="text-align: center;"> <input type="button" value="Complete Step 6 Only"/> <input type="button" value="Complete Step 6 and move to Step 7"/> </p>	Household Size	Yearly	Monthly	Twice Per			Month	Weeks	Weekly	1	21,775	1,815	908	838	419	2	29,471	2,456	1,228	1,134	567	3	37,167	3,098	1,549	1,430	715	4	44,863	3,739	1,870	1,726	863	5	52,559	4,380	2,190	2,022	1,011	6	60,255	5,022	2,511	2,318	1,159	7	67,951	5,663	2,832	2,614	1,307	8	75,647	6,304	3,152	2,910	1,455	Each Additional Person:							7,696	642	321	296	148	<p>District Message</p> <ol style="list-style-type: none"> <li>Welcome Newsletter</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 Skylert Information</li> <li>Technology Acceptable Use Policy</li> <li>Consucion Law Information</li> <li style="background-color: #4F81BD; color: white;">Free/Reduced Price Lunch Application</li> <li>Parent-Student Handbook &amp; Student Code of Conduct</li> <li>Miscellaneous Information and Forms</li> <li>Consolidated Acknowledgement Form</li> <li>PTO Alternative Fundraiser</li> <li>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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**STEP 7** – Click on the link to the Parent-Student Handbook. This handbook will be very helpful throughout the school year.

**\*\*** Please make sure your student reads and understands the Student Code of Conduct section.

Click on one of the Complete Step buttons.

<b>Back-to-School Process</b>	<p><b>Step 7. Parent-Student Handbook &amp; Student Code of Conduct (Required)</b></p> <p>The Parent-Student Handbook contains a wide variety of valuable information for the entire family. One very important section is the Student Code of Conduct. Please read this section with your student to understand what is expected from students so they may receive the best education possible.</p> <p style="text-align: center;"><a href="#">Parent-Student Handbook &amp; Student Code of Conduct</a></p> <p style="text-align: center;"> <input type="button" value="Complete Step 7 Only"/> <input type="button" value="Complete Step 7 and move to Step 8"/> </p>	<p>District Message</p> <ol style="list-style-type: none"> <li>Welcome Newsletter</li> <li>Verify Student Information             <ol style="list-style-type: none"> <li>Student Information</li> <li>Family Address</li> <li>Family Information</li> </ol> </li> </ol>
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**STEP 8** – Use the link here to go to a special section on our website where you can access a variety of information and forms. Click on one of the Complete Step buttons.

<b>Back-to-School Process</b>	<p><b>Step 8. Miscellaneous Information and Forms (Optional)</b></p> <p>Click on this link to go to the section on our website where you can find information such as:</p> <ul style="list-style-type: none"> <li>- Building Maps</li> <li>- Lunch Menus</li> <li>- Classroom Supply Lists</li> <li>- Critical Medical Alert Information</li> <li>- Tips for 6th Graders</li> <li>- PTO</li> <li>- Volunteer Opportunities</li> <li>- Picture Order Forms</li> <li>- Athletics</li> </ul> <p style="text-align: center;"><a href="#">Miscellaneous Information and Forms</a></p> <p style="text-align: center;"> <input type="button" value="Complete Step 8 Only"/> <input type="button" value="Complete Step 8 and move to Step 9"/> </p>	<p>District Message</p> <ol style="list-style-type: none"> <li>Welcome Newsletter</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 Skylert Information</li> <li>Technology Acceptable Use Policy</li> </ol>
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## Back-To-School Online Process How To Guide – Centennial Middle School

**STEP 9 – 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.

<ul style="list-style-type: none"> <li>Back-to-School Process</li> <li>Calendar</li> <li>Gradebook</li> <li>Attendance</li> <li>Student Info</li> <li>Food Service</li> <li>Schedule</li> <li>Academic History</li> <li>Portfolio</li> <li>Skylert</li> <li>Login History</li> </ul>	<p><b>Step 9. Consolidated Acknowledgement Form (Required)</b></p> <p>This step must be completed in order for your student to receive his/her schedule. The Consolidated Acknowledgement Form indicates you have reviewed and approved all prior steps in the Back-To-School Registration 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 style="text-align: center;">SOUTH LYON COMMUNITY SCHOOLS Middle School Back-To-School Registration</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. I understand that all school communications will be sent via email and I have verified that my email address in Skyward 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 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 and I am unable to be reached. I authorize school personnel to transport my child to the nearest emergency facility 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 style="width: 200px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> <p><b>Steps 3 &amp; 4: 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>Acceptable Use Policy</u> and I am responsible for and abide by all the terms of this agreement. I understand that should I commit any violation, my privacy, disciplinary action and/or appropriate legal action may be taken. I understand that my access to and use of the school's technology resources as may be established by the administrators of the system, and may be changed from time to time.</p> <p>I, as the parent/guardian of this student, have read and understand the terms of the AUPT. I understand that student privilege which is conditioned upon the student's adherence to the AUPT. I further understand that although the School District of South Lyon, Michigan, 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>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 3 &amp; 4.</p> <p>Type Parent Name: <input style="width: 200px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> <p>Type Student Full Name: <input style="width: 200px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Complete Step 9 Only"/> <input type="button" value="Complete Step 9 and move to Step 10"/> </p>	<p>District Message</p> <ol style="list-style-type: none"> <li>1. Welcome Newsletter</li> <li>2. Verify Student Information             <ul style="list-style-type: none"> <li>a. Student Information</li> <li>b. Family Address</li> <li>c. Family Information</li> <li>d. Emergency Contacts</li> </ul> </li> <li>3. Verify Skylert Information</li> <li>4. Technology Acceptable Use Policy</li> <li>5. Concussion Law Information</li> <li>6. Free/Reduced Price Lunch Application</li> <li>7. Parent-Student Handbook &amp; Student Code of Conduct</li> <li>8. Miscellaneous Information and Forms</li> <li style="background-color: #e0e0e0;">9. Consolidated Acknowledgement Form</li> <li>10. PTO Alternative Fundraiser</li> <li>11. 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> <p style="text-align: center;"><input type="button" value="Close and Finish Later"/></p>
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**STEP 10 –** The CMS PTO is very supportive of our school. Parents may help fund the purchases and activities the PTO provides through this unique method. Click the link for more information.

Click on one of the Complete Step buttons.

<ul style="list-style-type: none"> <li>Back-to-School Process</li> <li>Calendar</li> <li>Gradebook</li> <li>Attendance</li> <li>Student Info</li> </ul>	<p><b>Step 10. PTO Alternative Fundraiser (Optional)</b></p> <p>The PTO supports our school by providing funding for items such as field trips for each grade, Chromebook carts for use in the classrooms and the 8th grade dance and picnic. Various fundraisers are held each school year to raise money for these activities and purchases. One such fundraising event is actually a non-event. Please click on this link for more information on this unique alternative.</p> <p style="text-align: center;"><a href="#">PTO Alternative Fundraiser</a></p> <p style="text-align: center;"> <input type="button" value="Complete Step 10 Only"/> <input type="button" value="Complete Step 10 and move to Step 11"/> </p>	<p>District Message</p> <ol style="list-style-type: none"> <li>1. Welcome Newsletter</li> <li>2. Verify Student Information             <ul style="list-style-type: none"> <li>a. Student Information</li> <li>b. Family Address</li> <li>c. Family Information</li> </ul> </li> </ol>
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**STEP 11** – Almost done! Review all of the steps and make sure all of the red, required ones have been completed. If not, click on the applicable step from the list to the right to go back.

Click **‘Submit Back-To-School Process’** when you’re finished. (You may need to scroll down to see it.)

Step	Step Name	Status
Step 1)	Welcome Newsletter	not completed
Step 2)	Verify Student Information	not completed
Step 3)	Verify Skylert Information	not completed
Step 4)	Technology Acceptable Use Policy	not completed
Step 5)	Concussion Law Information	not completed
Step 6)	Free/Reduced Price Lunch Application	not completed
Step 7)	Parent-Student Handbook & Student Code of Conduct	not completed
Step 8)	Miscellaneous Information and Forms	skipped
Step 9)	Consolidated Acknowledgement Form	not completed
Step 10)	PTO Alternative Fundraiser	skipped

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 this school, return to the Family Access home page to start the process for him/her.

Step	Step Name	Status	Timestamp
Step 1)	Welcome Newsletter & Note from the Principal	Completed	06/15/2016 3:06pm
Step 2)	Verify Student Information	Completed	06/15/2016 3:14pm
Step 3)	Verify Skylert Information	Completed	06/15/2016 3:19pm
Step 4)	Technology Acceptable Use Policy	Completed	06/15/2016 3:03pm
Step 5)	Concussion Law Information	Completed	06/15/2016 3:04pm
Step 6)	Free/Reduced Price Lunch Application	Completed	06/15/2016 3:04pm
Step 7)	Parent-Student Handbook & Student Code of Conduct	Completed	06/15/2016 3:04pm
Step 8)	Miscellaneous Information and Forms	Completed	06/15/2016 3:05pm
Step 9)	Consolidated Acknowledgement Form	Completed	06/15/2016 3:06pm
Step 10)	PTO Alternative Fundraiser	Completed	06/13/2017 3:18pm