

Back-To-School Online Process How To Guide - Millennium 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	District Message	District Message
Calendar	<p>Welcome to the Back-to-School Process for the school year.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p> <p>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.</p>	<ol style="list-style-type: none"> 1. Welcome Newsletter 2. Verify Student Information <ol style="list-style-type: none"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts 3. Verify Skyler Information 4. Technology Acceptable Use

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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.

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

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

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

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.

Back-to-School Process	Step 2a. Verify Student Information: Student Information (Required)	Undo	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
			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. Complete Back-to-School Process	
		Previous Step	
		Next Step	
		Close and Finish Later	

(*) Indicates a required field.

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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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <div> Step 2b. Verify Student Information: Family Address (Required) </div> <div>Undo</div> </div> <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="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> Address Preview Address <div style="display: flex; justify-content: space-between;"> <div>Street Number: <input type="text"/></div> <div>Street Name: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>SUD: <input type="text"/></div> <div>#: <input type="text"/></div> <div>P.O. Box: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Address 2: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between;"> <div>Zip Code: <input type="text"/></div> <div>Plus 4: <input type="text"/></div> <div>City/State: <input type="text"/></div> </div> </div> <div style="margin-top: 10px;"> Mailing Address <input checked="" type="checkbox"/> Same as Address <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Street Number: <input type="text"/></div> <div>Street Dir: <input type="text"/></div> <div>Street Name: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>SUD: <input type="text"/></div> <div>#: <input type="text"/></div> <div>P.O. Box: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Address 2: <input type="text"/></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>Zip Code: <input type="text"/></div> <div>Plus 4: <input type="text"/></div> <div>City/State: <input type="text"/></div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Complete Step 2b Only</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Complete Step 2b and move to Step 2c</div> </div> </div>	<div style="border: 1px solid #ccc; padding: 5px;"> District Message <ol style="list-style-type: none"> 1. Welcome Newsletter 2. Verify Student Information <div style="margin-left: 20px;"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts </div> 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. Complete Back-to-School Process <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Previous Step</div> <div style="border: 1px solid #ccc; padding: 2px 10px;">Next Step</div> </div> <div style="text-align: center; margin-top: 5px;"> <div style="border: 1px solid #ccc; padding: 2px 10px;">Close and Finish Later</div> </div> </div>
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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.

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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.

(Do not add yourself here) <input type="checkbox"/> Critical Alert Information <div style="border: 1px solid #ccc; height: 80px; margin-top: 5px;"></div>	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
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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.

Back-To-School Registration Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<div style="background-color: #e6f2ff; padding: 5px; border: 1px solid #ccc;"> Step 2d. Verify Student Information: Emergency Contacts (Required) <div style="text-align: right; float: right;">Undo</div> <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; margin-top: 10px;"> Add Emergency Contact </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <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>Comment: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></p> </div> <div> <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> </div> <div> <p>Delete this Emergency Contact</p> </div> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> <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>Comment: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></p> </div> <div> <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> </div> <div> <p>Delete this Emergency Contact</p> </div> </div> </div> <div style="margin-top: 10px;"> <div style="display: flex; justify-content: space-between;"> <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>Comment: <div style="border: 1px solid #ccc; height: 20px; width: 100%;"></div></p> </div> <div> <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> <div> <p>Delete this Emergency Contact</p> </div> </div> </div> <div style="text-align: center; margin-top: 10px;"> Complete Step 2d Only Complete Step 2d and move to Step 3 </div> </div>	<div style="text-align: center; margin-bottom: 10px;"> District Message </div> <div style="text-align: center;"> 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 </div> <div style="text-align: center; margin-top: 10px;"> Previous Step Next Step </div> <div style="text-align: center; margin-top: 10px;"> Close and Finish Later </div>
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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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<p>Step 3. Verify Skylert Information (Required)</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;"> 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. </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> My Skyward Contact Info </div> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Contact Info</th> <th style="text-align: center;">School Hours Emergency</th> <th style="text-align: center;">Attendance</th> <th style="text-align: center;">General</th> <th style="text-align: center;">Non-school Hours Emergency</th> <th style="text-align: center;">Survey</th> </tr> </thead> <tbody> <tr> <td>* Primary Phone:</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> 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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"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey	Additional Phone 1: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Additional Phone 2: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Additional Phone 3: 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Additional Phone 3: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																					
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Additional Phone 5: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																					
Additional Phone 6: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																																																																					

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.

Back-to-School Process Calendar Gradebook Attendance Student Info	<p>Step 4. Technology Acceptable Use Policy (Required)</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> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Technology Acceptable Use Policy </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">Complete Step 4 Only</div> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block; margin-left: 10px;">Complete Step 4 and move to Step 5</div> </div>	<p>District Message</p> <ol style="list-style-type: none"> 1. Welcome Newsletter 2. Verify Student Information <ol style="list-style-type: none"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts
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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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service	<p>Step 5. Concussion Law Information (Required)</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> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> Concussion Law Information </div> <div style="margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block;">Complete Step 5 Only</div> <div style="border: 1px solid #ccc; padding: 2px 10px; display: inline-block; margin-left: 10px;">Complete Step 5 and move to Step 6</div> </div>	<p>District Message</p> <ol style="list-style-type: none"> 1. Welcome Newsletter 2. Verify Student Information <ol style="list-style-type: none"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts 3. Verify Skylert Information
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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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	Step 6. Free/Reduced Price Lunch Application (Required) Please read this information to see if you qualify for Free or Reduced Price lunches for your children. 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. 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. The application will be available throughout the year in Family Access under the Food Service tab. Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart. FEDERAL INCOME CHART For School Year:	District Message 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 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. Complete Back-to-School Process																																																												
	<table border="1"> <thead> <tr> <th>Household Size</th> <th>Yearly</th> <th>Monthly</th> <th>Twice Per Month</th> <th>Every Two 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>Each Additional Person:</td> <td>7,696</td> <td>642</td> <td>321</td> <td>296</td> <td>148</td> </tr> </tbody> </table>	Household Size	Yearly	Monthly	Twice Per Month	Every Two 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	
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Choose one of the following options: Free/Reduced Price Lunch Application ---OR--- <input type="checkbox"/> I do not qualify for benefits or do not wish to complete an application																																																														
<div>Complete Step 6 Only</div> <div>Complete Step 6 and move to Step 7</div>	<div>Previous Step</div> <div>Next Step</div> <div>Close and Finish Later</div>																																																													

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.

Back-to-School Process Calendar Gradebook Attendance Student Info	Step 7. Parent-Student Handbook & Student Code of Conduct (Required) 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. Parent-Student Handbook & Student Code of Conduct	District Message 1. Welcome Newsletter 2. Verify Student Information a. Student Information b. Family Address c. Family Information
	<div>Complete Step 7 Only</div> <div>Complete Step 7 and move to Step 8</div>	

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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule	Step 8. Miscellaneous Information and Forms (Optional) Click on this link to go to the section on our website where you can find information such as: - Building Maps - Lunch Menus - Classroom Supply Lists - Critical Medical Alert Information - Tips for 6th Graders - PTO - Volunteer Opportunities - Picture Order Forms - Athletics Miscellaneous Information and Forms	District Message 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 Policy
	<div>Complete Step 8 Only</div> <div>Complete Step 8 and move to Step 9</div>	

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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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	Step 9. Consolidated Acknowledgement Form (Required) 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.		District Message 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 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. Complete Back-to-School Process
	<input type="button" value="Print"/> <input type="button" value="View Full Screen"/>		
	SOUTH LYON COMMUNITY SCHOOLS Middle School Back-To-School Registration Consolidated Acknowledgement Form		
	Step 2: Verification of Student and Emergency Information (Parent) Knowingly falsifying registration information is grounds for the immediate removal of the registrant from South Lyon Community Schools. 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.		
	I understand that all school communications will be sent via email and I have verified that my email address in Skyward is accurate.		
	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.		
	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.		
	Type Parent Name: <input type="text"/> Date: <input type="text"/>		
	Steps 3 & 4: Technology Acceptable Use Policy & Concussion Law (Parent & Student) I, as a student at South Lyon Community Schools, have read, understand and will abide by the Acceptable Use Policy, 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 may be established by the administrators of the system, and may be changed from time to time.		
	I, as the parent/guardian of this student, have read and understand the terms of the AUP. I understand that student's access to technology is conditioned upon the student's adherence to the AUP. I further understand that although the School District's technology resources are available to students, it is impossible to restrict all access in appropriate materials which may be available on the Internet or through 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.		
We both acknowledge, in accordance with Public Acts 342 and 343 of 2012, that we both have reviewed and understand the Fact Sheet .			
Our typed names below represent our electronic signatures and certify that we both understand and agree with the statements under Steps 3 & 4.			
Type Parent Name: <input type="text"/> Date: <input type="text"/> Type Student Full Name: <input type="text"/> Date: <input type="text"/>			
<input type="button" value="Complete Step 9 Only"/> <input type="button" value="Complete Step 9 and move to Step 10"/>			

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STEP 10 – 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.)

Back-to-School Process	Step 10. Complete Back-To-School Registration (Required)	District Message
Calendar	By completing Back-To-School Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete Back-To-School Registration for [Name]?	1. Welcome Newsletter
Gradebook	Review Back-to-School Process Steps	2. Verify Student Information
Attendance	Step 1) Welcome Newsletter not completed	a. Student Information
Student Info	Step 2) Verify Student Information not completed	b. Family Address
Food Service	No Requested Changes exist for Step 2.	c. Family Information
Schedule	Step 3) Verify Skylert Information not completed	d. Emergency Contacts
Academic History	Step 4) Technology Acceptable Use Policy not completed	3. Verify Skylert Information
Portfolio	Step 5) Concussion Law Information not completed	4. Technology Acceptable Use Policy
Skylert	Step 6) Free/Reduced Price Lunch Application not completed	5. Concussion Law Information
Login History	Step 7) Parent-Student Handbook & Student Code of Conduct not completed	6. Free/Reduced Price Lunch Application
	Step 8) Miscellaneous Information and Forms skipped	7. Parent-Student Handbook & Student Code of Conduct
	Step 9) Consolidated Acknowledgement Form not completed	8. Miscellaneous Information and Forms
	Guardian Name: _____ Guardian Address: _____	9. Consolidated Acknowledgement Form
	Submit Back-to-School Process	10. Complete Back-to-School Process
		Previous Step Next Step
		Close and Finish Later

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.

Back-to-School Process	Step 10. Complete Back-to-School Process (Required)	District Message
Calendar	By completing Back-to-School Process, you are confirming that the Steps below have been finished. Are you sure you want to complete Back-to-School Process for [Name]?	1. Welcome Newsletter ✓ Completed 06/15/2016 3:06pm
Gradebook	Review Back-to-School Process Steps	2. Verify Student Information ✓ Completed 06/15/2016 3:14pm
Attendance	Step 1) Welcome Newsletter & Note from the Principal Completed 06/15/2016 3:06pm	a. Student Information ✓
Student Info	Step 2) Verify Student Information Completed 06/15/2016 3:14pm	b. Family Address ✓
Food Service	No Requested Changes exist for Step 2.	c. Family Information ✓
Schedule	Step 3) Verify Skylert Information Completed 06/15/2016 3:19pm	d. Emergency Contacts ✓
Academic History	Step 4) Technology Acceptable Use Policy Completed 06/15/2016 3:03pm	3. Verify Skylert Information ✓ Completed 06/15/2016 3:19pm
Portfolio	Step 5) Concussion Law Information Completed 06/15/2016 3:04pm	4. Technology Acceptable Use Policy ✓ Completed 06/15/2016 3:03pm
Skylert	Step 6) Free/Reduced Price Lunch Application Completed 06/15/2016 3:04pm	5. Concussion Law Information ✓ Completed 06/15/2016 3:04pm
Login History	Step 7) Parent-Student Handbook & Student Code of Conduct Completed 06/15/2016 3:04pm	6. Free/Reduced Price Lunch Application ✓ Completed 06/15/2016 3:04pm
	Step 8) Miscellaneous Information and Forms Completed 06/15/2016 3:05pm	7. Parent-Student Handbook & Student Code of Conduct ✓ Completed 06/15/2016 3:04pm
	Step 9) Consolidated Acknowledgement Form Completed 06/15/2016 3:06pm	8. Miscellaneous Information and Forms ✓ Completed 06/15/2016 3:05pm
	Guardian Name: _____ Guardian Address: _____	9. Consolidated Acknowledgement Form ✓ Completed 06/15/2016 3:06pm
		10. Complete Back-to-School Process
		Previous Step Next Step