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

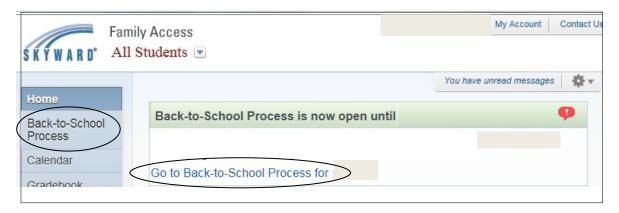
- The Family 2 guardians may request updates to their own information and view student information only.
- This process cannot be completed through the Skyward mobile app or using Student Access.



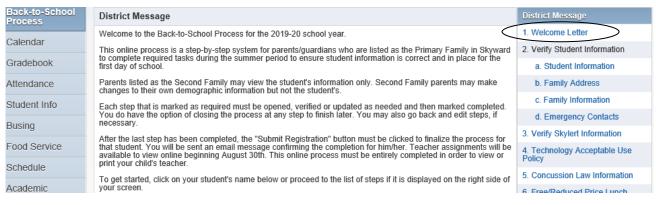
Login to Family Access

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 Letter'.



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.

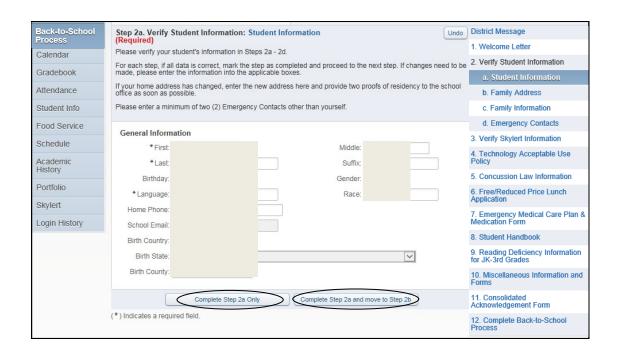


After reading the Newsletter, close the pdf and click either one of the buttons at the bottom.

- 'Complete Step 1 Only' allows you to stop here
- 'Complete Step 1 and move to Step 2a' automatically moves you to the next step

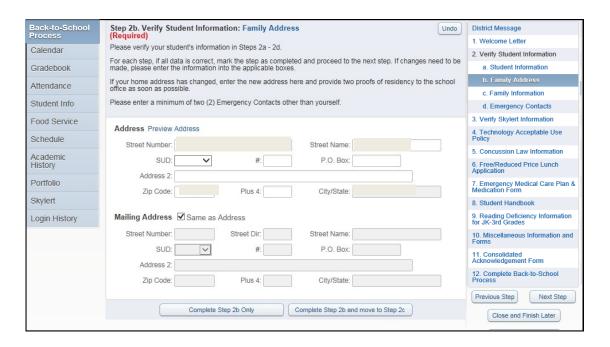


STEP 2a – Verify your child's information. You may make changes in several of the fields if necessary. If you see something in any other field that is incorrect, please contact your school's office.

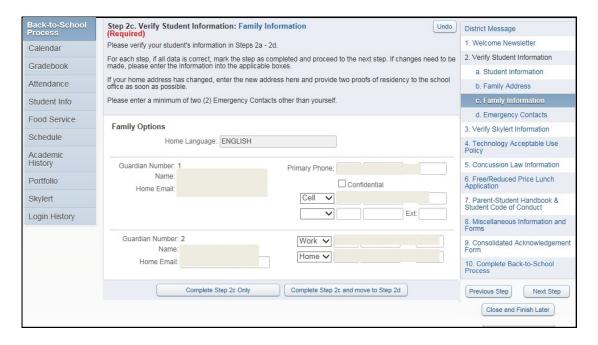


STEP 2b – Verify your address. **DO NOT correct spelling errors here.** If this is wrong or you have moved, you may update the information here. **You will need to bring two proofs of residency in to the school office so that the changes may be finalized in Skyward.** Contact the school office if needed.

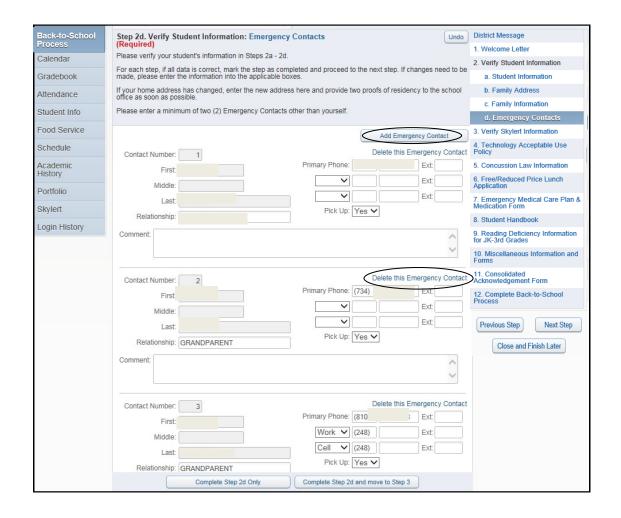
Click on one of the Complete Step buttons.



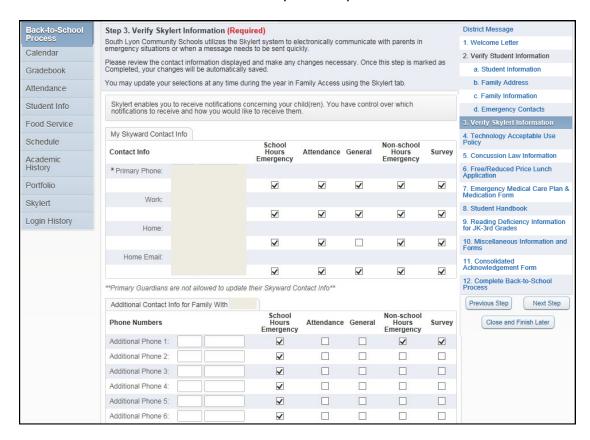
STEP 2c – Verify your home email and phone information and make changes as needed. If your name is spelled wrong, please contact the office.



STEP 2d – Verify your student's Emergency Contacts. You may add, delete or change any contact information. Please do not add yourself here, but do include at least two other people we may contact in case we can't reach you. You may include up to 6 contacts.



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.



STEP 4 – Click on the 'Technology Acceptable Use Policy' link. This will open a copy of the District Policy for you <u>and</u> 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.

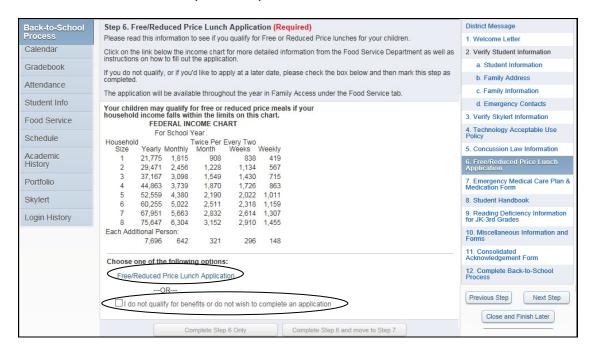


STEP 5 – Click on the 'Concussion Law Information' link. This will open an informational document for you <u>and</u> your student to read.



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.



STEP 7 – If your child has a serious medical condition that might require an Emergency Medical Care Plan at school and/or they take medication at school during the school day, please click on the link for pertinent information and forms.

Click on one of the Complete Step buttons.

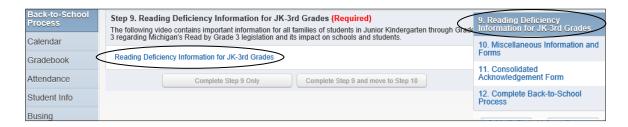


STEP 8 – Please click on the link to read the school's Student Handbook.



STEP 9 – For grades Junior Kindergarten-3rd only - (if your child is in 4th or 5th grade you will not see this step) Click on the link to view a video which contains important information for all families of students in Junior Kindergarten through Grade 3 regarding Michigan's Read by Grade 3 legislation and its impact on schools and students.

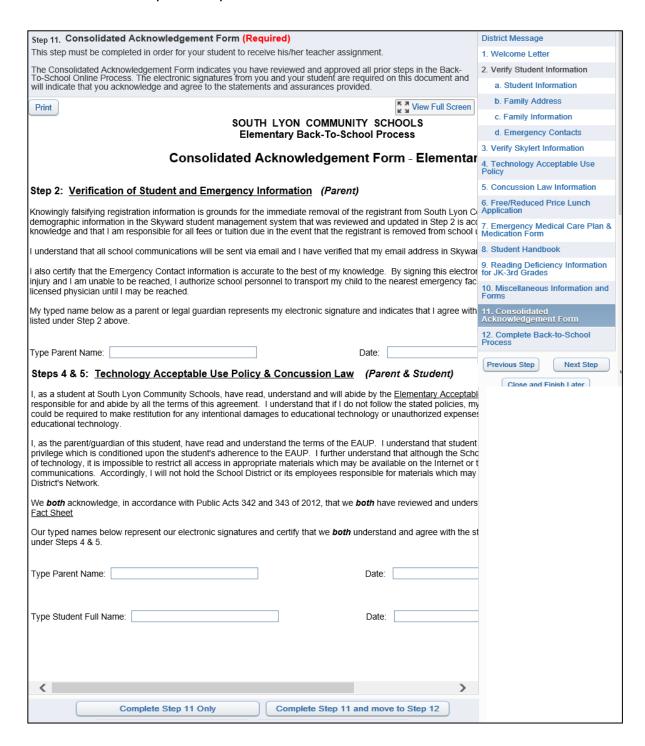
Click on one of the Complete Step buttons.



STEP 10 – Use the link here to go to a special section on our website where you can access a variety of information and forms.

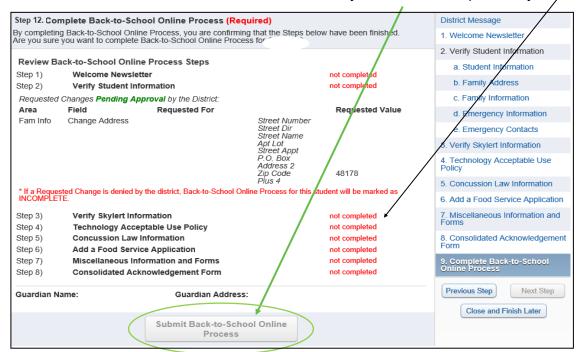


STEP 11 – <u>This is a very important step</u>. Click 'View Full Screen' to allow all of the text to display. Please read everything carefully. The parent/guardian who completed this online process must type in his/her electronic signature and date where indicated. Your student must also sign and date electronically. You will not be able to complete this step without the signatures and dates entered.



STEP 12 – 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.)



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.

