

Back-To-School Online Process How To Guide - Elementary Schools

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 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 How To Guide – Elementary Schools

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 <input type="text"/> school year at Middle School!	1. Welcome Letter
	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 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

Back-to-School Process	Step 1. Welcome Newsletter (Required)	District Message
	Welcome to the <input type="text"/> school year at Middle School!	1. Welcome Letter
	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 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 your school’s 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 Letter
	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 b. Family Address c. Family Information d. Emergency Contacts
	Please enter a minimum of two (2) Emergency Contacts other than yourself.		3. Verify Skylert Information
	General Information		4. Technology Acceptable Use Policy
	* First: <input type="text"/>	Middle: <input type="text"/>	5. Concussion Law Information
	* Last: <input type="text"/>	Suffix: <input type="text"/>	6. Free/Reduced Price Lunch Application
	Birthdate: <input type="text"/>	Gender: <input type="text"/>	7. Emergency Medical Care Plan & Medication Form
	* Language: <input type="text"/>	Race: <input type="text"/>	8. Student Handbook
Home Phone: <input type="text"/>		9. Reading Deficiency Information for JK-3rd Grades	
School Email: <input type="text"/>		10. Miscellaneous Information and Forms	
Birth Country: <input type="text"/>		11. Consolidated Acknowledgement Form	
Birth State: <input type="text"/>		12. Complete Back-to-School Process	
Birth County: <input type="text"/>			

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

(*) Indicates a required field.

Back-To-School Online Process How To Guide – Elementary Schools

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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<div> Step 2b. Verify Student Information: Family Address (Required) 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="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Address Preview Address </div> <div style="display: flex; justify-content: space-between;"> <div> Street Number: <input style="width: 150px;" type="text"/> SUD: <input type="text" value="▼"/> # <input style="width: 40px;" type="text"/> Address 2: <input style="width: 280px;" type="text"/> Zip Code: <input style="width: 60px;" type="text"/> Plus 4: <input style="width: 60px;" type="text"/> City/State: <input style="width: 100px;" type="text"/> </div> <div> Street Name: <input style="width: 100px;" type="text"/> P.O. Box: <input style="width: 80px;" type="text"/> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Mailing Address <input checked="" type="checkbox"/> Same as Address </div> <div style="display: flex; justify-content: space-between;"> <div> Street Number: <input style="width: 100px;" type="text"/> SUD: <input type="text" value="▼"/> # <input style="width: 40px;" type="text"/> Address 2: <input style="width: 280px;" type="text"/> Zip Code: <input style="width: 60px;" type="text"/> Plus 4: <input style="width: 60px;" type="text"/> City/State: <input style="width: 100px;" type="text"/> </div> <div> Street Dir: <input style="width: 50px;" type="text"/> P.O. Box: <input style="width: 80px;" type="text"/> </div> <div> Street Name: <input style="width: 100px;" type="text"/> P.O. Box: <input style="width: 80px;" type="text"/> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Complete Step 2b Only Complete Step 2b and move to Step 2c </div>	District Message <ol style="list-style-type: none"> 1. Welcome Letter 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 4. Technology Acceptable Use Policy 5. Concussion Law Information 6. Free/Reduced Price Lunch Application 7. Emergency Medical Care Plan & Medication Form 8. Student Handbook 9. Reading Deficiency Information for JK-3rd Grades 10. Miscellaneous Information and Forms 11. Consolidated Acknowledgement Form 12. Complete Back-to-School Process <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Previous Step Next Step </div> <div style="text-align: center; margin-top: 5px;"> Close and Finish Later </div>
---	---	---

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.

Back-to-School Process Calendar Gradebook Attendance Student Info Food Service Schedule Academic History Portfolio Skylert Login History	<div> Step 2c. Verify Student Information: Family Information (Required) 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="border: 1px solid #ccc; padding: 5px; margin: 10px 0;"> Family Options </div> <div style="margin-bottom: 10px;"> Home Language: <input style="width: 120px;" type="text" value="ENGLISH"/> </div> <div style="display: flex; justify-content: space-between;"> <div> Guardian Number: 1 Name: <input style="width: 100px;" type="text"/> Home Email: <input style="width: 100px;" type="text"/> </div> <div> Primary Phone: <input style="width: 100px;" type="text"/> <input type="checkbox"/> Confidential <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Cell</div> <input style="width: 100px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Ext</div> <input style="width: 40px;" type="text"/> </div> </div> </div> <div style="display: flex; justify-content: space-between;"> <div> Guardian Number: 2 Name: <input style="width: 100px;" type="text"/> Home Email: <input style="width: 100px;" type="text"/> </div> <div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Work</div> <input style="width: 100px;" type="text"/> </div> <div style="display: flex; align-items: center;"> <div style="border: 1px solid #ccc; padding: 2px 5px;">Home</div> <input style="width: 100px;" type="text"/> </div> </div> </div> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> Complete Step 2c Only Complete Step 2c and move to Step 2d </div>	District Message <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 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;"> Previous Step Next Step </div> <div style="text-align: center; margin-top: 5px;"> Close and Finish Later </div>
---	---	---

Back-To-School Online Process How To Guide – Elementary Schools

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.

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 2d. Verify Student Information: Emergency Contacts (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="text-align: right; margin-bottom: 10px;"> Add Emergency Contact </div> <div style="margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between;"> <div> Contact Number: <input type="text" value="1"/> First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> Relationship: <input type="text"/> </div> <div> Primary Phone: <input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> Pick Up: <input type="text" value="Yes"/> </div> <div style="text-align: right;"> Delete this Emergency Contact </div> </div> <div> Comment: <input style="width: 100%;" type="text"/> </div> </div> <div> <div style="display: flex; justify-content: space-between;"> <div> Contact Number: <input type="text" value="2"/> First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> Relationship: <input type="text" value="GRANDPARENT"/> </div> <div> Primary Phone: <input type="text" value="(734)"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> Pick Up: <input type="text" value="Yes"/> </div> <div style="text-align: right;"> Delete this Emergency Contact </div> </div> <div> Comment: <input style="width: 100%;" type="text"/> </div> </div> <div> <div style="display: flex; justify-content: space-between;"> <div> Contact Number: <input type="text" value="3"/> First: <input type="text"/> Middle: <input type="text"/> Last: <input type="text"/> Relationship: <input type="text" value="GRANDPARENT"/> </div> <div> Primary Phone: <input type="text" value="(810)"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> <input type="text"/> <input type="text"/> Ext: <input type="text"/> Pick Up: <input type="text" value="Yes"/> </div> <div style="text-align: right;"> Delete this Emergency Contact </div> </div> <div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="button" value="Complete Step 2d Only"/> </div> <div> <input type="button" value="Complete Step 2d and move to Step 3"/> </div> </div> </div> </div></div>	<div style="border: 1px solid #ccc; padding: 5px;"> District Message 1. Welcome Letter 2. Verify Student Information <div style="background-color: #e0e0e0; padding: 2px;">a. Student Information</div> <div style="background-color: #e0e0e0; padding: 2px;">b. Family Address</div> <div style="background-color: #e0e0e0; padding: 2px;">c. Family Information</div> <div style="background-color: #e0e0e0; padding: 2px;">d. Emergency Contacts</div> 3. Verify Skylert Information 4. Technology Acceptable Use Policy 5. Concussion Law Information 6. Free/Reduced Price Lunch Application 7. Emergency Medical Care Plan & Medication Form 8. Student Handbook 9. Reading Deficiency Information for JK-3rd Grades 10. Miscellaneous Information and Forms 11. Consolidated Acknowledgement Form 12. Complete Back-to-School Process <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <input type="button" value="Previous Step"/> </div> <div> <input type="button" value="Next Step"/> </div> </div> <div style="text-align: center; margin-top: 10px;"> <input type="button" value="Close and Finish Later"/> </div> </div>
---	---	--

Back-To-School Online Process How To Guide – Elementary Schools

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;"> <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> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>My Skyward Contact Info</p> <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> <tr> <td>Work:</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> <tr> <td>Home:</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 type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Home Email:</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> </tbody> </table> <p><small>**Primary Guardians are not allowed to update their Skyward Contact Info**</small></p> </div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p>Additional Contact Info for Family With</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Phone Numbers</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>Additional Phone 1: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Additional Phone 2: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 3: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 4: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 5: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Additional Phone 6: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table> </div>	Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey	* Primary Phone:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Work:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>	<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: <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 4: <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 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"/>	<p>District Message</p> <ol style="list-style-type: none"> 1. Welcome Letter 2. Verify Student Information <ol style="list-style-type: none"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts <li style="background-color: #4f81bd; color: white; padding: 2px;">3. Verify Skylert Information 4. Technology Acceptable Use Policy 5. Concussion Law Information 6. Free/Reduced Price Lunch Application 7. Emergency Medical Care Plan & Medication Form 8. Student Handbook 9. Reading Deficiency Information for JK-3rd Grades 10. Miscellaneous Information and Forms 11. Consolidated Acknowledgement Form 12. Complete Back-to-School Process <div style="margin-top: 10px;"> Previous Step Next Step </div> <div style="margin-top: 5px;"> Close and Finish Later </div>
Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey																																																																					
* Primary Phone:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																																																																					
Work:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<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"/>	<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: <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 4: <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 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;"> <p>Technology Acceptable Use Policy</p> </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>	<ol style="list-style-type: none"> <li style="background-color: #4f81bd; color: white; padding: 2px;">4. Technology Acceptable Use Policy 5. Concussion Law Information 6. Free/Reduced Price Lunch Application 7. Emergency Medical Care Plan & Medication Form
--	--	--

STEP 5 – Click on the ‘Concussion Law Information’ link. This will open an informational document for you and your student to read. 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;"> <p>Concussion Law Information</p> </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>	<ol style="list-style-type: none"> 4. Technology Acceptable Use Policy <li style="background-color: #4f81bd; color: white; padding: 2px;">5. Concussion Law Information 6. Free/Reduced Price Lunch Application 7. Emergency Medical Care Plan & Medication Form 8. Student Handbook
--	--	---

Back-To-School Online Process How To Guide – Elementary Schools

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 Letter 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. Emergency Medical Care Plan & Medication Form 8. Student Handbook 9. Reading Deficiency Information for JK-3rd Grades 10. Miscellaneous Information and Forms 11. Consolidated Acknowledgement Form 12. 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	12. Complete Back-to-School Process Previous Step Next Step Close and Finish Later
	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																																																									
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	Complete Step 6 Only Complete Step 6 and move to Step 7																																																													

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.

Back-to-School Process Calendar Gradebook Attendance Student Info Busing	Step 7. Emergency Medical Care Plan & Medication Form (Optional) If your child has a serious medical condition that might require an Emergency Medical Care Plan at school and/or they take medication during the school day, please click on the link for pertinent information and forms.	7. Emergency Medical Care Plan & Medication Form 8. Student Handbook 9. Miscellaneous Information and Forms 10. Reading Deficiency Information for JK-3rd Grades 11. Consolidated Acknowledgement Form
	Emergency Medical Care Plan & Medication Form	
	Complete Step 7 Only Complete Step 7 and move to Step 8	

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

Click on one of the Complete Step buttons.

Back-to-School Process Calendar Gradebook Attendance Student Info Busing	Step 8. Student Handbook (Required) Please review the Student Handbook for valuable information regarding our school. Once this step is marked as Completed	8. Student Handbook 9. Miscellaneous Information and Forms 10. Reading Deficiency Information for JK-3rd Grades 11. Consolidated Acknowledgement Form 12. Complete Back-to-School Process
	Student Handbook	
	Complete Step 8 Only Complete Step 8 and move to Step 9	

Back-To-School Online Process How To Guide – Elementary Schools

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.

Back-to-School Process	Step 9. Reading Deficiency Information for JK-3rd Grades (Required) The following video 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.		9. Reading Deficiency Information for JK-3rd Grades
Calendar	Reading Deficiency Information for JK-3rd Grades		10. Miscellaneous Information and Forms
Gradebook	<input type="button" value="Complete Step 9 Only"/> <input type="button" value="Complete Step 9 and move to Step 10"/>		11. Consolidated Acknowledgement Form
Attendance			12. Complete Back-to-School Process
Student Info			
Busing			

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.

Click on one of the Complete Step buttons.

Back-to-School Process	Step 10. Miscellaneous Information and Forms (Required) Click on this link to go to the section on our website where you can find information such as: <ul style="list-style-type: none"> - Building Maps - Lunch Menus - District Internet Filtering Procedures - Critical Medical Alert Information - Classroom Supply Lists - PTO - Volunteer Opportunities - Picture Order Forms - Spirit Wear Information and Order Forms 		8. Student Handbook
Calendar	Miscellaneous Information and Forms		9. Reading Deficiency Information for JK-3rd Grades
Gradebook	<input type="button" value="Complete Step 10 Only"/> <input type="button" value="Complete Step 10 and move to Step 11"/>		10. Miscellaneous Information and Forms
Attendance			11. Consolidated Acknowledgement Form
Student Info			12. Complete Back-to-School Process
Busing			
Food Service			

Back-To-School Online Process How To Guide – Elementary Schools

STEP 11 – 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.

<p>Step 11. Consolidated Acknowledgement Form (Required) 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 style="text-align: center;"> <input type="button" value="Print"/> View Full Screen </p> <p style="text-align: center;">SOUTH LYON COMMUNITY SCHOOLS Elementary Back-To-School Process</p> <p style="text-align: center;">Consolidated Acknowledgement Form - Elementary</p> <p>Step 2: <u>Verification of Student and Emergency Information</u> (Parent)</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 hospital if I am unable to be reached, I authorize school personnel to transport my child to the nearest emergency facility or hospital 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: 150px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> <p>Steps 4 & 5: <u>Technology Acceptable Use Policy & Concussion Law</u> (Parent & Student)</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>. I understand that 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 access to educational technology could be restricted and I could be required to make restitution for any intentional damages to educational technology or unauthorized expenses.</p> <p>I, as the parent/guardian of this student, have read and understand the terms of the EAUP. I understand that student access to educational technology is conditioned upon the student's adherence to the EAUP. I further understand that although the School District provides educational technology, it is impossible to restrict all access to appropriate materials which may be available on the Internet or through 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 both acknowledge, in accordance with Public Acts 342 and 343 of 2012, that we both have reviewed and understand the <u>Fact Sheet</u>.</p> <p>Our typed names below represent our electronic signatures and certify that we both understand and agree with the statements under Steps 4 & 5.</p> <p>Type Parent Name: <input style="width: 150px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> <p>Type Student Full Name: <input style="width: 150px;" type="text"/> Date: <input style="width: 100px;" type="text"/></p> <p style="text-align: center;"> <input type="button" value="Complete Step 11 Only"/> <input type="button" value="Complete Step 11 and move to Step 12"/> </p>	<p>District Message</p> <ol style="list-style-type: none"> 1. Welcome Letter 2. Verify Student Information <ol style="list-style-type: none"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts 3. Verify SkyAlert Information 4. Technology Acceptable Use Policy 5. Concussion Law Information 6. Free/Reduced Price Lunch Application 7. Emergency Medical Care Plan & Medication Form 8. Student Handbook 9. Reading Deficiency Information for JK-3rd Grades 10. Miscellaneous Information and Forms <li style="background-color: #e0e0e0;">11. Consolidated Acknowledgement Form 12. Complete Back-to-School Process <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>
--	---

Back-To-School Online Process How To Guide – Elementary Schools

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.)

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 _____?

Step	Area	Field	Requested For	Requested Value	Status
Step 1)	Welcome Newsletter				not completed
Step 2)	Verify Student Information				not completed
Requested Changes Pending Approval by the District:					
	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	48178	
			Plus 4		
* If a Requested Change is denied by the district, Back-to-School Online Process for this student will be marked as INCOMPLETE.					
Step 3)	Verify Skylert Information				not completed
Step 4)	Technology Acceptable Use Policy				not completed
Step 5)	Concussion Law Information				not completed
Step 6)	Add a Food Service Application				not completed
Step 7)	Miscellaneous Information and Forms				not completed
Step 8)	Consolidated Acknowledgement Form				not completed

Guardian Name: _____ Guardian Address: _____

Submit Back-to-School Online Process

District Message

- Welcome Newsletter
- Verify Student Information
 - Student Information
 - Family Address
 - Family Information
 - Emergency Information
 - Emergency Contacts
- Verify Skylert Information
- Technology Acceptable Use Policy
- Concussion Law Information
- Add a Food Service Application
- Miscellaneous Information and Forms
- Consolidated Acknowledgement Form
- Complete Back-to-School Online 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 12. Complete Back-to-School Online Process (Required)	District Message
Calendar	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 _____?	1. Welcome Newsletter
Gradebook	Review Back-to-School Process Steps	✓ Completed 08/15/2016 3:06pm
Attendance	Step 1) Welcome Newsletter & Note from the Principal	Completed 06/15/2016 3:06pm
Student Info	Step 2) Verify Student Information	Completed 06/15/2016 3:14pm
Food Service	No Requested Changes exist for Step 2.	✓ a. Student Information
Schedule	Step 3) Verify Skylert Information	Completed 06/15/2016 3:19pm
Academic History	Step 4) Technology Acceptable Use Policy	Completed 06/15/2016 3:03pm
Portfolio	Step 5) Concussion Law Information	Completed 06/15/2016 3:04pm
Skylert	Step 6) Free/Reduced Price Lunch Application	Completed 06/15/2016 3:04pm
Login History	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
	Guardian Name: _____ Guardian Address: _____	4. Technology Acceptable Use Policy
		✓ Completed 08/15/2016 3:03pm
		5. Concussion Law Information
		✓ Completed 08/15/2016 3:04pm
		6. Free/Reduced Price Lunch Application
		✓ Completed 08/15/2016 3:04pm
		7. Parent-Student Handbook & Student Code of Conduct
		✓ Completed 08/15/2016 3:04pm
		8. Miscellaneous Information and Forms
		✓ Completed 08/15/2016 3:05pm
		9. Consolidated Acknowledgement Form
		✓ Completed 08/15/2016 3:06pm
		10. Complete Back-to-School Online Process
		Previous Step Next Step