Step by Step Instructions for Registering Students Online in Skyward

This guide will help you to register your students Online in Skyward, Wa-Nee Community Schools student management system. Please note that while we have worked diligently to ensure that the registration process is as smooth as possible, you may run into issues when registering your child. If you do have any issues with the registration process, please be patient and contact your child's school for assistance.

Also, please note that in an effort to ensure the most up-to-date information possible from our families there is some information that you may need to re-enter such as parent contact info and emergency contacts to ensure it is up to date.

Helpful Hints

- Please do not use a cell phone to complete this process. We have found that parents who have tried to do this have not be successful.
- Enlarge the pop-up screens in Skyward for easier navigation. We have been told by parents that they have had trouble seeing the "Next" or "Review & Submit" buttons if the screen hasn't been enlarged.

Step 1 - Please visit <u>https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduwaneein/seplog01.w</u> to log in to register your student. Links to Skyward are also provided on the Wa-Nee Community Schools website.



You should have received a Skyward login ID and password reset information via email. Please ensure that you reset your password prior to registration. You will enter it in the area below marked (1). If you did not receive a login ID or password, please contact your child's school.

Once you have entered the login ID and password please make sure Family/Student Access is selected from the Login Area at the bottom (2) and then click the Sign In button (3).

	S K Y W A R D°
	Wa-Nee Community Schools
1	Login ID: Password: Sign In Forgot your Login/Password?
	05.20.06.00.03
	Login Area: (Family/Student Access V)

If you are logging in for the first time you MAY be prompted to change your password if you have not already done so.

Name:	1	
Login:		
New Password:		
Confirm New Password:		Submit
	Minimum Password	Length: 5
N	have of Decouvered a Defer	Deven
Num	ider of Passwords Befor	e Reuse:

Step 2 - You will be taken to the Dashboard page for the district. Click the Family Access button on the right side.

Jump to Other Dashboards		No widgets are selected for this dashboard.	1 Open Family Access	
Skyward Usor		Click here to add widgets.		
Reset Dashboards	Select Widgets			

Step 3 - Next you will arrive at the Family Access section. From here you can register your student, view gradebook information, schedules, health information, and pay fees (1). Please note that not all of this information is available at the time of registration and will be added in throughout the year.

If you have more than one student at Wa-Nee you will be able to view each student's information by clicking the arrow next to their name at the top of the screen (2). You can move back and forth between your students using this arrow.

During registration a notice has been placed in the center of the screen to remind you of which students have not been registered for school yet (3). If you have more than one student, you will see multiple reminders. Click on your first student to start the registration process.



Step 4 - You will be taken to the first step in the process for registration. A list of all of the steps can be found on the right side of the screen (1). As you complete each item you will see a checkmark next to it. You can move back and forth between any of the items in any order, but all items must be completed and checked to complete registration in the final step. Several of the items during the registration process will require you to click on a link to view them. These items will pop up in a new window allowing you to read the information. You will then go back to Skyward to provide any necessary signatures/information and click on the **Complete Step____ Only** button to save the information (2). **If you do not click the Complete Step button your info will not save**. Once you are finished click the **Next Step** button (3) to move on. You can also click on the step itself to move on.

You will be taken to your students General Information area. There are several steps labeled A through F that must be completed. Some of this information cannot be changed as it already entered by Wa-Nee staff. Any items with a star (*) are required. Items that have a question mark (?) next to them have additional information available about them that can be accessed by clicking on them.



Section 1a - Verify Student Information: Family Information - In this section you will enter the information for a guardian or guardians for your child. You will need to include the Name, Relationship, Employer, and Home Email Address for the guardian.

You can also add any phone numbers for the guardian. If you see any additional guardians that should not be listed, please contact the school.

SKYWARD'	amily Access		My Account Contact Us Exit
Home	Online Registration (Woodview Elementary School 2020-2021)		
Online Registration	Step 1a. Verify Student Information: Student I	nformation Undo	District Message
Registration	(Required)		1. Verify Student Information
Calendar	 Contacts Each student may have a total of 5 Emergency Contacts Students may be released to any Emergency Contact as 	signed by Guardian at any time	a. Student Information
Attendance	Stadents may be released to any Energency contact as	Signed by Outrotan at any time.	b. Family Address
Student Info	General Information		c. Family Information
Food Consist	First:	Middle:	d. Emergency Information
Food Service	Last:	Suffix:	e. Emergency Contacts
Discipline	* Birthday:	Gender: Female 🗸	f. Health Information
Test Scores	Other Name:]	2. Verify Skylert Information
Fee	Language: English	Race:	3. Add a Food Service Application
Management	Native Language: English		4. 2020-21 Remote Learning Survey
Portfolio	Do you have internet access?		5. Permission to Share
Skylert	Do you have a device to access	s eLearning material?	6. Food Service Information
Lonia I Batani	Does student have a parent in	the military?	7. Military Questionaire
Login History	Home Phone: (574) Ext:		8. Migrant Survey
	Cell 🗸 (574) Ext:		9. Medical Information
	Ext:		10. Pesticide Information
	Home Email:]	11. IPad Acceptance Form
	Allow Dublication of Studentic Name for [2]		12. McKinney-Vento Homeless Survey
	Anow Publication of Student's Name for: 2		13. Complete Online Registration
	District Use: Local	Use: V	Previous Step Next Step
			Close and Einish
	Complete Step 1a a	nd move to Step 1b	
	(*) Indicates a required field.		3
		2	

Section 1d - Verify Student Information: Emergency Information - In this section you will see the information for health records and notes we have on file for your child. If you see any information that has changed or needs additional information. Please note we may need additional documentation on file.

Home	Online Registration	
	(Woodview Elementary School 2020-2021)	
Online Registration	Step 1d. Verify Student Information: Emergency Information	District Message
	 Quardiane are always Emergency Contacts 	1. Verify Student Information
Calendar	~ Each student may have a total of 5 Emergency Contacts. ~ Students may have a total of 5 Emergency Contact assigned by Guardian at any time	a. Student Information
Attendance		b. Family Address
Student Info	Last Name, First	c. Family Information
Food Convice		d. Emergency Information
Food Service	Dentist	e. Emergency Contacts
Discipline	Complete Step 1d and move to Step 1a	f. Health Information
Test Scores	Complete Step To and move to Step Te	2. Verify Skylert Information

Section 1e - Verify Student Information: Emergency Contacts - In this section you will enter the information for emergency contacts for your child. Please note that we can only list 5 emergency contacts per student including the guardians. Please enter the guardians in the order that you would like them to be contacted (1). You must select a relationship for the contact from the list (2). If an emergency contact entered is already a Guardian for another student, they will have to update their own information - you will not be able to change this. Finally, all Emergency Contacts you select are automatically allowed to pick the student up from school.

Harra	Online Registration	
Home	(Woodview Elementary School 2020-2021)	
Online Registration	Step 1e. Verify Student Information: Emergency Contacts	District Message
	(Required)	1. Verify Student Information
Calendar	~ Each students may have a total of 5 Emergency Contacts. ~ Students may have a total of 5 Emergency Contact assigned by Guardian at any time	a. Student Information
Attendance		b. Family Address
Student Info	Add Emergency Contact Change Emergency Contact Order	c. Family Information
Fred Carden	Contact Number: 1 Delete this Emergency Contact	d. Emergency Information
Food Service	First: Fi	e. Emergency Contacts
Discipline	Middle: (574) Ext:	f. Health Information
Test Scores	Last	2. Verify Skylert Information
Fee	Relationship: Mother	3. Add a Food Service Application
Management	2	4. 2020-21 Remote Learning Survey
Portfolio	Contact Number: 2 Delete this Emergency Contact	5. Permission to Share
Skylert	First: First: Ext:	6. Food Service Information
Login History	Middle: (574) Ext:	7. Military Questionaire
Login History	Last:	8. Migrant Survey
	Relationshin: Eather	9. Medical Information
	Notationing. I date	10. Pesticide Information
	Contact Number Delete this Emergency Contact	11. IPad Acceptance Form
	Primary Phone: (574)	12. McKinney-Vento Homeless Survey
		13. Complete Online Registration
	Last:	Previous Step Next Step
	Relationship: Grandmother	Close and Finish Later
	Complete Step 1e and move to Step 1f	

Section 1f - Verify Student Information: Health Information - In this section you will enter any pertinent health information for your child. This information will be reviewed by the school nurse for approval and/or follow up.

Homo	Online Registration	
Home	(Woodview Elementary School 2020-2021)	
Online Registration	Step 1f. Verify Student Information: Health Information (Required)	ot
Calendar	 Guardians are always Emergency Contacts. Each student may have a total of 5 Emergency Contacts. Students may be released to any Emergency Contact assigned by Guardian at any time. 	
Attendance		_
Student Info	Health Problems:	
Food Service		
Discipline		,
Test Scores	Allergy Notes:	7
Fee Management		4
Portfolio		
Skylert		//
Login History	Medication Notes:	
		/
	Hospital Notes:	٦
		/
		1
	Vision Notes:	
		/

You now have all of the basic information needed to navigate the remainder of the items on the registration form. Please note that each school may require different forms/signatures depending on the services offered. There is a **Close and Finish Later** button at the bottom of each page that will allow you to return to the registration form later if additional information is needed. The registration system will retain any information you have already put in and will save your progress as you go.

For the next few pages of this guide we will highlight a few of the areas that may require additional explanation and/or settings. Not all of the steps of the Online registration have been covered, but if you have any questions or require any assistance with completing the form or a please contact your child's school for assistance or to schedule an appointment. To skip to the end of the registration section and complete registration please go to **Page 14** of this document.

Section 2 - Verify Skylert Information: Skylert is the program that is used to contact guardians of school delays and/or closures as well as other important safety information. Skylert enables you to receive notifications concerning your child. You have control over which notification you receive and how often you would like to receive them.

Hama	Online Registrati	on						
Home	(Woodview El	ementary School 2	2020-2021)					
Online Registration	Step 2. Verify Sky	ylert Informatio	o <mark>n (Requi</mark>	red)				
Calendar	Skylert enables you	to receive notificative and how you w	tions concer	ning your child	l(ren). You hav	e control o	ver which	
Attendance		ive and now you n	ould like to I	occive mem.	×			
Student Info	My Skyward Contac	ct Info						
Food Service	Contact Info			School Hours Emergency	Attendance	General	Non-School Hours Emergency	Survey
Discipline	* Primary Phone:	(574)						
Test Scores		Family Wit	h	<	<	<	<	
Fee	Phone:	(574)						
Management		Family Wit	h					
Portfolio	Work V Phone:	(574)						
Cladaet		Family Wit	h	<				
Skylen	Home Email:							
Login History		Family Wit	h	<	<	<	✓	<
	Additional Contact I	nfo for Family With						
	Phone Numbers			School Hours Emergency	Attendance	General	Non- School Hours Emergency	Survey
	Additional Phone 1:	(574)		2	Z			<
	Email Addresses			School Hours Emergency	Attendance	General	Non- School Hours Emergency	Survey
	Additional Email 1:			~	<	<		<
	Text Message Num	bers		School Hours Emergency	Attendance	General	Non- School Hours Emergency	
	Phone 1:						~	
			Complete St	ep 2 and move	to Step 3			

Section 6 - Free & Reduced Applications Available – Wa-Nee Community Schools would like to make all parents aware of the eligibility requirements for Free and Reduced meal assistance applications. **Even if you do not qualify for the Meal Assistance program you must read and sign off on this information to complete registration (1).**



Wa-Nee Community Schools

Steps	2019-2020 Application for Free and Reduced Price School Meals			
➡ Letter to Parents	Letter to Parents			
Instructions for Applying				
Federal Income Chart				
Use of Information				
Statement	Dear Parent/Guardian:			
Non-discrimination Statement	Children need healthy meals to learn. Wa-Nee Community Schools offers healthy meals every school day. Breakfast costs \$1.50; lunch costs \$2.55 (High School), reduced price meals. Reduced price is Reduced Breakfast [\$.30] for breakfast and Reduced Lunch [\$.40] for lunch. This packet includes an application for free			
Application	instructions. Below are some common questions and answers to help you with the application process.			
Step 1: Child Names	Step 1: 1. WHO CAN GET FREE OR REDUCED PRICE MEALS? Child Names • All children in households receiving benefits from SNAP (Food Stamps) or TANF are eligible for free meals.			
Benefits	Benefits • Foster children that are under the legal responsibility of a foster care agency or court are eligible for free meals.			
• Step 3: • Children participating in their school's Head Start program are eligible for free meals. Gross Income • Children who meet the definition of homeless, runaway, or migrant are eligible for free meals. • Step 4: • Children who meet the definition of homeless, runaway, or migrant are eligible for free meals.				
		 Signature Step 5: Children may receive free or reduced price meals if your household's income is within the limits on the Federal Income Eligibility Guide household income falls at or below the limits on this chart. 		
Other Benefits	FEDERAL INCOME CHART			
Optional: For School Year 2019-20				
Identities	Household Size Yearly Monthly Weekly			
Review and Submit	1 23,107 1,926 445			

There is a <u>check box in the **Instructions for Applying** that must checked to continue completing the application. You will find that the Free and Reduced-Price Lunch Application looks very similar to the old "paper pencil" application the only difference is it is now electronic.</u>

Wa-Nee Community Schools

Steps	2019-2020 Application for Free and Reduced Price School Meals
Letter to Parents	Instructions for Applying. Please select the option below after reviewing all information. Questions can be directed to contact information supplied in the Letter to Parents.
 Instructions for Applying 	\square I have read the Instructions for Applying and would like to continue the application
Federal Income Chart	

Please do not forget to include the last four digits of your Social Security Number (SSN) in Step 3 of the application or check the box if no SSN. An application submitted without a social security number cannot be approved and will be denied pending the receipt of this information.

After you have completed **STEP 3 GROSS INCOME** listing any Child Income, and all Adult Household Members and their gross income and how often it is received (income from unemployment is considered household income) you are ready to sign the application (Step 4) by including name, address, and electronically signing. To electronically sign you simply click on the blue Click to Sign (1). A pop-up message will appear that you will need to read and click on the appropriate choice.

STEP 4

ools - Entity 100 - 05.20.02.00.06 - Google Chrome	- 0 ×
scripts/wsisa.dll/WService=wseduwaneein/sfamaedit020.w	୍
nity Schools	
2019-2020 Application for Free and Reduced Price School Meals	Previous <u>N</u> ext <u>Print</u> <u>Back</u>
Step 4 - Contact Information and Adult Signature	
I certify (promise) that all information on this application is true and that all in officials may verify (check) the information. I am aware that if I purposely give	ome is reported. I understand that this information is given in connection with the receipt of Federal funds, and that school false information, my children may lose meal benefits, and I may be prosecuted under applicable State and Federal laws.
Street Address/Apt #	Daytime Phone (ontional):
City:	State: Zip Code:
* Printed name of adult	* Signature of adult
completing the form:	completing the form:
Today 5 Date.	
	1

STEP 5 – <u>If you would like assistance with your child(s) textbooks you must complete Step 5</u> <u>OTHER BENEFITS on the online application to be considered for this benefit.</u>

This section is optional and does not need to be completed to receive free or reduced-price meal benefits however, if you want to receive textbook assistance you will need to complete Step 5 OTHER BENEFITS and qualify for meal assistance (free or reduced lunch).

🙀 Wa-Nee Community Sch	ools - Entity 100 - 05.20.02.00.06 - Google Chrome — 🗇 🗙
skyward.iscorp.com/	/scripts/wsisa.dll/WService=wseduwaneein/sfamaedit020.w Q
Wa-Nee Commun	nity Schools
Steps	2019-2020 Application for Free and Reduced Price School Meals Previous Next Print Back
Letter to Parents Instructions for Applying	Step 5. <u>OTHER BENEFITS</u> This section does not need to be completed to receive free or reduced price meal benefits.
Federal Income Chart	
Use of Information Statement Non-discrimination Statement Application • Step 1: Child Names • Step 2: Benefits • Step 3:	Do you want to receive Textbook Assistance ? NO This box says NO , and you will have to opt in by saying " YES " and electronically signing (1) . Lectify that I am the parent/guardian of the child(ren) for v wr ight of confidentiality for this purpose only. This application information will be shared with the Indiana Family and Social Services Administration pursuant to I.C. 20-33-5-2 and I.C. 12-14-28-2, solely for purposes of completing the form: Click to Sign Today's Date: Printed Name:
Gross income Step 4: Signature → Step 5: Other Benefits • Optional: Racial and Ethnic Identities Review and Submit	This application information may be shared with the Family and Social Service an inistration for the purpose of identifying children who may qualify for free or low-cost health insurance under Medicaid or Hoosier Healthwise . If you want the application information shared for the purpose, please sign below. I certify I am the parent/guardian of the child(ren) for whom application is being made. I authorize the release of information of this purpose. Signature of adult completing the form: Clic on Today's Date: For information about Hoosier Healthwise health insurance, call 1-800-889-9949.

After you have completed your free and reduced meal application **you must click on Review and Submit** (1) and correct any errors or information that might pop up during this review.



Once you have completed application and fixed any errors or missing information you will be ready to submit your application (1)



You will get a message that your application has been successfully submitted and it will be sent directly to Wa-Nee Community Schools for processing. You will be sent an email (if one is provided) or letter within 10 days of the submission of your application.

lame of School Buil	lding	Birthdate	Grade	citing the pare		
	Applicati	on Helper			(i)	
	The Foo	d Service applicat	ion was su	ccessfully submit	ed.	
		ок				
			L			

If you have any questions, please feel free to contact us at <u>freereduced@wanee.org</u> or the school where your child attends.

Fee Management

If you would like to pay fees for all of your students online via credit card, click the Fee Management button (1) and continue to the next page of this guide. Here you can make deposits into your child's lunch account or make payments towards your child's textbook rental fees (2). Normally there is a 3.6% service fee for each time a payment is made using your credit or debit card. <u>However, Wa-Nee will be waiving this service fee until September 30, 2020 to minimize sharing of high touch items. We encourage parents to take advantage of this limited time option.</u>

Fa	amily Access
S K Y W A R D°	
	Fee Management
Home	Unnaid Balance
Online Registration	(Woodview Elementary School): 0.00
Calendar	(Woodview Elementary School) View Totals Make a Payment
Attendance	There is no Fee Management information available for this student.
Student Info	
Food Service	
Discipline	
Test Scores	
Fee Management	1
Portfolio	
Skylert	

WA-NEE		G <u>Translate</u>		
Community Schools Web Store		Shop \sim resources \sim home login cart		
			1	
Skyward	Log Out Of Skyward	AUTO-REPLENISH FOR FOOD SERVICE		
	FOOD ACCOUNTS	Processing Schedule		
A		Auto-replenish will process after 7:00 p.m. CT when		
FOOD	Balance:	the food service account balance falls below the	1	
0	MAKE ONE-TIME PAYMENT	threshold.		
S REQUIRED FEES		Transactions		
	Balance			
5 OF HORAET LES	MAKE ONE-TIME PAYMENT	A transaction will be processed when the student's		
		rood service account balance falls below the		
		below") A transaction will process through the paver's		
		account (customer) once per student, per day. If a		

Section 14 - Complete Wa-Nee Community Schools Online Registration - Once you have completed all of the sections listed to the right of the screen and all have check marks next to them (1) you are ready to complete your Online registration (2). Please review all of the information listed. If any information was changed you will be notified that they are Pending Approval of the district or completed (3). This means that we will review the information and approve it before school starts. If we have questions or need to confirm a change, we will contact you directly.

When you are ready to complete your registration and submit the registration click the Submit Online Registration button (4).

Please note: Each school may have a different number of steps to be completed (i.e. Northwood High School has 16 steps) All steps listed on the right-hand side of the page must have a green check mark in order to complete your Online registration.

Homo	Online Registration			
Home	(Wakarusa Elementary School 2020-2021)		Print	
Online Registration	Step 14. Complete Online Registration (Required	District Message		
Calendar	By completing Online Registration, you are confirming that the Are you sure you want to complete Online Registration for Cal	1. Verify Student Information √ Completed 07/15/2020 12:54pm		
Attendance	Review Online Registration Steps		√a. Student Information	
	Step 1) Verify Student Information	Completed 07/15/2020 12:54pm	Jb. Family Address	
Student Info	No Requested Changes exist for Step 1.	Completed 07/15/2020 12:54em	d c. Family Information	
Food Service	Step 3) Add a Food Service Application	Completed 07/15/2020 12:54pm Completed 07/15/2020 12:54pm	d Emorronau Information	
Dissipling	Step 4) 2020-21 Remote Learning Survey	Completed 07/15/2020 12:55pm	d. Emergency mormation	
Discipline	Step 5) Permission to Share	Completed 07/15/2020 1:02pm Completed 07/15/2020 1:02pm	√ e. Emergency Contacts	
Test Scores	Step 7) Military Questionaire	Completed 07/15/2020 1:02pm	of f. Health Information	
Eas	Step 8) Migrant Survey	Completed 07/17/2020 7:12am	2. Verify Skylert Information	
Ree Management	Step 9) Medical Information	Completed 07/17/2020 7:13a	Completed 07/15/2020 12:54pm	
-	Step 10) Pesticide information Step 11) IPad Acceptance Form	Completed 07/17/2020 7:13am Completed 07/17/2020 7:23am	3. Add a Food Service Application	
Portfolio	Step 12) McKinney-Vento Homeless Survey	Completed 07/17/2020 7:23am	Completed 07/15/2020 12:54pm	
Skylert	Step 13) Parent Acknowledgements	Completed 2 2020 7:29am	4. 2020-21 Remote Learning Survey	
Login History	Guardian Name: Guardian Address:	3	√ Completed 07/15/2020 12:55pm	
	Submit Online Re	gistration	5. Permission to Share Completed 07/15/2020 1:02pm	
	4	k.	7. Military Questionaire	
			8. Migrant Survey Completed 07/17/2020 7:12am	
			9. Medical Information d Completed 07/17/2020 7:13am	
			10. Pesticide Information Completed 07/17/2020 7:13am	
			11. IPad Acceptance Form Completed 07/17/2020 7:23am	
			12. McKinney-Vento Homeless Survey Completed 07/17/2020 7:23am	
		2	13. Parent Acknowledgements Completed 07/17/2020 7:29am	
			14. Complete Online Registration	
			Previous Step Next Step	
			Close and Finish Later	

You will receive a message that shows that registration was successfully completed. You can review the information that was submitted or go back and make changes if needed.

If you have additional students that you need to register you can do so using the triangle next to your child's name. You will be asked to complete the same process for any additional students.