

Elma School District 2019-20

IMPORTANT NEWS

FOR ALL RETURNING STUDENTS NEXT YEAR

Dear Elma School District Families:

We have important news for the 2019-20 school year! Once again we will be using Skyward online registration for all returning students to the district. New students to the district will still need to complete registration in person at one of the school offices. Online registration includes all beginning of the year forms that each student must complete to start the year. The online registration process is completed in Skyward through your Family Access account. Step by step instructions can be found on the back of this page, as well as, on the district website (www.eagles.edu). **Online registration for the 2019-20 school year will open around August 10, 2019.** Notice will go out in **email** and on the **District Facebook** page when it opens and also when schedules and teacher placements become available. Please review building specific instructions for where your student will be attending next year below.

Elma Elementary

- Online registration is **REQUIRED** for all returning elementary students by the first day of school (including incoming Kindergarten students).
- If you do not have access to a computer or Internet you may visit the elementary office during regular office hours starting mid-August for assistance.
- Students with life threatening health conditions and/or medication taken at school, will need doctor signed forms turned into the school nurse by the first day of school.
- Your student's **2019-20 TEACHER PLACEMENT** will be made available to you in mid-August and only if the online registration process has been completed. Teacher placements will show in the "schedule" section of *Skyward Family Access*.

Elma Middle and High Schools

- Online registration is **REQUIRED** for all returning middle and high school students by the first day of school (including incoming 6th graders).
- **No paper registration packets will be mailed home.** If you do not have access to a computer or Internet you may visit MS or HS offices during regular office hours starting mid-August for assistance. EGHS students may also visit the HS office for assistance as well.
- Your student's **2019-20 SCHEDULE AND LOCKER ASSIGNMENT** will be made available to you in mid-August and only if the online registration process has been completed. Schedules will show in the "schedule" section and locker and combo in "student info" of *Skyward Family Access*.
- Students with life-threatening health conditions will receive their 2019-20 forms now from the nurse. Forms will also be mailed home again in August. **Bring in your doctor signed form(s) along with any medications your student will require during the school day to the nurse.** Student schedules **will not** be released until doctor signed forms & meds have been turned in.
- For your convenience all beginning of the year ASB and yearbook purchases can now be completed online with debit or credit card in Skyward Family Access. If you prefer to pay with cash or check, payments will be accepted in the Middle School or High School offices.

Skyward link can be found under "Site Shortcuts" area of the district website: www.eagles.edu

Elma School District

SKYWARD ONLINE REGISTRATION 2019-20

Follow the steps below to begin:

1. Go to a full Internet page of our district's Skyward website (the Skyward mobile app will not work for registration at this time). On the district website (www.eagles.edu) you can find the **link** to our Skyward website in the upper right corner or in "Site Shortcuts" at the bottom of the home page.



2. Log into your Skyward **FAMILY ACCESS PARENT** account (student accounts will not work). You will see an **ONLINE REGISTRATION 2019-20** link for each of your students.



3. Select the link and follow the steps to update Student Information, Family Address, Family Information, Emergency Information, Emergency Contacts, Military, Transportation, Housing, Network Acceptable Use Policy, Household Income Survey, Health, Attendance, and additional building specific forms.

4. Please note each area will have an **EDIT** and/or **COMPLETE** step at the bottom or the top of the screen to select (depending on whether you are in full screen mode). Each step must be completed and have a **GREEN CHECK** to the left before you will be able to submit registration. Some fields like student name and birthdate will be read only (no changes will be allowed). Other fields like address, phone numbers, emergency contacts, etc. will allow changes or additions to be submitted.

5. If you need help with **any** of the following, please email skywardsupport@eagles.edu (make sure to include parent name, student name, and grade level in the email) or call your student's school office. Email will be checked throughout the summer, as well as, district office phone calls at 482-2822. School offices will open mid-August. Once school offices open, you may come in for additional help and/or also use district computers to complete registration.

- Need a Family Access account created
- Forgot password and need a reset
- General assistance with Skyward
- Registration form questions



Skyward link can be found under "Site Shortcuts" area of the district website: www.eagles.edu