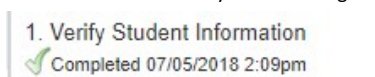


# Instructions for Registration

## Registering students for the 2022-2023 School Year in Skyward Family Access:

- Log in to your family access account (Family & Student Login)
- In the center of the screen under-  
"2022-2023 School Year Registration is now Open Until 08/23/2022"  
Click the hyperlink "Go to 2022-2023 School Year Registration for [Student Name]."
- A District Welcome Message will appear.
- Along the right-hand side is a list of forms available to complete registration for the new school year.
- In the right column under "Verify Student Information" click on "a. Student Information".
  - *Note- this information is what is current listed in the Skyward System. Please, take the time to look over the information and correct anything that may need to be updated.*
- Once you have completed Form 1a you will need to then click the "Complete Step 1a Only" at the bottom of the page.
  - To ensure the information has been saved you will see a green check with a completed status.



- Complete forms 1 (a,b,c,d,e), 2 and 3.
- When you reach Form 4 the "Student Insurance and Residency Questionnaire 2022-2023" the screen will appear a bit differ.
- Make sure to click the View Full Screen to ensure all boxes are filled out. Certain questions within the forms are locked and require an answer. If you hover your mouse over the blank, helpful hints will appear.
- Once you have completed the form, you will want to select the "Complete Step 4 Only" to ensure it saves the information.
- Complete forms 4, 5, 6, 7, 8, 9.
- Form 10 is an optional form. The district, however, would like to strongly encourage each family to fill out the Food Service Application for the 2022-2023 School year.
  - Note: See our Food Service Tab on our district website for additional information.
- Forms 11 and 12 are required for **ANY OUT OF DISTRICT** student.
  - Note: If you are an out of district family, registration **can not** be completed at the district level without the completion of Form 11 Choice Transfer Request, and Form 12 Choice Contract. Without this form we are unable to issue a class schedule.
- Forms 13 and 14 are also optional forms unless your child is planning to participate in a Wilson Creek Sponsored Sport.

\*\* All forms are also available on our website to print, as well as in the district office upon request.

- If you need to close and finish registering at a later time, Click the tab on the right of screen and select "Close and Finish Later" and the information will be saved until you are ready to complete.
- Form 15 is a "Notice of Completion". It will give you a rundown of what forms you are missing, skipped or have completed. If everything looks good, then click the "Submit 2022-2023 School Year Registration" button.

Review TEST RUN- DO NOT USE Steps	
Step 1) Verify Student Information <i>No Requested Changes exist for Step 1.</i>	Completed 07/05/2018 2:09pm
Step 2) Verify Ethnicity/Race <i>No Requested Changes exist for Step 2.</i>	Completed 07/05/2018 2:09pm
Step 3) Verify Military Family	Completed 07/05/2018 2:09pm
Step 4) Student Insurance and Residency Questionnaire 2018-2019	Completed 07/10/2018 9:17am
Step 5) Student Handbook Compact 2018-2019	Completed 07/11/2018 1:52pm

- You have now completed registration for the new school year!!

During the enrollment period you can go back and edit/updated already submitted information. If you find that you need to make a correction, enter the system and on the left-hand menu click on the 2022-2023 School Year Registration tab. From there follow the on-screen directions to make update.

Parents, if you do not know your Skyward Family Access login, have forgotten it or have any questions, please email Alexia Cook [acook@wilsoncreek.org](mailto:acook@wilsoncreek.org) or call the call the district office at 509-345-2541.

### District Message

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. Verify Ethnicity/Race
3. Verify Military Family
4. Student Insurance and Residency Questionnaire 2018-2019
5. Student Handbook Compact 2018-2019
6. Student Health Care Information 2018-2019
7. Internet User Agreement 2018-2019
8. Media Release Form 2018-2019
9. School Communications (Messenger) 2018-2019
10. Food Service Application 2018-2019
11. Choice Transfer Request (Out of District Students ONLY) 2018-2019
12. Choice Contract (Out of District Students ONLY) 2018-2019
13. Sports Handbook 2018-2019
14. Co-Curricular Agreements 2018-2019
15. Complete TEST RUN- DO NOT USE