Online Registration Instructions
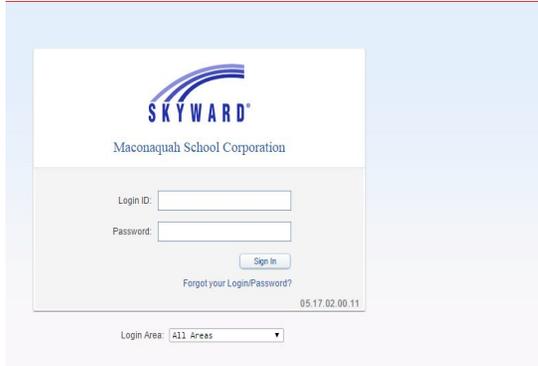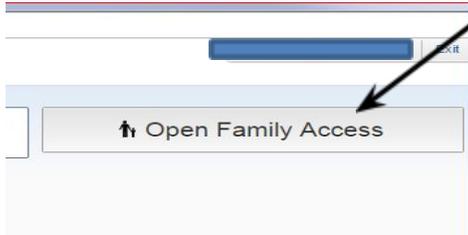
1. Login to Skyward. (Username is first.last name) If you do not remember your password, click "forgot password." You will receive an email with a password reset.
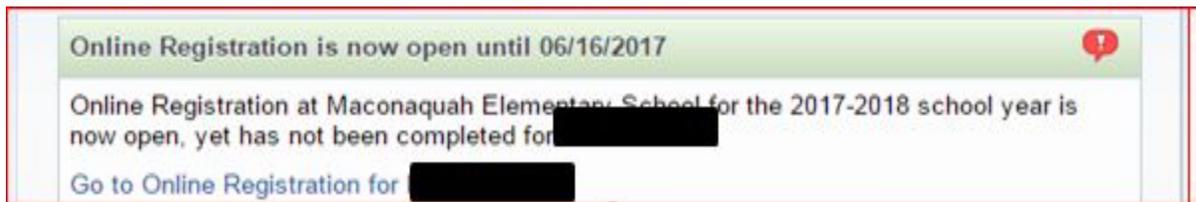
2. Click Open Family Access located on the right hand side of the screen.

3. If you have multiple students in the school system, make sure you click all students and select one student at a time.

4. Click on the *go to online registration* for (student name)

5. You should now see a list of steps to complete for registration. You can complete all of these steps at one time, OR, you can complete a few, save them, and come back later to finish.

6. Step 1a -- Basic Student Information. In this step, you can change a phone number if needed. When finished with those changes, click *Complete step 1a only*.

7. Step 2 -- Family Address Information. You may change any address information on this screen.

Please note: PO box numbers will be entered in the mailing address portion.

8. Family Information -- (Complete relationship, employer, and phone numbers.)
   NOTE: The second number needs to always be the work phone number.

   Please enter your personal email address. All buildings will be communicating through email for most of the needed information.

9. Emergency Contacts

10. If you need to add an emergency contact, click *add emergency contact*.
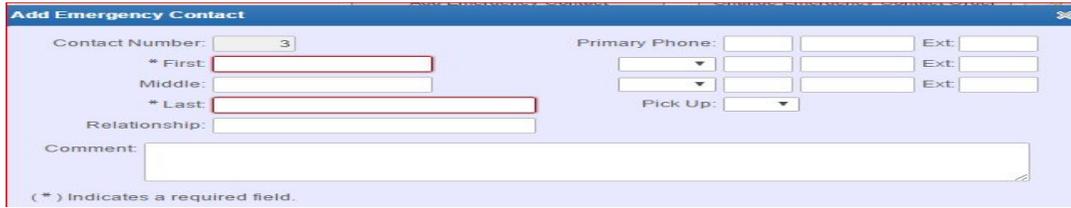
You need to have at least one contact to complete this step.

11. Skylert information (School Messenger)

You can select the phone numbers to be called for school information. You also can add additional phone numbers if needed.

12. All forms have a button *View Full Screen*. Click on that to see the full form.

13. Health Form -- On this form, a yes answer to any of the health questions requires you to contact the school nurse by phone.

   a. You must complete the signature and date line before you can proceed to the next step.

Student Name: ▮▮▮▮▮▮▮▮▮		Date of Birth: ▮▮▮▮▮▮▮▮
Grade: ▮▮▮		Gender: ▮▮▮▮▮

Use the drop down menus to answer each question.

Diabetes	Is your student an insulin-dependent diabetic?	No ▾
Seizures	Does your student have emergency medications for seizures?	No ▾
Asthma	Does your student have asthma that would require an inhaler at school?	No ▾
Heart Condition	Does your student have a heart condition?	No ▾
Allergies	Does your student have allergies that would require Benadryl?	No ▾
Allergies	Does your student require an EpiPen in the school setting for any significant allergies?	N/A ▾
Hearing Aids	Does your student have Hearing Aids.	No ▾
Physical Education	Does your student have any physical education restrictions?	No ▾
Medications	Does your student have any current medications needed during school?	No ▾
Additional Info		

Parent Signature:

test

Please type your full name serving as your signature for this form.

Date:

06/14/2017

Date format mm/dd/yyyy

14. Military Children in Education form

Confidential

Military Children in Education
2017-2018 School Year

Purpose: This questionnaire is the result of a Department of Defense (DOD) program supported by Indiana statute 20-19-3-9.4. Confidentially identifying military children and providing data on their attendance and educational outcomes, states can assist schools and districts by providing access to data to help inform policy and program decisions for this unique student population. In addition, DOD will benefit from this data in developing policy for military child education initiatives.

School Name: [Maconaquah Elementary School ▼]
Student Grade ████████████
Student Name ████████████

Please complete the questions that best describe your student's situation. It is possible to answer "yes" to both.

. Is the above named student connected to an Active Duty military family: [No ▼]

Meaning a school-aged child, enrolled or in the process of enrolling in KG-12th grade, is claimed as a dependent by an Active Duty member of the Armed Forces of the United States; or the student and an Active Duty member(s) are of the same household whether or not the active duty member(s) claims the student as a dependent.

Active Duty" means: full-time duty status in the active uniformed service of the United States.

. Is the above named student connected to a Guard or Reserve military family: [No ▼]

Meaning a school-aged child, enrolled or in the process of enrolling in KG-12th grade, who is claimed as a dependent by a member of the National Guard or Reserve; or the student and National Guard or Reserve member(s) are of the same household whether or not the National Guard or Reserve member(s) claims the student as a dependent.

National Guard or Reserve" means: members of the Reserve Component as defined in 10 U.S.C. Section 10101. Includes Army National Guard of US, Army Reserve, Navy Reserve, Marine Corps Reserve, Air National Guard of US, Air Force Reserve or Coast Guard Reserve.

Parent Signature:
est

Please type your full name serving as your signature for this form.

Date:
06/14/2017
Date format mm/dd//yyyy

15. Residency Information form

RESIDENCY INFORMATION FORM

This questionnaire is in compliance with the McKinney-Vento Act, U.S.C. 42 11432(a). Your answers will help the administrator determine residency documents necessary for enrollment of your students(s).

Student Name	████████████
Parent/Guardian	████████████
School	████████
Phone	████████
Age	████████
Grade	████████
DOB	████████

Address: ████████████

Do you currently live outside the Maconaquah School District? [No ▼]
Required to Answer
Is this address Temporary or Permanent?* [Permanent ▼]
Please choose the following situations where the student currently resides. (You can choose more than one):
[House/Apt with parent or guardian ▼]

If you are living in shared housing, please check all of the following reasons that apply. Choose option 1 (Does Not Apply), if you are NOT living in shared housing.
[Does Not Apply ▼]
[▼]
[▼]

If you chose "Other" please explain.

Are you a student under the age of 18 and living without your parents or guardians? [No ▼]

Residency and Educational Rights
Students who are in temporary, inadequate, and homeless living situations have the following rights:

. Immediate enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the

16. Student Handbook form

17. Laptop Insurance information

18. Other forms will be individualized for each building.
19. The last form will be Free and Reduced Lunch Application.

    If you need to apply for assistance, click Food Service Application. If you do not need assistance, click the box and say I do not qualify for benefits. Then click to complete the step.

Once all forms are completed, click *Submit Online Registration*.