

SANTA FE ISD

Annual Student Online Registration

Steps to complete your student's Online Annual Registration

1. Login to Skyward Family Access via the SFISD.org website -> Parents -> Family Access
2. Enter your parent account “**Login ID**” and “**Password**”. Hit the enter key or click on “**Sign In**”. If you have forgotten your login or password, click on the “[Forgot your Login/Password?](#)” link below the “Sign In” button. It will send an email to the parent email account on file, with your login ID and a link to reset your password. ***Be sure to check your SPAM/Junk folder for the email.**
3. To start the registration process, select the student that you would like to register from the green box on your message board or select “SFISD ONLINE REGISTRATION” from the menu on the left, and choose a student to begin.



4. Complete all of the steps below to complete your student's online registration. **** Important to note:** Starting with Step 1, at the top of the screen, you have the option to “**Print**” and “**View Full Screen**”. It is recommended to view all pages in full screen in order to see all of the fill-in fields.



STEP 1: STUDENT HANDBOOK INFORMATION

This step reviews the Student Code of Conduct and Student Handbook acknowledgements and FERPA options. If you wish to restrict or limit the release of your student's information, check the appropriate boxes, then Sign & date at the bottom of the form. You will have the opportunity in Step 2 to actually set the “flags” for allowing/restricting information release. **Mark the step complete and move on to the next step, or just mark complete and return later to finish the remaining steps.**

STEP 2: VERIFY STUDENT INFORMATION

- a. Student Information - Update student home phone and FERPA “flags” mentioned in Step 1. **Mark the step complete to save.**
- b. Family Address - Update primary and mailing address. These changes must be validated by staff so the changes may be marked “pending approval” but you will still be able to complete registration. **Mark the step complete to save.**
- c. Family Information - Update parent phone numbers and home email address. **Mark the step complete to save.**
- d. Emergency Contacts - Review or delete emergency contacts and anyone authorized to pick up your child. **Mark the step complete to save.**
- e. Health Information - provide information regarding any health conditions for your child. **Mark the step complete to save.**
- f. Ethnicity/Race - please go to the school where your child will attend to complete this Federal form. **Mark the step complete to save.**

STEP 3: ANNUAL STUDENT RESIDENCY QUESTIONNAIRE

This step addresses residency situations in consideration for students with special living arrangements due to various reasons. If your current address is **NOT** a temporary living arrangement, answer **NO** to the first drop-down, and sign and date the form at the bottom. If you answered **YES**, continue to answer all applicable questions and sign and date the form. **Mark step complete.**

STEP 4: OTHER HEALTH RELATED INFORMATION	This step allows you to review health related information from the District Nurse and the student insurance information. It also includes a TB Questionnaire that must be completed in full. Sign and Date to acknowledge all areas and Mark step complete. <i>*Medicine that will need to be administered at school can only be updated on campus with the school nurse.</i>
STEP 5: ACCEPTABLE USE POLICY	Review and acknowledge the SFISD Computer/Network Acceptable Use Policy. Sign and date and Mark step complete.
STEP 6: MILITARY CONNECTED	Please make only one selection on the form which best describes your child's military connection. Sign and date the form and Mark step complete.
STEP 7: FOSTER CARE STATUS	Please make only one selection on the form which best describes your child's current foster care status. Sign and date the form and Mark step complete. <i>*Conservatorship papers will need to be filed with the school office to indicate status.</i>
STEP 8: BUS TRANSPORTATION INFORMATION	If your child requires bus transportation, answer YES . If there are no changes to last years' service, then select NO on the second option and Mark step complete. If your child will be a new bus rider or you need to make changes to the service, select YES on the second option then select the link to complete the " Bus Rider Request Form ", which will open another window to complete. Close window after submitting form. Mark step complete.
STEP 9: FOOD AND NUTRITION SERVICES	Select the link on the form to redirect you to SchoolCafe (<i>meal account portal</i>) to access the online application for the Federal School Breakfast/Lunch program or to deposit funds for your student's meal account. Sign and date to acknowledge that you have reviewed the information and Mark step complete.
STEP 10: PROOF OF RESIDENCY (POR)	Here you now have the <u>option</u> of attaching a digital copy of your Proof of Residency (POR) that you have scanned in and saved on your computer, but please be sure to bring a copy to schedule pickup just in case the upload was unsuccessful! If you would like to attach your POR, just 'browse' to your computer and locate the file to attach, then Mark step complete. If you do not wish to attach a file at this time, just Mark step complete. Acceptable documents (Must be CURRENT within 30 days of enrollment): <ul style="list-style-type: none"> □ a mortgage/lease agreement with the parent/guardian's name and address; □ a current utility bill (electric, water, gas, or cable) with the parent or guardians name and SERVICE address (not mailing address). Unacceptable documents: <ul style="list-style-type: none"> □ No Phone bills; □ No bills with PO Box address
STEP 11: MAKE A FEE PAYMENT (<i>N/A for Kubacak, RJW & Barnett campuses at this time</i>)	You now have the ability to make a fee payment on your student's account (which may include balances due from previous years). If no charges exist or you do not wish to make a payment, then exit the fee payment window and Mark step complete.
FINAL STEP- COMPLETE REGISTRATION-PRINT CONFIRMATION (<i>This may be step #11 or #12 depending on the grade level of the student.</i>)	Review all steps to be sure they are completed/pending/skipped. PRINT THIS PAGE FOR YOUR CONFIRMATION by clicking ' Print ' in the upper right. Click the " Submit SFISD ONLINE REGISTRATION " button at the bottom of the page. Bring the confirmation page, proof of residency, and updated immunizations (if required) to your child's campus for schedule pickup/Teacher assignments on the posted dates.