

SANTA FE ISD

Annual Student Online Registration

Steps to complete your student's Online Annual Registration

1. Login to [Skyward Family Access](#)
2. Enter your "Login ID" and "Password". Hit the enter key or click on "Sign In".
3. To start the registration process, select your child at the top of the screen. Click "Online Registration" tab to the right, click on your child's name on the welcome screen to start registration.
4. Complete all steps to submit your student's registration.

WELCOME MESSAGE

Welcome to Online Registration-- Start with Step 1 then Select the complete step button at the bottom of each page to advance to the next step. All steps must be checked complete in order to proceed to the Final Step. Then click "Complete Registration" button. A new window will open. Review all steps to be sure they are completed. **PRINT THIS PAGE - IT IS YOUR COMPLETION CONFIRMATION. Then click "Submit Online Registration" button to submit. Bring the Online Registration Completion page showing all steps are completed, your proof of residency, and updated immunizations (if required) with you to your child's campus during schedule pickup/Teacher assignments.**

Step 1) Student Handbook Information	This step explains student handbook forms acknowledgements and FERPA options. Sign & date the bottom of the form and verify and/or make any changes in Step 2. SAVE form. Mark step complete.
Step 2) Verify Student Information	<p>Review and update any information below and mark each step complete:</p> <p>1) Student Information – Update student home phone and FERPA.</p> <p>2) Family Information – Update parent phone numbers and home email address.</p> <p>3) Emergency Contacts - This should include anyone authorized to pick up your child from school.</p> <p>4) Health Information - please provide information regarding any health conditions for your child.</p> <p>To change your student's ethnicity or race, please contact your school to complete the Federal Ethnicity/Race Form.</p>
Step 3) Student Annual Residency Questionnaire	This step addresses residency situations for consideration for the student's with special living arrangements. Answer all applicable questions and SAVE form. Mark step complete.
Step 4) Other Health Information	Review the health related information included in this step and complete all required fields. Then sign, date and SAVE Form. Mark step complete. Medicine that will need to be administered at school can only be updated on campus with the school nurse.
Step 5) Technology Acceptable Use Policy	Review the required Technology AUG. Sign, date and SAVE Form. Mark step complete.
Step 6) Military Connected	Please make only one selection on the form which best describes your child's military connection. Military ID or papers are required for verification. Sign, date and SAVE Form. 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. (Conservatorship papers will need to be filed with the school office to indicate status). Sign, date and SAVE Form. Mark step complete.
Step 8) Bus Information	If your child requires bus transportation, answer Yes , then select the link to complete the Bus Information Form . Close window after submitting form. Mark step complete.
Step 9) Food and Nutrition Services	Select the link on the form to redirect you to the online application for the Federal School Breakfast/Lunch program. Then complete the information on the form and close the window after submitting the form. Mark step complete
Final Step) Complete Registration	Review all steps to be sure they are completed. PRINT THIS PAGE FOR YOUR CONFIRMATION. Click "Submit 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.