

## Skyward Family Access Online Forms- Parent Instructions

### Access the Forms and Instructions

1. Login to Skyward Family Access and **select the student** at the top of the screen.
2. Select the option in the top left corner for that student: **Online Forms >> School Year 20xx-20xx.**
3. Select the **button to start the process**. If you have questions, you can click the link on this page.
4. **Read the information at the top of the page.**

### Confirm your Student's Enrollment Information and Contact information for Skylert

1. Select the link for Step #1: **Confirm Student Data**.
2. Review each section. To **make changes** to a section select the link: **Request Changes to...** and if the field is editable, you can make changes as needed. All other changes must be made by the campus staff.
3. After making changes, **mark the step completed**.
4. Select Step #2: **Verify Skylert Contact Information**. You can correct numbers, add additional numbers to be called and enter a text message number.

### Filling out the Forms

1. **Read the information** for each step and select the link.
2. **Fill out** the form completely.
3. Choose **Save** or **Save and Print**.
4. **Mark the step completed** to open up the next step/form. See instructions below for making changes after marking the step completed.

### Completing the Forms Process

1. After completing the last form. **Select the Final Step**.
2. Review the information and select the option: **Complete Online Forms**. You may print this page.

### Editing Forms after Marking them "Completed"

1. **Repeat the steps** for opening the Online Forms.
2. **Remove the check mark** for any form that needs to be edited and make your changes.
3. **Mark the step completed** once again, confirming your changes.
4. Return to the end of the list and **Select the Final Step** to review and **mark the process completed**.

### Fee Management (Paying the iPad Fee)

1. After completing Online Forms, select the link for **Fee Management** in the main menu.
2. Select: **Make Online Payment**.
3. For each student, select: **Update Payment Amount** and place a check to **Pay Charge**.
4. Choose to **Update Cart** for each student.
5. Choose the option: **"Pay with Vendor"**. You will leave the LISD site and go into our Credit Card vendor. You will need an account with them to complete your transaction.