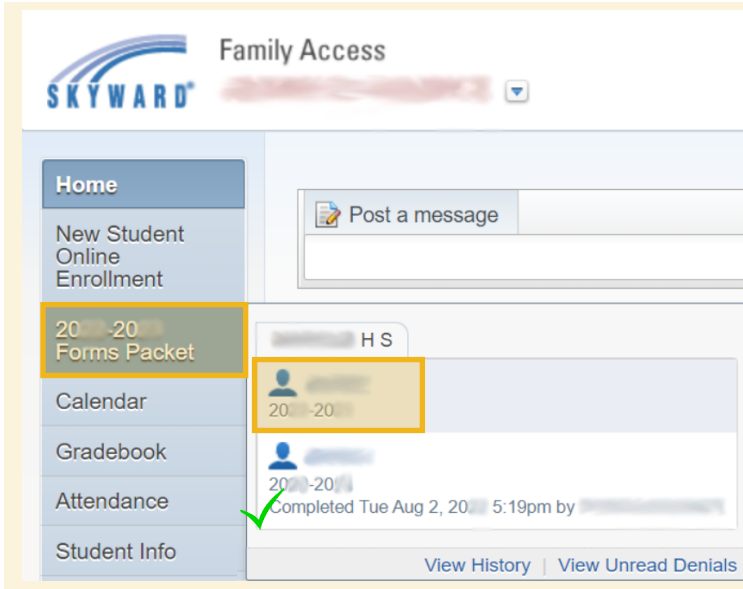SUMMARY: If you received a communication from your student's campus about an incomplete BTS Forms Packet, please refer to the following guide.

VERIFY COMPLETION STATUS

The most common issue with BTS Form Packets is not marking them as "Completed."

STEP ONE
After logging into Skyward Family Access, click on the *20xx-20xx Forms Packet* tab in the menu on the left side of the screen.

STEP TWO
Your student(s) will be revealed in the pop-up window. Verify each student has the word "Completed" with the timestamp below their name.

If any students are missing this indication, please click on their name.

SUBMIT FORMS PACKET

Even if you have filled out all of the forms, the BTS Forms Packet is required to be submitted, even after reopening it to make adjustments.

STEP THREE
Make sure every **(Required)** step is completed.

STEP FOUR
Click on the last step listed on the right side of the screen. This example's last step is Step 16.

STEP FIVE
Click on the *Submit 20xx-20xx Forms Packet* button.

This process can be repeated for any student missing the "Completed" indication in step two.