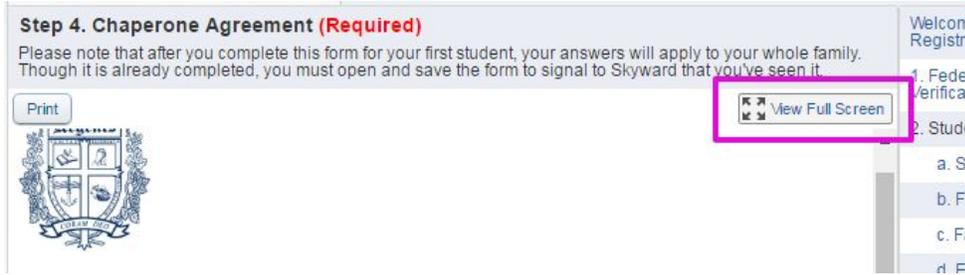# 2017-18 Important Registration Notes & FAQs

IF YOU CAN'T SEE THE WHOLE FORM

Some forms have a ton of information! You'll see a box in the upper right corner to View Full Screen.

HOW TO SAVE YOUR ENTRIES

On an Full Screen form, the "complete" buttons are at the top of the form:

On forms that have not been expanded, the buttons are at the bottom of the form:

If you cannot see the buttons, it is because of your screen settings. Click the box in the upper right corner to go to "Restore Down" mode, and then you'll be able to scroll down to see the buttons.

A WORD ABOUT PHONES

a) Our Skyward system ties the "home/primary phone" to a <u>family</u>, not to an <u>individual</u>. If you do not have a land line, please put the most accessible number in the "home phone" slot. Typically, this is a mom's cell number.

b) Our emergency notification system <u>requires</u> that cell phones are in the 3rd phone slot. If your cell phone is also your primary phone, please repeat that info in the 3rd phone slot. As a matter of policy, Regents will call the cell phone first in case of any emergency with your child.

c) The Emergency Contacts screen can be a little tricky. Please see comment and screenshot below to understand Mom and Dad cell numbers, in the question titled: **I'm having trouble getting my phone numbers in the right places.**

d) The second phone slot is reserved for work phone numbers.

e) Parents of SOL and SOR students now have the opportunity to provide their childrens' cell phone numbers. These numbers are stored for safety only, and accessible only by appropriate staff. We strongly encourage you to complete these fields. Here's what they look like:

A NOTE ABOUT FAMILY INFORMATION

There are several forms for which information is needed only once per family. These include the **RPC Interest Indicator**, **Friends & Family (Grandparent) Information**, and the **Chaperone Form**. You need only complete these forms one time, regardless of how many children attend Regents. However, the software will still require that you open the form and COMPLETE it, to indicate that you're satisfied with the info.

In order to mark it complete, you must open the form in full screen mode:

Then, complete the form (as necessary), and choose "Complete"

DIVORCED FAMILIES

Registration should be completed by the primary (typically, though not always, custodial) family. In cases of joint custody, the software requires that we designate one family as primary and the other as secondary. This is a sequential designation only. The primary family should complete registration paperwork.

UPLOAD YOUR REQUIRED HEALTH FORMS

If you have your shot records and/or Emergency Action Plans available in electronic format, you may upload them during the registration process. See the optional step labeled "Attachments". You must click "complete " to ensure your file is delivered.
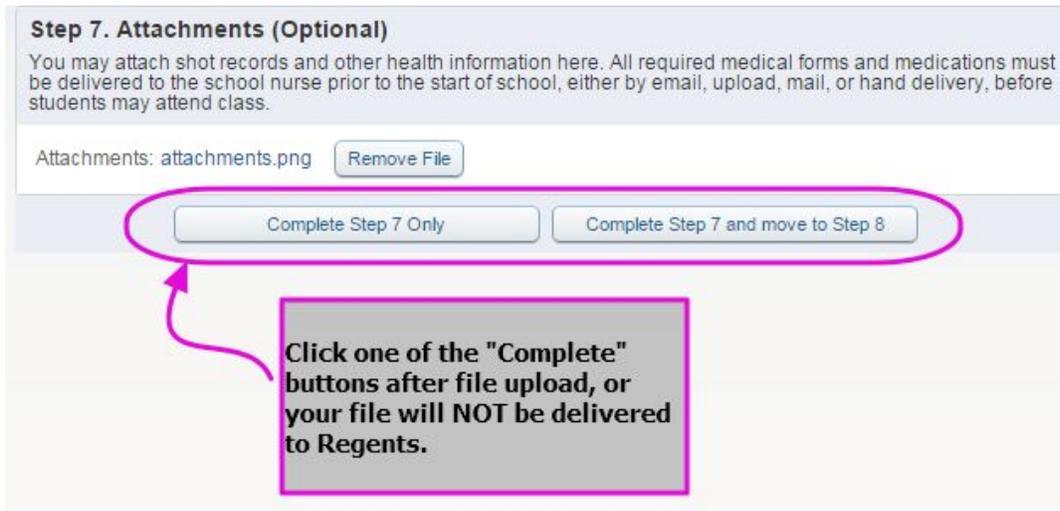
Please note that our nurse must check each submission for accuracy and completeness. You will be contacted if your information is incomplete.

REGISTRATION FAQs

How do I begin?

Log in to your Skyward Family Access account. If you have trouble, try this document: **https://docs.google.com/document/d/1HAWTyswk2yCmV754i5_l7mP6QjJfzIwjbkPj5yTPIHg/edit?usp=sharing**

Look for the Registration button on the left of your screen, or click the banner you'll see across the top

We have more than one student at Regents. Can I just register the oldest or youngest?

Sorry, but with a few exceptions, which are completed only once per family, each child must have his own registration forms. But good news….family information is carried from one student to the next, so you can simply view and confirm.

I noticed that my child is listed as being in the *Upper Grammar School* or the *Lower Grammar School*. I haven't heard anything about that. What's going on?

In order to recognize and reflect the existing differences between the lower grades (K-2) and the upper grades (3-6) in the Grammar School, we have adjusted the internal Skyward structure. Creating a Lower and an Upper Grammar School allows us to accommodate differences in grading and scheduling between the older and younger children. This is a system structural change only, and has no effect on your child.

I can't see the "Complete" button on some pages? How do I complete the form?

Your screen is maximized. *Click* the square box icon in the upper right corner of the screen.

It will go to Restore Down mode, and you'll be able to scroll to the bottom of the form. Your icon will look like this:

After I click on a step, the form looks funny, and words are cut off on the right side. I don't know what to do.

Look back to the center of your screen. *Click* on the View Full Screen button. Complete the form in full screen mode, then choose one of the "Complete" buttons at the top of the page.

I'm having trouble getting my phone numbers in the right places. Thoughts??

In the Emergency Contact section, many families want the Dad's cell number listed as his primary--but that overwrites the Primary phone they've chosen earlier. In this section, please leave the primary number on the Emergency Contact as the home/primary number for the family. You've got another place to provide Dad's cell.

Make changes to cell phones for each parent under the My Account tab in the upper right corner. As a matter of practice, Regents calls cell phones first in the case of emergency, if numbers are provided, so if you and your spouse both give your cell numbers (in the cell slots), they are the first numbers we will call. Each parent can only modify his or her own cell number, so you'll both need to log in to make changes.

I've already completed the RPC and the Grandparent form. Why do they show up for subsequent children?

While you need only complete these forms once per family, please open and COMPLETE to signal the software that you've seen them.

I am trying to edit my address, but it won't let me. What's up?

If you've already made an edit, your changed information will be blocked and bolded. This indicates changes awaiting approval. At the bottom of such a screen is an edit button. *Click Edit*, then edit to make further changes.

I've completed registration for one child. How do I get back to do the rest?

Just click the Registration button, on the left side of your screen.

Who should complete Registration?

Registration is for information, and is separate from Enrollment (financial commitment for next year).
Either parent in a primary household can complete the registration steps, or each parent can complete
some pages. The information is shared within your family. Any completed step will be marked with a
green checkmark. In the example below, the Family Address verification is incomplete.

What if my information changes after I've completed the registration forms?

At any time, you can update your contact, health, or emergency info. Click on the **Student Info** tab

Then, in the upper right hand corner, **Request Changes for [Student Name].**

What about health forms and athletic forms?

Health

Required immunization records or waivers, as well as Emergency Action Plans, must still be delivered to the Nurse's Office. You may email them, fax them, mail them, or hand deliver. Within the Registration process is a step labeled **Attachments**. Upload your records there, if you're able.

★   All new students, as well as entering 7th graders, have required vaccinations.

If your child is not in one of these categories, no updates are required.

Athletics

Please note that all Athletics forms are handled through the Athletics website. Information submitted to the Nurse's office does not meet Athletics requirements.

Any other tips?

Some boxes provide a dropdown box of possible entries. Please note that we standardize addresses (abbreviated road suffix with no punctuation, for instance), so your change request might undergo slight modification.   The review process takes about a week.