

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_I7mP6QjJfzlwjkbPj5yTPIHg/edit?usp=sharing

Look for the Online 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 the exception of the Grandparent Information form, which is completed only for your youngest student, 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 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, it doesn't open the form. I keep clicking, but nothing happens. I don't know what to do.

Look back to the center of your screen. *Double click* on the blue words to open the form. After you've completed and saved the form, you'll be returned to this screen, and the two *Complete* buttons will be live. You can choose either to finish this step.

Step 4. Immunization Updates--Check Your Requirements (Required)

Double click the blue link below to enter the form. Update as necessary, then click the "Save" button at top right of the page. You may print a copy for your records, if desired.

Once document has been saved, please click one of the "Complete" buttons.

[Immunization Updates--Check Your Requirements](#)

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.

Step 3b. Verify Student Information: Family Address (Required) Completed 03/11/2015 9:40am

Address [Preview Address](#)

Street Number: **4508** Street Dir: Street Name: **Hedgehog Lane**

SUD: # P.O. Box:

Address 2:

Zip Code: 78735 Plus 4: City/State: Austin, TX

Mailing Address

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

Who should complete Online Registration?

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.

- 3. Verify Student Information
 - ✓ a. Student Information
 - b. Family Address**
 - ✓ c. Family Information
 - ✓ d. Emergency Information
 - ✓ e. Emergency Contacts
 - ✓ f. Health Information

Parents in secondary households can view registration info, and can change their own information; however, most fields are view-only.

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.

Step 3b. Verify Student Information: Family Address (Required) Undo Undo Change Requests

Address [Preview Address](#)

Street Number: 4508 **Street Dir:** **Street Name:** trav **City/State:** Austin, TX

SUD: **#:** **P.O. Box:** Travis Country Cir
Travis Green Ln

Address 2:

Zip Code: 78735 **Plus 4:**

Mailing Address Same as Address

Street Number: **Street Dir:** **Street Name:**

SUD: **#:** **P.O. Box:**

Address 2:

Zip Code: **Plus 4:** **City/State:**

Complete Step 3b Only Complete Step 3b and move to Step 3c

All fields with bold text and borders are currently waiting for approval by the district.

What about health forms and athletic forms?

Health

Required immunization records or waivers must still be delivered to the Nurse's Office, on paper.

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

Vision and Hearing tests are required for K, 1st, 3rd, 5th, 7th, and all new students.

Scoliosis screening is required for all new students grades 6-12.

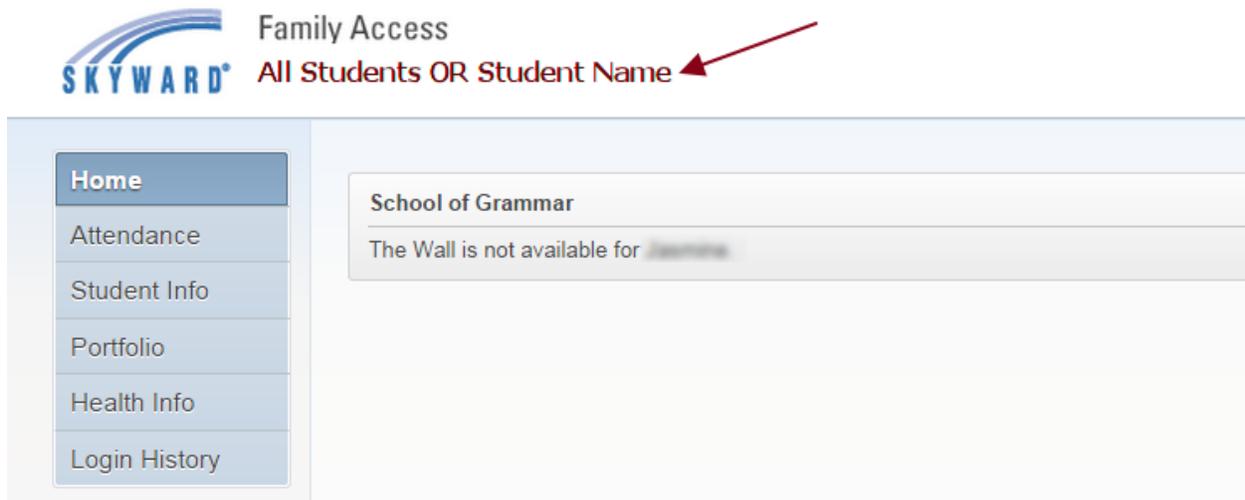
If your child is not in one of these categories, no updates are required.

Athletics

TAPPS has not yet released forms for the 2015-16 school year; students grades 6-12 will be notified when athletic forms are available.

Navigating Inside Skyward Family Portal

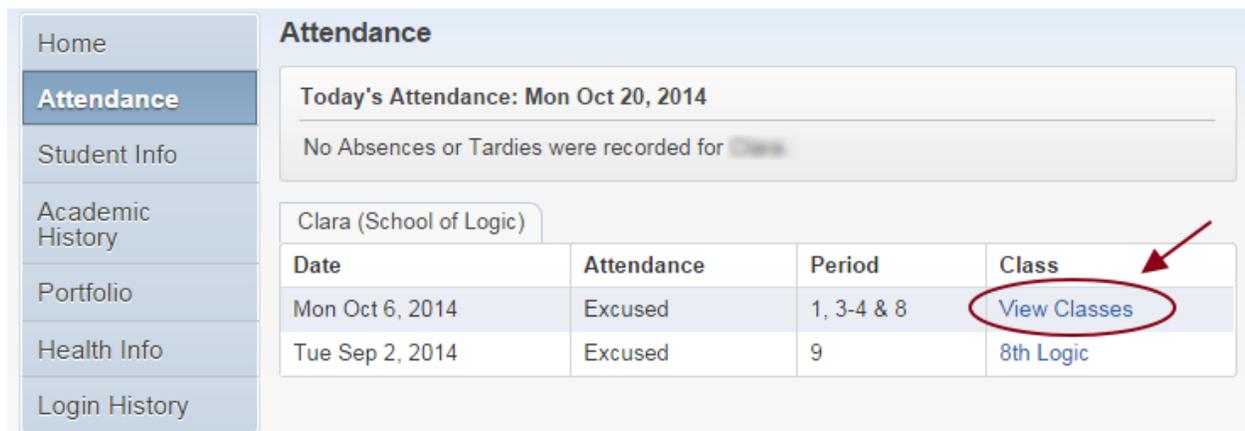
Students: By default, you'll see all students in your family; click the arrow to look at a particular child. Seven tabs (six, for Grammar School) are on the left side:



The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo. To its right, the text reads "Family Access" and "All Students OR Student Name" with a red arrow pointing to the latter. Below the logo is a vertical navigation menu with the following items: Home (highlighted), Attendance, Student Info, Portfolio, Health Info, and Login History. The main content area displays "School of Grammar" and a message: "The Wall is not available for [blurred name]".

Home: The home screen "wall" is available for future use. Stay tuned.

Attendance: For your selected student, or for all students in your family, you'll see both today's attendance and summary attendance. Click on a blue link to see specific classes missed. Note: teachers may not record attendance until the end of the school day.



The screenshot shows the Skyward Family Access interface with the "Attendance" tab selected in the navigation menu. The main content area displays "Attendance" and "Today's Attendance: Mon Oct 20, 2014". Below this, it says "No Absences or Tardies were recorded for [blurred name]". A dropdown menu shows "Clara (School of Logic)". Below the dropdown is a table with the following data:

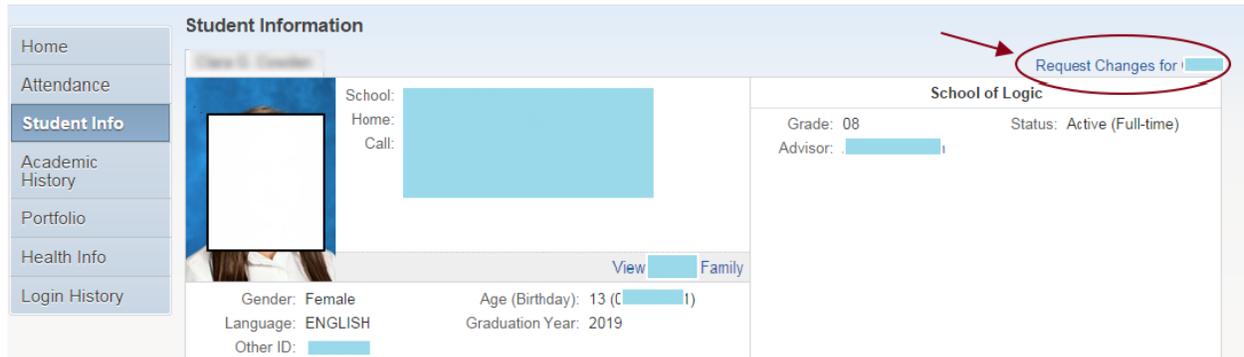
Date	Attendance	Period	Class
Mon Oct 6, 2014	Excused	1, 3-4 & 8	View Classes
Tue Sep 2, 2014	Excused	9	8th Logic

A red arrow points to the "View Classes" link in the "Class" column of the first row.

Student Info:

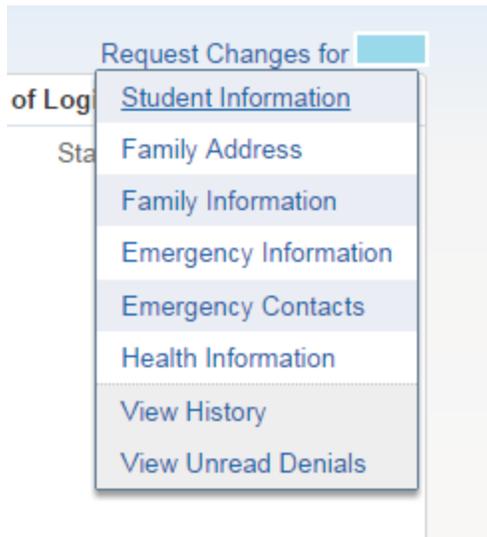
Note the database now includes 2013 pictures. 2014 pictures will be uploaded soon.

From this screen you can request changes to student and family information. Here's where you can let us know if you've changed your email, phone, or home address.



The screenshot shows a web interface for "Student Information". On the left is a navigation menu with options: Home, Attendance, Student Info (highlighted), Academic History, Portfolio, Health Info, and Login History. The main content area is titled "Student Information" and features a student profile card with a photo placeholder, a "View" button, and a "Family" button. Below the profile card, personal details are listed: Gender: Female, Language: ENGLISH, Other ID: [redacted], Age (Birthday): 13 (C [redacted] I), and Graduation Year: 2019. To the right, under "School of Logic", the student's Grade is 08, Status is Active (Full-time), and Advisor is [redacted]. A red circle and arrow highlight the "Request Changes for" link in the top right corner of the page.

Once inside, you have numerous options for data change requests. Please note that requests may take several days to display.



This screenshot shows a dropdown menu titled "Request Changes for" with the following options: Student Information, Family Address, Family Information, Emergency Information, Emergency Contacts, Health Information, View History, and View Unread Denials. The "Student Information" option is currently selected and highlighted.

Academic History: On this screen you'll see your SOL or SOR student's current classes, with grades for completed terms. Coming spring 2015, past history will be available.

Academic History						
(School of Logic)						
2014 - 2015, Grade 08						
Class	Terms	1	2	3	4	FIN
8th Algebra	1 - 4					
8th Bible	3 - 4					
8th History	1 - 4					
8th Language Arts	1 - 4					
8th Latin II	1 - 4					
8th Logic	1 - 2					
8th Science	1 - 4					
Chapel	1 - 4					
PE	1 - 4					

Portfolio: The portfolio contains documents particular to your student. Click on a blue link to open the document. In some cases, a PDF will be downloaded to your computer.

Portfolio - Attachments			
School of Logic			
Report Directory is not available for (School of Logic)			
(School of Logic)			
Description	Type	Created	
2014-15 Report Card Quarter 1	Report Card	Fri Oct 17, 2014 10:33am	
Portfolio - Highlights			
There are no highlights for (School of Logic)			

Health Information: Check here for your current immunization records.

Health Information									
Vaccinations									
Vaccination	Waiver	Type	Date 1	Date 2	Date 3	Date 4	Date 5	Date 6	
Hepatitis B		State Required	07/20/2001	10/20/2001	07/20/2007				
Dip, Tet, Pert		State Required	07/20/2001					5	2
HIB		State Required	07/20/01		2				
Pneumococcal		State Required							
Polio		State Required			2				
Measles		State Required	2						
Mumps		State Required	2	5					
Rubella		State Required	07/20/2002						
Varicella		State Required	07/20/2002	3					
Meningococcal		State Required	07/20/2002						
Hepatitis A		State Required	07/20/2005	3					
Pertussis		Not Required							

Skylert FAQ's

How do recipients opt-in to receive text messages?

1. Text the word "YES" to 68453 from each wireless device they wish to receive texts on.
2. Confirm the text device number(s) are in SchoolMessenger. [Note: Depending on the data synchronization configuration it may take 24 hours or more for numbers to be updated from the Regent's database.]

How do recipients opt-out of receiving text messages?

Recipients not wishing to receive text messages to a particular number can simply do one of the following:

1. Don't opt-in, and don't reply to the opt-in invitation message.
2. Text "STOP" to 68453 at any time.
3. Opt out online at <http://schoolmessenger.com/txtmsg>

Can the text messages come from a Regents phone number instead of the SchoolMessenger short code?

No, short codes are the industry standard and the only fast and reliable way to deliver mass text notifications.

I received a text message that says it's from SchoolMessenger? What does it mean?

That was the opt-in invitation message sent by SchoolMessenger if it was from 68453 and it said:

<<Insert Customer Name>> text messages. Reply Y for aprx 3 msg/mo. Txt HELP 4info. Msg&data rates may apply. See schoolmessenger.com/tm

To continue receiving informational text messages from the school district reply with "YES". If you don't reply, you will not receive any future texts from SchoolMessenger.

I opted in, but I'm not receiving texts?

Ensure that the Regents has included your correct number in the database (Family Access) in the cell phone fields that are synchronized with SchoolMessenger. It may take 24 hours for this number to be active after being changed or added to the Regent's system.

Send a text with the word "YES" from that specific device to 68453. You should receive an opt-in confirmation message from the service.

If you want to receive texts on multiple devices, each device number must have an opt-in receipt. Confirm that the district has attempted to send a SchoolMessenger broadcast that includes a text message to your phone number.

How do I know if it worked?

After you text one of the key words to the short code the system will ALWAYS respond back with one of three messages:

Opt-in Response: You're now registered with the SchoolMessenger notification service. Reply STOP to cancel, HELP for help. Msg&data rates may apply.3msgs/mo.
schoolmessenger.com/tm

Opt-out Response: You're unsubscribed from SchoolMessenger. No more messages will be sent. Reply Y to resubscribe or Help for help. Msg & data rates may apply
schoolmessenger.com/tm

Help or Unknown Key Word Response: Reply Y to subscribe for aprox 3 msgs/mo.Text STOP to quit. For more information reply HELP.

Any other response – or no response – indicates the recipient should contact their wireless device provider to have SMS messaging/premium content enabled (see below for more details).

What does it mean if I texted “yes” to 68453 and I received some sort of error message back?

If you receive what appears to be an error message similar to one of the following it most likely means that short code text messaging is not enabled on your wireless subscription plan:

- Service access denied
- Message failed
- Shortcode may have expired or shortcode texting may be blocked on your account
- Does not participate

These replies DO NOT indicate that the wireless provider can't receive messages from SchoolMessenger. Rather, they are an indication that the mobile device does not have short code SMS texting enabled for that number. This is sometimes disabled by default on company provided cell phones. To address this contact your wireless provider.

[Note: Providers sometimes use various names for this type of texting service (e.g. short code, SMS, premium, etc.). If you simply ask about text messaging, your carrier may assume you are referring to person-to-person. Therefore be very clear to refer to “short code” text messages. Most TV programs with a voting component use short code SMS messaging (e.g. American Idol, Dancing with the Stars, etc.).Using an example such as this can be a way to clarify the type of texting service you want to enable.]

Will I be charged for the text messages that I receive from SchoolMessenger?

SchoolMessenger does not charge recipients for the text messages that they receive or send to the short code; however, wireless providers may charge for individual text messages depending on the plan associated with the wireless device.

Conference Sign-Up

Log in to your Family Access account. If you have trouble, reference this document:

https://docs.google.com/document/d/1HAWTySwk2yCmV754i5_I7mP6QjJfzIwjbkPj5yTPIHg/edit?usp=sharing

Click on **Teacher Conferences** tab, on the left side of the screen



Click on **All Conferences** for your first student



Next, **Select a Time**

Teacher Conferences

Scheduled Conferences Report

Print All Scheduled Conferences

Student (School of Grammar) View Scheduled Times | All Conferences

All Conferences	Status	Class
Period 1 12:01 AM - 12:02 AM	Not Yet Scheduled (Select a Time)	1st Grade Homeroom Marilyn Boyd

Student (School of Grammar) View Scheduled Times | All Conferences

No teacher conferences are scheduled for this student.

Click **Select** on any open time

Schedule a Conference Time with

Conference Time Slots	Status	Building/Room	
Mon Mar 23, 2015 2:45 pm - 3:05 pm	Open		Select
Mon Mar 23, 2015 3:05 pm - 3:25 pm	Open		Select
Mon Mar 23, 2015 3:25 pm - 3:45 pm	Open		Select
Mon Mar 23, 2015 3:45 pm - 4:05 pm	Open		Select
Tue Mar 24, 2015 2:45 pm - 3:05 pm	Open		Select
Tue Mar 24, 2015 3:05 pm - 3:25 pm	Open		Select
Tue Mar 24, 2015 3:25 pm - 3:45 pm	Open		Select
Tue Mar 24, 2015 3:45 pm - 4:05 pm	Open		Select
Wed Mar 25, 2015 2:45 pm - 3:05 pm	Open		Select
Wed Mar 25, 2015 3:05 pm - 3:25 pm	Open		Select
Thu Mar 26, 2015 2:45 pm - 3:05 pm	Open		Select

Be sure to **Save** to secure your conference slot. You will receive a confirmation email. You will also receive reminders prior to your scheduled conference.

Select Time Slot

Teacher: Marilyn Boyd

Date: Mon Mar 23, 2015

Time: 2:45 PM - 3:05 PM

Student: Marissa A. Boyd

Course: G101/03 - 1st Grade Homeroom

Building:

Room:

A confirmation e-mail will be sent to: marissa.boyd@grammar.com

Save Back

You can view your scheduled conferences at any time, or **Print All Scheduled Conferences**.

Teacher Conferences

~~Scheduled Conferences Report~~

[Print All Scheduled Conferences](#)

Student (School of Grammar) [View Scheduled Times](#) | [All Conferences](#)

All Conferences	Status	Class
Period 1 12:01 AM - 12:02 AM	Scheduled Mon Mar 23, 2015 from 2:45 PM - 3:05 PM	1st Grade Homeroom

Student (School of Grammar) [View Scheduled Times](#) | [All Conferences](#)

No teacher conferences are scheduled for this student.

If you need to make a change, (1) click **All Conferences** then (2) **Unschedule**. You can then select a new conference time.

~~Scheduled Conferences Report~~

~~Scheduled Conferences~~

(School of Grammar) [View Scheduled Times](#) | [All Conferences](#) **1**

Scheduled Conference Times	Status	Class	Bui
23, 2015 from 2:45 PM - 3:05 PM	Scheduled (Unschedule) 2	1st Grade Homeroom	

(School of Grammar) [View Scheduled Times](#) | [All Conferences](#)

er conferences are scheduled for this student.