Skyward Family Access

Online Registration Process for 2017-2018

The following step by step instructions will get you through the process of getting your student(s) ready to return in the fall.

1. Login to Skyward Parent Access with your username and password. You can find the Skyward Parent Access Link under "Parents-Community" on the Staunton School District website (www.stauntonschools.org). If you cannot remember your username and/or password please email helpdesk@stauntonschools.org
2. Click on the Online Registration link on the left hand side of the page. From there you will be able to select which one of your children you would like to start the Online Registration process for. If you have some issues you may have to turn off your pop up blocker.
3. Follow the directions carefully as you navigate through the online registration process Step-by-Step. When you have completed each step in the registration process, please check the "I have completed this step" box at the bottom of each page. You will not be able to proceed to the next step before you have completed the previous one. **NOTE: The registration process must be completed for every child. You can switch between your children by selecting them on the Online Registration button to the left.**
4. The first step on the registration form is to verify demographic data. This is where you can verify general information about your student, update contacts, etc.

Family Access
DEMONSTRATION MURPHY

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DEMONSTRATION (Nippersink Middle School 2014-2015)

Step 1a. Verify Student Information: Student Information   Undo

General Information

First: DEMONSTRATION   Middle:

Last: MURPHY   Suffix:

Birthday: 01/01/1969   Gender: Male ▼

*Language: ENGLISH   Race:

Native Language: ENGLISH

Home Phone: Ext:

Birth County:

Birth State: ▼

Birth Country:

☐ I have completed th

(*) Indicates a required field.

1. Verify Student Information
   a. Student Information
   b. Family Address
   c. Family nformation
   d. Emergency Contacts
2. Verify Ethnicity/Race

1. Review the information for each section.
2. If any information is incorrect or missing, change the information or click on the "Request Changes" button.
3. Type in the correct information and make sure you click the "**I have completed this step**" checkbox at the bottom of the screen and click Next Step

Previous Step   Next Step

Close and Finish Later

Continue through each step, checking the "Next Step" box as you complete that step.

5. The Ethnicity Verification step is next. The Verify Race/Ethnicity screen is required by the federal government, and is simply a

confirmation of the information already in Skyward. If check boxes are already populated, click "I have completed this step" and then click "Next Step" to proceed on with the registration process. If the information is incorrect, place a check mark in the appropriate box or boxes and move onto the Next Step.

5. The next few steps(steps 3-7) are a list of Required and Optional forms that will need to be filled out. The list of of required forms includes the Verification Form, Affidavit of Residence, and Student Medical History Forms. The Release to Leave Interscholastic Event form is optional and the Bus Registration Form is optional unless you are an eligible bus rider. If you are eligible the form will need to be filled out regardless if the student will be a bus rider or not.

6. The next step will be "Staunton CUSD#6 Webstore for Online Fee Payments". This step will take you to our webstore which will allow you to setup an account and pay all fees online. If you go through the online process and pay all fees online you do not need to attend the Open Registration dates. Please see the school website for tutorials on how the webstore process works.

7. Once all mandatory steps are completed, click the "Complete Online Registration" button. If you are satisfied, click the Submit Online Registration button to finish.

Note: **You do not need to complete all steps in one sitting; the system will remember your progress.**