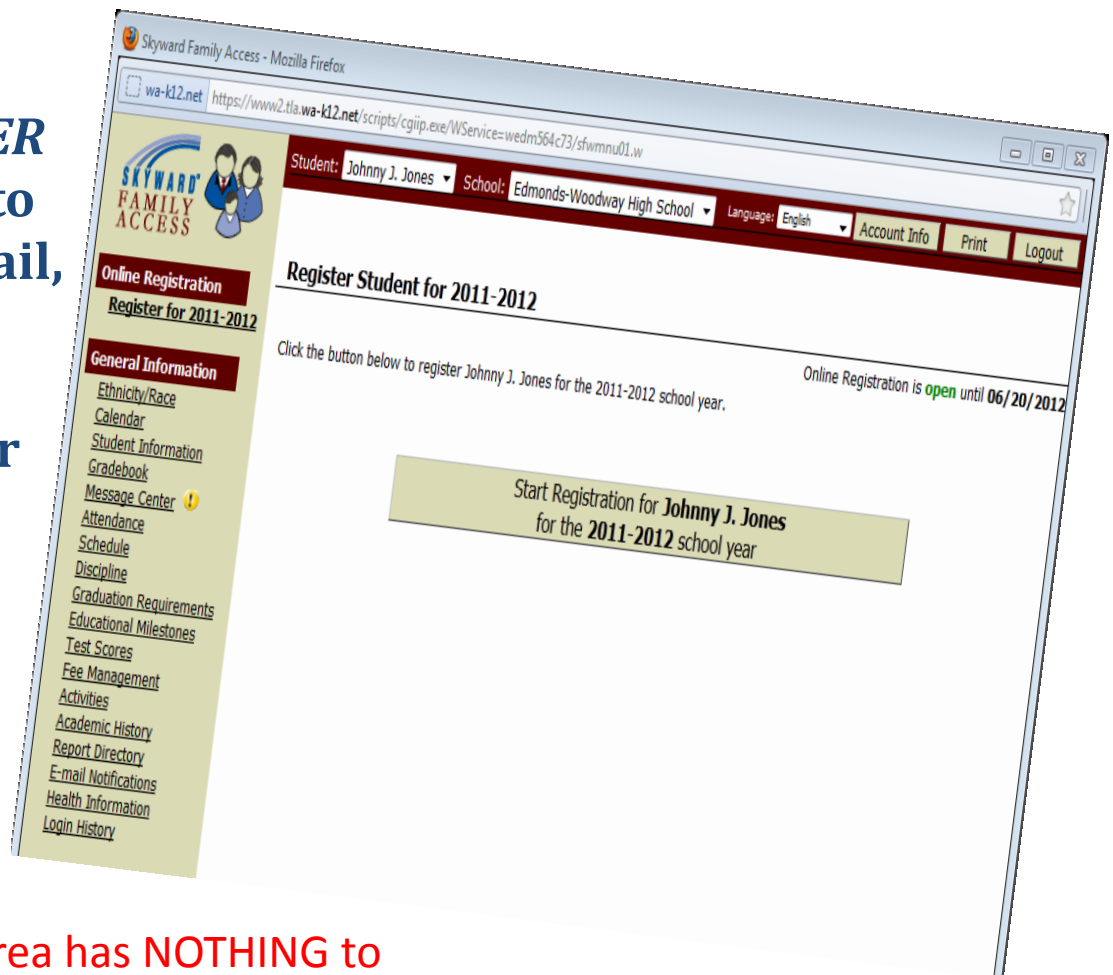


Make changes in Skyward!

Click on **REGISTER FOR 2011-2012** to change your email, phone numbers, emergency contacts or other student information!



This area has **NOTHING** to do with actual **REGISTRATION**. It is the “update” area.

You will not be able to change your address via Skyward Family Access.

Pick up an Update form from the Counseling office to change your address. When you return the update form it must include proof of residency. See the final page of this document for more information on acceptable proof.

Log into Skyward and click on the "REGISTER FOR 2011-2012 link in the left column. Click the box above to start.

There are specific instructions so please be sure to read all the details.

The screenshot shows a web browser window titled "Skyward Family Access - Mozilla Firefox". The address bar shows the URL: <https://www2.tla.wa-k12.net/scripts/cgiip.exe/WService=wedm564c73/sfwreg03.w?TS=49574&isPopup=true>. The page header includes the Skyward logo and the text "Student: **Johnny Jones** Register Student for 2011-2012" with a "Close" button. The main content area features a green banner stating "Online Registration is **open** until **06/20/2012**". Below this, there are several paragraphs of text providing instructions and disclaimers. At the bottom, there are two steps for registration, each with a button and a checkbox.

Welcome to the online update process for Edmonds-Woodway High School. We want to make sure we have the most up to date and accurate information on your student. This only needs to be done IF you have new information to give us. Address changes will need to be sent to the registrar in writing with a parent or guardian's signature and proof of residency.

You must enter each step and mark it as complete in that area before moving on to the next step. Each step must be completed to finalize this process. This online process can only be completed by the primary parent (1st parent) listed in the student Skyward account under Family 1 in the Student Information section.

Please make sure you are using the Primary parent log in and password information. If there is another name (spouse, etc) listed above your name in Skyward then you will not be able to do this update process. The person listed at the top of the student's contact information must log in with their skyward log in and password to complete these steps. Click the "completed" box when you are done with each step. Thank you for taking time to update this information. THIS PROCESS HAS NO RELATION TO ACTUAL REGISTRATION.

These Family Access credentials are created solely for the parent. If you willingly share your credentials with anyone else and allow them access to the protected and sensitive information, you thereby waive your rights under the Federal Educational Rights and Privacy Act (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99). Please do not share your login and password with your student - they have their own login and password.

COMPLETING THIS "ONLINE REGISTRATION" do not guarantee enrollment at EWHS. It is not connected to actual "enrollment" at school. It is strictly a tool to help us have accurate and up to date information on your student.

In this area you may submit updates to you & your students email addresses, phone numbers, emergency contacts or release information.
If your child has a health issue we are unaware of or your student's health information has changed please contact our school nurse, Nancy Varg at VargN@edmonds.wednet.edu for the correct procedures to complete.
**Documentation must be provided for all address changes. Documentation would be a mortgage or lease/rental agreement or major utility bill.

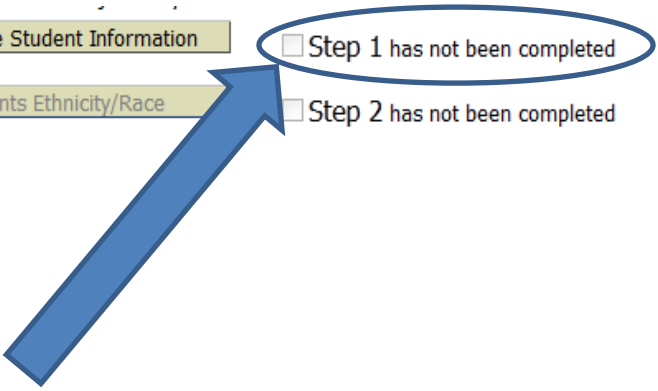
Step 1) Step 1 has not been completed

Step 2) Step 2 has not been completed

Once you click on the "Register YOUR STUDENT for 2011-2012" this is the screen that appears.

Be sure to read all of the information because it explains how to use this area.

Step 1)	Verify or Update Student Information	<input type="checkbox"/> Step 1 has not been completed
Step 2)	Verify Students Ethnicity/Race	<input type="checkbox"/> Step 2 has not been completed



You MUST click the box indicating you have completed that step before you can continue.

- Once you have gone through each of the four (or more) steps and clicked the box to indicate that step is completed, you click the box to show you are finished with the changes you wish to make.
- You will receive an email notifying you that the process was complete.
- It will show on the “registration” screen that the process was completed and the date of completion.
- Anytime you need to make changes to these areas you may access this area. Just unclick the “step” you need to access, enter the area, make the changes then click the completed box and then click the “finished” box at the bottom.
- Final step – complete registration for your child. Click on the box to finalize the information you entered. A notification will then be sent to the school to approve. You will receive an email once it is approved or denied.

Edmonds School District #15

20420 68th Ave West

Lynnwood WA 98036

(425) 431-7200

NOTICE TO PARENTS/LEGAL GUARDIANS

This notice is for parents or legal guardians enrolling a student or filing a change of address. Verification of student residency is required for enrollment or change of enrollment at a school in the Edmonds School District.

Falsification of an address, residence or conditions of living arrangements to obtain a school assignment may be cause for withdrawal of the student from that school. Written notice of intent to withdraw the student will be forwarded to the parent/guardian. Such falsification will also cause forfeiture of any future transfer rights through the highest grade level of school.

If an eligible student is homeless the District shall not require proof of residency or any other information regarding an address and shall enroll the student at request of the student or parent/guardian. Additional forms need to be filled out by parent/guardian for homeless status. Students enrolled in a District program for children without a legal residency may continue in that enrolled school until the end of the academic year.

Please provide documentation requested below. The school may require that this documentation be updated periodically.

_____Mortgage contract/statement **or**

_____Rental agreement/lease

AND

_____Electric or gas bill/statement **or**

_____ Mortgage or renters insurance

All students enrolling in EWHS must provide proof of residency in the Edmonds-Woodway service area.