

Online Registration Instructions

Whitefish Bay Schools
August, 2017





New Process This Year!

We are excited to offer this convenient way of filling out the traditional “back to school” forms and sincerely hope this is a positive experience for you!

The screen shots you see in this presentation are actually from a middle school student, so your screen may be slightly different. Also, I have hidden the student and parent information for this demonstration.

Step 1 - Click on the "Online Registration" button to begin.

The screenshot shows the Skyward website interface. At the top, there is a navigation bar with the Skyward logo and a menu with items like "Home", "Online Registration", "Online Forms", "Ethnicity/Race", "Calendar", "Attendance", "Student Info", "Schedule", "Discipline", "Report Cards/Letters", and "Login History". An arrow points to the "Online Registration" button in this menu. The main content area features a message titled "Sports Physical" from Matt Rose, Associate Principal of WFBMS, dated Thursday, July 6, 2017, at 9:59am. The message states: "Good Morning Parents, In an attempt to streamline our processes and move towards more of a paperless environment, we are launching an online form for physicals and concussion acknowledgment for students that will participate in athletics this school year. The concussion form can be completed entirely online. The physical form must be printed out, taken to your son/daughter's doctor, scanned and uploaded into Family Access. You may access the instructions on how to do this by clicking on this link: https://docs.google.com/document/d/1XhnAI7B3pBsC03LKQK4_0vD1mFSyJ9Yq6Cusp/sharing I wanted to get this to you as I know some of you may be scheduling physicals over the summer. If you have done this already, you may upload the old form. Otherwise, please use the form that is in Family Access going forward. Thanks and please let me know if you have any questions." Below the message is a "Thursday Folder - June 1, 2017" section. On the right side of the page, there is a "Upcoming Events" section with a "Calendar" link, listing dates from Monday, July 24, 2017, to Thursday, August 3, 2017, with the status "No School" for all dates.

Once in Family Access, click on this button

Step 2 - Select the student you want to register.

If you have more than one student in the district, click on one of them to get the registration process started.

9:38 AM skyward.iscorp.com

WELCOME TO SKYWARD

Home
Online Registration
Online Forms
Ethnicity/Race
Calendar
Attendance
Student Info
Schedule
Discipline
Report Cards/Letters
Login History

WHITEFISH BAY MIDDLE SCHOOL

Welcome to the Online Registration process - new to the Whitefish Bay Schools this year! We are excited to offer this to our families as a convenient way to complete forms electronically, update student and parent information and provide accurate data for health records. It also greatly diminishes the labor intensive processing of paper forms and entering into an electronic format. As with any level of change, we may encounter some hiccups with this new process, despite our efforts to test the system. If you encounter any issues, please contact our school office. You may begin by following the Online Registration Steps which are located to the right of this message.

[View History](#) [View Unread Denials](#)

The physical form must be printed out, taken to your son/daughter's doctor, scanned and uploaded into Family Access. You may access the instructions on how to do this by clicking on this link: https://docs.google.com/document/d/1XhnA17B3pBsC03LKQK4_0vD1mfSyJ9Yq6Cusp=#sharing

I wanted to get this to you as I know some of you may be scheduling physicals over the summer. If you have done this already, you may upload the old form. Otherwise, please use the form that is in Family Access going forward. Thanks and please let me know if you have any questions.

Matt Rose
Associate Principal
WFBMS

Upcoming Events Calendar

Mon Jul 24, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Tue Jul 25, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Wed Jul 26, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Thu Jul 27, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Fri Jul 28, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Mon Jul 31, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Tue Aug 1, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Wed Aug 2, 2017
No School
WHITEFISH BAY MIDDLE SCHOOL

Thu Aug 3, 2017
No School

Thursday Folder - June 1, 2017

Step 3 - Follow the registration process steps.

The screenshot shows a mobile browser interface for the Skyward website. The address bar displays 'skyward.iscorp.com'. The page title is 'Online Registration' for 'WHITEFISH BAY MIDDLE SCHOOL 2017-2018'. A navigation menu on the left includes 'Home', 'Online Registration', 'Online Forms', 'Ethnicity/Race', 'Calendar', 'Attendance', 'Student Info', 'Schedule', 'Discipline', 'Report Cards/Letters', and 'Login History'. The main content area features a welcome message and a heading 'Online Registration Steps'. To the right, a list of 13 steps is provided, including '1. Online Registration Instructions', '2. Verify Student Information' (with sub-steps a-f), '3. Verify Ethnicity/Race', '4. Activity Day Permission Form', '5. Google Apps For Education Opt-Out', '6. HGD 7', '7. Parent/Guardian Acknowledgment', '8. Additional Required Parent Permission', '9. Additional District and Forms Acknowledgement', '10. Student Picture Online Order Form', '11. Student Picture Order Form (Print and Fill out)', '12. 7th Grade Camp Chaperone Sign Up', and '13. Complete Online Registration'. A 'Next' button is located at the bottom of the page.

Online Registration

Home

Whitefish Bay Middle School 2017-2018

Online Registration Steps

Welcome to the Online Registration process - new to the Whitefish Bay Schools this year! We are excited to offer this to our families as a convenient way to complete forms electronically, update student and parent information and provide accurate data for health records. It also greatly diminishes the labor intensive processing of paper forms and entering into an electronic format. As with any level of change, we may encounter some hiccups with this new process, despite our efforts to test the system. If you encounter any issues, please contact our school office. You may begin by following the Online Registration Steps which are located to the right of this message.

Online Registration Steps

1. Online Registration Instructions
2. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
3. Verify Ethnicity/Race
4. Activity Day Permission Form
5. Google Apps For Education Opt-Out
6. HGD 7
7. Parent/Guardian Acknowledgment
8. Additional Required Parent Permission
9. Additional District and Forms Acknowledgement
10. Student Picture Online Order Form
11. Student Picture Order Form (Print and Fill out)
12. 7th Grade Camp Chaperone Sign Up
13. Complete Online Registration

Next

Student Information

The screenshot shows a mobile browser interface for the Skyward website. The address bar displays 'skyward.iscorp.com'. The page title is 'Family Access'. The main content area is titled 'Online Registration' and shows 'Step 2a. Verify Student Information: Student Information (Required)'. A green checkmark is visible next to the step title, indicating completion. The 'General Information' section includes fields for First Name, Last Name, Birthday, Language, Home Phone, School Email, Birth County, Birth State, and Birth Country. A large teal box obscures the input values for these fields. A navigation menu on the left lists various options, with 'Online Registration' highlighted. A list of registration steps on the right shows '1. Online Registration Instructions' as completed and '2. Verify Student Information' as the current step. The bottom of the page features buttons for 'Complete Step 2a Only' and 'Complete Step 2a and move to Step 2b'.

Once a step is complete, a green arrow appears. Some steps have links that are not active, like date of birth, which cannot be changed during this process.

Green check means that this step is complete.

Sample Custom Form

Some forms require answers as well as a “signature” by the parent/guardian. Please ensure you check the box stating that this is your signature.

iPad 9:42 AM skyward.iscorp.com

2. Verify Student Information

- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information

3. Verify Ethnicity/Race

4. Activity Day Permission Form
Completed 07/23/2017 9:41am

5. Google Apps For Education Opt-Out
Completed 07/23/2017 9:42am

6. HGD 7

7. Parent/Guardian Acknowledgment

8. Additional Required Parent Permission

9. Additional District and Forms Acknowledgement

10. Student Picture Online Order Form

11. Student Picture Order Form (Print and Fill out)

12. 7th Grade Camp Chaperone Sign Up

13. Complete Online Registration

Previous Step Next Step Close and Finish Later

Dear Parents and Guardians,

As Whitefish Bay Middle School continues to integrate technology into our instruction and assessment practices, we are increasing the use of Google apps in our school and we would like to share information regarding the use of Google apps in our school and the particular features if you feel it best for your student.

The following services are available to each student and hosted by Google as part of Whitefish Bay School District's Google integration:

- Docs: Google docs allows students to word process, create spreadsheets, draw and build presentations similar to Microsoft Word.
- Calendar: Google calendar allows students to organize their daily schedules, activities and assignments
- Sites: An individual student in grades 6-8 are given an individual email account for communication with teachers, peers, and community members to collaboratively create, edit and share files for school related projects as well as communicate with other students and staff.
- Mail: Students in grades 6-8 are given an individual email account for communication with teachers, peers, and community members to collaboratively create, edit and share files for school related projects as well as communicate with other students and staff.

There are two options available for student email at WFBMS. One option is for your student to have internal email only. This will allow for additional collaboration with community contacts (such as in 7th grade Human Ecology) and pen pals (such as in World Language). Whether internal or external is filtered by Google with additional monitoring possible through teacher access afforded through the Classroom. Student emails are established with both internal and external capabilities, but you may choose to only allow internal email. If you choose to allow external email, it is expected that students will consistently operate within the parameters of the Student Acceptable Use Policy with which you agree. The use of Google Apps is governed by federal laws including:

- Family Educational Rights and Privacy Act (FERPA): protects the rights of student records and allows parents to opt out of their child's information in the Release of Information form)
- Children's Online Privacy Protection Act (COPPA): Applies to commercial companies (Google) and limits their ability to collect information from children under 13. Advertising is turned off for WFB's presence in Google Apps for Education. No personal information is collected from students. Student projects, documents, email, files, username and password as they are stored in the cloud. These records are stored in the cloud on behalf of Google by virtue of the online platform. This does NOT include any demographic information that is stored in our database. We continue to be a part of our curriculum and we ask that you reinforce it at home as well.

If you wish to opt-out of Google Apps for Education or if you wish to limit your student's email to internal access only, please contact your child's account to be removed or modified at any time.

Sincerely, Mike O'Connor, Principal Matthew Rose, Associate Principal

Student Name:

1 Do give permission for my child to be assigned at Whitefish Bay School District Google Apps for Education account. This will allow for additional collaboration with community contacts (such as in 7th grade Human Ecology) and pen pals (such as in World Language). Whether internal or external is filtered by Google with additional monitoring possible through teacher access afforded through the Classroom. Student emails are established with both internal and external capabilities, but you may choose to only allow internal email. If you choose to allow external email, it is expected that students will consistently operate within the parameters of the Student Acceptable Use Policy with which you agree. The use of Google Apps is governed by federal laws including:

1 Do give permission for my student to have external email. My student may have a Google account, but with internal email access only.

Parent/Guardian (Please enter):

By checking this box, I acknowledge that by typing my name above that I am electronically signing this document.

Edit Step 5

Some Forms are Optional

9:45 AM skyward.iscorp.com

Loadi MediaZenn tmweb.tro... Index Wedding R... lodge esta... Titan Pro... Family Acc... Online... Lion PRIDE...

Online Registration

Online Forms

Ethnicity/Race

Calendar

Attendance

Student Info

Schedule

Discipline

Report Cards/Letters

Login History

Step 10. Student Picture Online Order Form (Optional)

Our picture vendor, VIP, is offering an opportunity to order and pay for pictures online. Our student photos will be taken on Thursday, August 17 during registration. Student picture makeups are being offered on Tuesday, September 12 for those who cannot make the August 17 date. Please complete this step if you want to order and pay online.

Student Picture Online Order Form

Complete Step 10 Only Complete Step 10 and move to Step 11

Online Registration Steps

1. Online Registration Instructions
✓ Completed 07/23/2017 9:39am
2. Verify Student Information
✓ a. Student Information
✓ b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information
3. Verify Ethnicity/Race
4. Activity Day Permission Form
✓ Completed 07/23/2017 9:41am
5. Google Apps For Education Opt-Out
✓ Completed 07/23/2017 9:42am
6. HGD 7
7. Parent/Guardian Acknowledgment
8. Additional Required Parent Permission
✓ Completed 07/23/2017 9:43am
9. Additional District and Forms Acknowledgement
✓ Completed 07/23/2017 9:44am
- 10. Student Picture Online Order Form**
11. Student Picture Order Form (Print and Fill out)
12. 7th Grade Camp Chaperone Sign Up
13. Complete Online Registration

Previous Step Next Step

Close and Finish Later

Optional forms may be skipped, like this one for online picture ordering. Just click “next step” to proceed.

Submitting the registration

Review Online Registration Steps

Step 1)	Online Registration Instructions	Completed 07/23/2017 9:39am
Step 2)	Verify Student Information	not completed
	<i>No Requested Changes exist for Step 2.</i>	
Step 3)	Verify Ethnicity/Race	not completed
	<i>No Requested Changes exist for Step 3.</i>	
Step 4)	Activity Day Permission Form	Completed 07/23/2017 9:41am
Step 5)	Google Apps For Education Opt-Out	Completed 07/23/2017 9:42am
Step 6)	HGD 7	not completed
Step 7)	Parent/Guardian Acknowledgment	not completed
Step 8)	Additional Required Parent Permission	Completed 07/23/2017 9:43am
Step 9)	Additional District and Forms Acknowledgement	Completed 07/23/2017 9:44am
Step 10)	Student Picture Online Order Form	skipped
Step 11)	Student Picture Order Form (Print and Fill out)	skipped
Step 12)	7th Grade Camp Chaperone Sign Up	not completed

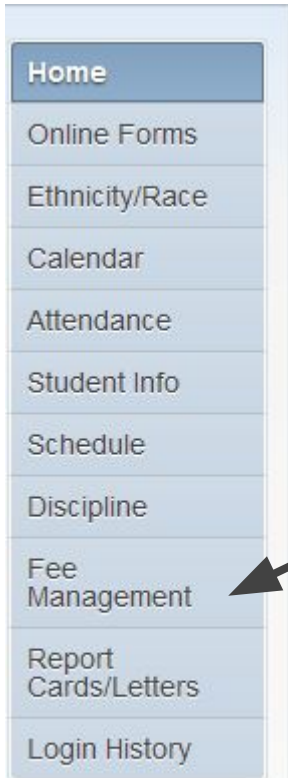
Submit Online Registration

I cannot submit if required forms are not completed. Notice that the “submit” button is not active. The steps listed as “not completed” are holding up the registration.

Online Registration Steps
1. Online Registration Instructions ✓ Completed 07/23/2017 9:39am
2. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information
3. Verify Ethnicity/Race
4. Activity Day Permission Form ✓ Completed 07/23/2017 9:41am
5. Google Apps For Education Opt-Out ✓ Completed 07/23/2017 9:42am
6. HGD 7
7. Parent/Guardian Acknowledgment
8. Additional Required Parent Permission ✓ Completed 07/23/2017 9:43am
9. Additional District and Forms Acknowledgement ✓ Completed 07/23/2017 9:44am
10. Student Picture Online Order Form
11. Student Picture Order Form (Print and Fill out)
12. 7th Grade Camp Chaperone Sign Up
13. Complete Online Registration

To go back to a step, click on it.

You can also see the fees that are assigned to your student.



This will give you a breakdown of fees assigned to a student. Additionally, the middle and high school will assign activity fees and they will show up here.



**Thanks and please contact your school
if you have additional questions.**