



# PROSSER SCHOOL DISTRICT ONLINE REGISTRATION 2016-2017

Prosser SD is implementing **Online Registration/Data Verification** for students returning to a Prosser SD school beginning with the 2016-2017 school year. Below you will find answers to some frequently asked questions.

## What does this mean for me?

Parents will be able to save time by completing the registration/verification packet through the Skyward Online Registration portal using their Family Access account from anywhere they have computer access like the comfort of their home. This packet includes the emergency info, health forms, and various other permissions and acknowledgments for the new school year.

In the past, it has taken parents approx. 45 minutes to complete the first day paper work for each child they have enrolled in the district on the paper forms. The online version will take them 20 minutes or less for each child. Therefore, drastically reducing the amount of time spent filling out forms.

## How will it work?

**Parents of returning students will need to have a Skyward Family Access account.** When Online Registration begins on **Monday, August 1**, parents will be able to log in to Family Access, click on "Yearly Online Registration" and work through the steps. Parents will have the option to save and come back to complete the steps at a later time if needed.

Once registration is complete the parent will receive a completion confirmation form by email. Please keep a copy for your records.

## What if I do not have access to a computer?

School buildings in Prosser School District will provide access to a computer if needed (schedule provided on the back of this form). If necessary parents will be able to come in and use the computers there to complete the Online Registration for their student(s). As an option, there is a skyward app available for phones or other mobile devices and the Online Registration process can be completed on those as well. For info on downloading the mobile app go to:

[http://prosserschools.org/parents/skyward\\_resources/mobile\\_access/](http://prosserschools.org/parents/skyward_resources/mobile_access/)

## What if I have children on different campuses?

A parent can access all of their student's Online Registrations on any computer through Skyward Family Access. A drop down box within the Yearly Online Registration Screen will allow you to switch between your children to complete the process for each one.

## What if my child is a new student?

New students will not be allowed to use the Online Registration system. They must enroll personally at the school building.

## How will I get support if needed?

Parents are required to have a Family Access account to register their student(s) online. If you do not have an account please email [familyaccess@prosserschools.org](mailto:familyaccess@prosserschools.org) and instructions with account info will be emailed or sent home to you.

[www.prosserschools.org](http://www.prosserschools.org) has support pages to assist with Family Access questions and the Online Registration Process. To access these pages simply go to:

[www.prosserschools.org/parents/skyward\\_resources](http://www.prosserschools.org/parents/skyward_resources).

**\*\*In order to receive your student's schedule (for middle and high schools), you will be required to complete the online registration process prior to the registration dates. Registration dates for HMS and PHS are shown below, they are the same dates parents can come in to use a computer if needed. More information on building specific registration will be sent home by your student's school building.**

**Online Registration – computer availability:**

<b>Keene-Riverview Elementary</b>	<b>August 9</b>	<b>10:00 a.m. to 5:30 p.m.</b>
	<b>August 10</b>	<b>8:00 a.m. to 2:00 p.m.</b>
	<b>August 11</b>	<b>8:00 a.m. to 12:00 p.m.</b>
<b>Whitstran Elementary</b>	<b>August 24</b>	<b>11:00 a.m. to 6:00 p.m.</b>
<b>Heights Elementary</b>	<b>August 24<sup>th</sup></b>	<b>8:00 a.m. to 2:00 p.m.</b>
<b>Housel Middle School</b>	<b>August 25</b>	<b>8:00 a.m. to 11:30 a.m.</b>
		<b>12:30 p.m. to 4:00 p.m.</b>
		<b>5:00 p.m. to 6:30 p.m.</b>
<b>Prosser High School</b>	<b>August 25</b>	<b>8:00 a.m. to 4:30 p.m.</b>
<b>Prosser Falls High School</b>	<b>August 22</b>	<b>8:00 a.m. to 3:30 p.m.</b>

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**Please spread the word. We are very excited about this opportunity for parents and students and look forward to the many conveniences it will provide for everyone. If you have any questions or concerns, please feel free to contact the Prosser SD Technology office at:**

**[familyaccess@prosserschools.org](mailto:familyaccess@prosserschools.org).**