

## ONLINE REGISTRATION DIRECTIONS

- Log into your Family Access account by going to the district website [www.basd.k12.wi.us](http://www.basd.k12.wi.us) , click on parents and then click on Skyward Family Access.
- Fill in login and password. If you don't know it then follow the link forgot login/password. You have to have a current email address in Skyward to access this. If you don't have a current email address in Skyward, please email Norine Koehler at [nkoehler@basd.k12.wi.us](mailto:nkoehler@basd.k12.wi.us) with it and she will email you a login and password.
- Click on 2017-2018 School Year Registration button on the left side.
- Click on Student you are going to register in box that pops up.
- Verify each section that comes up. Make changes if necessary. You will only be able to make changes in an area if a box is around that area.

**AFTER EACH SECTION IS FINISHED PLEASE CLICK ON THE COMPLETE STEP \_\_\_\_ AND MOVE TO STEP \_\_\_\_ AT THE BOTTOM OF EACH PAGE. FOR CERTAIN STEPS, YOU WILL NOT BE ABLE TO CHECK THE BOX UNTIL YOU CLICK ON THE LINK IN THOSE SECTIONS AND FOLLOW THE DIRECTIONS.**

- Under Step 1 Part E - Emergency Contacts – You are able to add others up to 5 or delete a contact.
- Under Step 1 Part F - Health Information – If your child has any critical alert information be sure to list it and explain in the box.
- **BE SURE TO READ THE IMPORTANT MESSAGES THAT APPEAR AT THE TOP OF EACH STEP.**
- Under Step 2, Verify Ethnicity/Race - You will need to click on the Continue button found under the letter for the superintendent to view or change this information.
- Under Step 3, Verify Skylert Information – This is the information that is used for getting emergency messages such as school closings from the district. Please make sure this is always kept accurate.
- Under Step 4, Health Conditions – **First thing to do on this page is put a check mark in the box **\*\*Yes-filling out\*\*** or **\*\*No-not filling out\*\*** IF YOUR CHILD HAS ANY OF THESE CONDITIONS YOU HAVE TO FILL OUT THIS PAGE EVEN THOUGH YOU HAVE DONE THIS IN THE PAST. THIS INFORMATION NEEDS TO BE UPDATED EACH YEAR.** This gives the school important information in case something happens to your child at school and gives permission for the district nurse or school health aide to treat him/her.  
If you can't see the full page then click on the box with 4 arrows shooting out on the right side above the Grad Yr./Grade. It will change it to a full screen. When done you can print the page and then click on the box with the 4 arrows shooting in up in the right corner. This will bring it back to the size for the page.  
**You will still need to type in your name and date it before you can go to the next step.**
- Under Step 5, BASD Chromebook and Technology Use Policy – You will need to click on the blue words “BASD Chromebook and Technology Use Policy to open this policy in another browser. When finished just click on the red X at the top of the page to close and take you back to your child's registration.

- Under Step 6, BASD Technology Use Agreement – A box will come up that states “The form has not been completed, would you like to complete it now? Click on Yes. Here you will have to mark I allow (the default) which means you agree or click on the arrow to choose I revoke which means you do not agree with this policy. You will then need to type in your name and date it. If you do mark it I revoke your child will not be able to use the district internet on any device either school or personally owned. Scroll to the bottom of the page to move to the next step. **YOU WILL NOT BE ABLE TO MOVE ON IF YOU DO NOT SIGN AND DATE THIS PAGE.**
- Under Step 7, Required Notice Information – You need to click on the blue words “Required Notice” button found in the middle of the page. These are the state and federal notices that the school district is required to make available to you. When you click on this it will open right to the required notices for you to read/view/print. When finished just click on the red X at the top of the page to close and take you back to your child’s registration.
- Step 8, Free/Reduced Food Application - is an optional step for families that are having financially trouble at this time and would like to apply for free or reduced meals. The application can be filled out right here and no need to print off the forms with a possibility of it getting lost. You can see the federal income chart and if your total family income falls somewhere on this chart click on the blue words “Add a Food Service Application” which will take you to the application. You can select a different language at the very top if needed. Use the next, back or previous buttons on the top to go from page to page. **Fill out the application completely.** You can print the completed application for your records. **BE SURE TO REVIEW AND SUBMIT WHEN FINISHED.** If this is not needed then just click in the box in front of “I do not qualify for benefits or do not wish to complete an application” which will then open up the box complete Step 7 and move to Step 8.
- Step 9, McKinney-Vento Voluntary Residence Questionnaire – This is an optional step for families who might be in a homeless situation such as doubled up with other family or friends, living in a hotel/motel, or living in temporary housing. If this does apply to you complete each section, then sign and date it. You can contact one of our School Social Workers if you have any questions about this form. Their names and contact information is found on the sheet about the middle of the page above the student’s name. If this does not apply, then put a check in the box at the top that states I do not wish to fill out.
- Step 10, Pay the Registration Fees and/or Food Service Payment – This area allows you to pay your fees in full and if needed put money on your child’s food service account using your credit card. All of your children are listed so you only need to make one payment. You can always pay in cash or by check if you prefer at your child’s school after August 14th or at the District Office.  
**For Fee Management and Food Service payments** - See separate tutorial and follow directions listed.
- Step 11, Student Insurance – This is also an optional step for families that are interested in applying for accidental insurance coverage for your child. When clicking on the blue words “Student Insurance” it will take you out to their website. Just scroll down to you find Burlington Area School District and follow the directions.
- Step 12, Complete 2017-2018 School Year Registration - If you have completed all steps, you will see a message showing that it is completed. If it isn’t complete it will show in red which steps are “not completed” meaning you haven’t checked the “Complete Step \_\_\_\_ and go to Step\_\_\_\_\_” for those sections. If everything is complete you can print this page.
- Click on the **SUBMIT 2017-2018 SCHOOL YEAR REGISTRATION** button in the middle at the bottom under your name and address. You will receive a confirmation email (providing you have an accurate email on file in Skyward) stating that your child is now registered for the 2017-2018 school year.