

SANTA FE ISD

Annual Student Online Registration

Steps to complete your student's Online Annual Registration

1. Login to Skyward Family Access via the sfisd.org website > Parents > Family Access
2. Enter your parent account "**LoginID**" and "**Password**". Hit the enter key or click on "**Sign In**". If you have forgotten your login or password, click on the "forgot your login/password" link below the "Sign In" button. It will send an email to the parent email account on file, with your login ID and a link to reset your password. ***Be sure to check your SPAM/Junk folder for the email.**
3. To start the registration process, select the student that you would like to register from the green box on your message board or select "SFISD ONLINE REGISTRATION" from the menu on the left, and choose a student to begin.



4. Complete all of the steps below to complete your student's online registration. ****Important to note:** Starting with Step 1, at the top of the screen, you have the option to "**Print**" and "**View Full Screen**". It's recommended to view all pages in full screen in order to see all of the fill-in fields.



STEP 1: STUDENT HANDBOOK INFORMATION	<p>This step previews the Student Code of Conduct and Student Handbook acknowledgements and FERPA options. If you wish to restrict or limit the release of your student's information, check the appropriate boxes, then Sign & date the bottom of the form. You will have the opportunity in Step 2 to actually set the "flags" for allowing/restricting information release.</p> <p>Mark the step complete & move on the next step, or just mark complete and return later to finish the remaining steps.</p>
STEP 2: VERIFY STUDENT INFORMATION	<ol style="list-style-type: none"> a. Student Information – Update student home phone & FERPA "flags" b. Family Address – Update primary & mailing address. These changes must be validated by staff so the changes maybe marked "pending approval" but you will still be able to complete registration. Mark the step complete to save. c. Family Information – Update parent phone numbers & home email address. Mark the step complete to save. d. Emergency Contacts – Review or delete emergency contacts and anyone authorized to pick up your child. Mark the step complete to save. e. Health Information – Provide information regarding any health conditions for your child. Mark the step complete to save. f. Ethnicity/Race – Please go to the school were your child will attend to complete this Federal form. Mark the step complete to save.
STEP 3: REPORT CARD SIGNATURE	<p>This step requires a parent's signature acknowledging that student report cards will be available to view through Family Access.</p>
STEP 4: ANNUAL STUDENT RESIDENCY QUESTIONNAIRE	<p>This step addresses residency situations in consideration for students with special living arrangements due to various reasons. If your current address is NOT a temporary living arrangement, answer NO to the first drop-down, and sign and date the form at the bottom. If you answer</p>

	YES, continue to answer all applicable questions and sign and date the form. Mark step complete.
STEP 5: OTHER HEALTH RELATED INFORMATION	This step allows you to complete the TB Questionnaire. This form must be completed in full. Sign and date to acknowledge all areas and Mark step complete.
STEP 6: ACCEPTABLE USE POLICY	Review and acknowledge the SFISD Computer/Network Acceptable Use Policy. Sign, date and Mark step complete.
STEP 7: MILITARY CONNECTED	Please make only one selection on the form which best describes your child's military connection. Sign and date the form and Mark step complete.
STEP 8: FOSTER CARE STATUS	Please make only one selection on the form which best describes your child's current foster care status. Sign and date the form and Mark step complete. <i>*Conservatorship papers will need to be filed with the school office to indicate status.</i>
STEP 9: BUS TRANSPORTATION INFORMATION	If your child requires bus transportation, answer YES . If there are no changes to last year's service, then select NO on the second option and Mark step complete. If your child will be a new bus rider or you need to make changes to the service, select YES on the second option then select the link to complete the " Bus Rider Request Form ", which will open another window to complete. Close window after submitting form. Mark step complete.
STEP 10: FOOD AND NUTRITION SERVICES	Select the link on the form to redirect you to the SchoolCafe (meal account portal) to access the online application for the Federal School Breakfast/Lunch program or to deposit funds for your student's meal account. Sign and date to acknowledge that you have reviewed the information and Mark step complete.
STEP 11: PROOF OF RESIDENCY (POR)	Here you will upload a digital copy of your Proof of Residency (POR) that you have scanned in and saved on your computer. To upload your POR, just "browse" to your computer and locate the file to attach, then Mark step complete. If you are unable to upload this document, just Mark step complete and you may email it to sfisd.enrollment@sfsd.org . Acceptable documents (must be CURRENT within 30 days of enrollment: <ul style="list-style-type: none"> • A mortgage/lease agreement with parent/guardian's name & address; • A current utility bill (electric, water, gas or cable) with the parent/guardian named and SERVICE address (not mailing address) Unacceptable documents: <ul style="list-style-type: none"> • NO PHONE BILLS; • NO BILLS WITH PO BOX ADDRESS; • NO PAST DUE BILLS
STEP 12: MAKE A FEE PAYMENT (THIS DOES NOT APPLY TO KUBACAK, RJW OR BARNETT CAMPUSES AT THIS TIME)	You now have the ability to make a fee payment on your student's account (which may include balances due from previous years). If no charges exist or you do not wish to make a payment, then exit the fee payment window and Mark step complete.
FINAL STEP - COMPLETE REGISTRATION	Review all steps to be sure they are completed or pending. Click the " Submit SFISD Online Registration " button at the bottom of the page.