

# Online Registration

Online registration will be available for the 2017-2018 beginning August 15. Parents will again have the option to complete the forms online using Skyward Family Access.

St. Maries School District began using Skyward Family Access in 2010. The program provides parents with valuable information regarding their student's education, including a calendar of all the student's activities, current grades, absences and missing homework assignments.

The District began using Skyward Family Access online registration in 2016, giving parents and guardians the option of completing the forms from home. While the printed, hand-written forms will still be available during registration, the St. Maries School District staff and administration found many parents and guardians appreciated the convenience and efficiency of the online registration process.

Online registration for students new to the St. Maries School District is not available, however it is available for returning students, regardless of the school they attended within the District last year.

**Middle school and high school parents and students will still need to attend the student registration in order to receive schedules, locker assignments, and pay any dues or fees for the coming school year. Computers with internet access will be provided to parents and guardians during registration at each of the schools in order for users to complete the registration process. Staff will be available to help when necessary.**

The School District will mail letters to all custodial parents and guardians of elementary students prior to opening the online registration on August 15. The letter will include the Login ID and Password for the student's primary guardian.

Users who accessed Skyward with their login and password information during the past school year will use the same information for the 2018-2019 school year.

Online registration will be available August 15 through September 12. Only student's primary guardian or parent, as listed in the Skyward program, will be able to complete the online registration forms. If, after August 15, parents or guardians do not see the online registration link when they log in to Skyward Family Access, they should contact their student's school.

Skyward and Family Access can be found by following the steps included once users have their Login ID and assigned password.

## LOGIN

The Skyward Family Access link is found toward the bottom of the main page of the School District website, [www.sd41.org](http://www.sd41.org). By clicking on the link titled "Parent Skyward Access" users will find the log-in page for St. Maries Skyward Student Management. Login ID and passwords are needed to access the website. Be certain to select the Login Area: Family/Student Access. This is located toward the bottom of the Student Management Login page.

Login ID will be included in the letter mailed to parents.

## PASSWORD

Passwords are randomly assigned when a student's information is first entered into Skyward. Each parent and guardian is assigned a password and Login ID.

Current IDs and Passwords will be included in the district's letter. Users are required to change their password after they first sign in.

## FAMILY ACCESS

When logged in, the user will see all their students' names at the top of the screen. On the left of the screen is a list of the areas viewable through Family Access. In addition to Online Registration 2017-2018, users see several options including attendance, student info, discipline, etc. To the right, a list of the District's calendar of events will be visible. At the center of the screen, users will see messages and alerts, including the link to the Go to Online Registration 2017-2018 for the user's student(s).

## REGISTRATION FORMS

Users will be instructed to complete and submit all forms listed on the right of the registration page and are listed in the order below:

### 1. Verify Student Information

The information found on the registration form is what was listed in the student's record in Skyward at the end of the last school year. Please read each page and update where necessary. On all pages, the fields in white can be updated by the user and will be sent to the school for the information to be updated. All fields in gray are fields for you to verify but can only be changed by a school official. After completing each page, click complete and move to the next step

#### a. Student Information

This page includes information about the student, including student birth information, cell phone, etc.

#### b. Family Address

This is the physical address, and mailing address if different, of where the student and the primary guardian live. Be certain to include a current email address of the primary guardian if the user has one. This will be used for communication and continued access to Skyward if the account password needs to be reset.

#### c. Family Information

The primary guardian is listed here. This is where phone numbers, email addresses and employer information is updated.

#### d. Emergency Information

The critical alerts and the primary physician are listed here. When this is left blank by the user, the file will default to the on-call physician at St. Maries Family Medicine/Benewah Community Hospital.

#### e. Emergency Contacts

This information includes who the school representative will contact when the parents or guardians are not available if the student is ill or injured, and needs to go home or seek medical treatment. All attempts are made to first contact the parents in this case. Users can add or delete emergency contacts listed.

#### f. Health Information

Update the student's health, allergies, medication and other things the school should be made aware of.

### 2. Verify Ethnicity/Race

This form includes an explanation as to why the information regarding ethnicity and race are required. Users are able to change or confirm the information on the second page to complete this step.

### 3. Guardian Internet Usage Policy

Parents and guardians are required to sign this form in order for their student to have access to computers and internet use. By checking the box at the end of the form, users are stating they have read and understand the School District's policy.

### 4. Confidential Residency Status Questionnaire

This form asks questions regarding the living situation of our students and their family. In some cases students and families may be eligible for assistance under the McKinney-Vento Act. The information is confidential and will only be seen by office staff.

### 5. Emergency Medical Release

The information included in the Emergency Medical Release is taken from Skyward. Please read and check the information for accuracy. There is space at the bottom of the page for your electronic signature. Note: Changes made to the user's student information in step 1 (Verify Student Information) of the online registration process must be approved by the office staff before it will be updated on this form.

### 6. Fees Calculations

This form will appear for middle school and high school students to be completed, printed, and submitted during registration times at the individual school. Any fees, dues, book deposits, or yearbook purchases can be paid for at registration. (See dates and times on the district calendar and within this article).

### 7. Complete Online Registration

If you have any questions or problems please call your student's school.

# Child Nutrition Program

St. Maries Joint School District No. 41 participates in the National School Lunch Program, and the Food Services Department serves wholesome breakfasts and lunches every school day. Special nutritional needs or dietary restrictions can be accommodated by making special arrangements with the Food Services Department. Menus are published monthly and are available from the schools as well as the District Web site.

Bag lunches are also available for field trips at regular school lunch prices. Multiple milk and ala carte items can be purchased for an additional charge. If parents do not want their student to charge additional food items, they can request a form from the Food Services Department to limit their student's purchases.

As a member of the National School Lunch Program, the District can receive federal dollars to support any student qualifying for free or reduced breakfast and lunch. One Application qualifies a student for both meals.

Only one Application per family that lists all family members is required. Applications are

## Food Services Breakfast/Lunch Prices

BREAKFAST	REDUCED	REGULAR
All Students (Pre-School-12) can eat FREE Breakfast	FREE	FREE
Adults	Provision II	Provision II \$2.15
LUNCH	REDUCED	REGULAR
UpRiver (K-5)	\$0.40	\$2.80
UpRiver (6)	\$0.40	\$3.05
Heyburn Elementary (K-5)	\$0.40	\$2.80
St. Maries Middle School (6-8)	\$0.40	\$3.05
St. Maries High School/CEC (9-12)	\$0.40	\$3.30
Adults		\$3.85

Applications for free and reduced priced meals are available at each school office as well as the Food Services Department and the District Web site. Families should complete the application and return it to the Food Services Department prior to the start of school.

A new application must be completed each year and may be picked up during student registration. Families may apply for free or reduced meals at any time during the school year as their economic situation changes.

St. Maries Joint School District No. 41 is an equal opportunity provider.

kept strictly confidential and are available at each school and on the District's Web site. A new Application must be completed each year.

Parents should contact Sylvia Eberlin, Food Services Program Supervisor at (208) 245-1309 for additional information.

# District Program Coordinators

St. Maries Joint School District No. 41 does not discriminate or deny services on the basis of age, race, religion, color, national origin, sex and/or disability.

If you feel you have been discriminated against, you may file a complaint directed to the appropriate following District Coordinators at the address listed:

▶ Special Education Coordinator and Title VI Coordinator  
Jenifer Miller  
(208) 245-2579  
P.O. Box 384, St. Maries, ID 83861

▶ Director of Federal Programs and Homeless Education Liaison  
Staci Truscott  
(208) 245-2579  
P.O. Box 384, St. Maries, ID 83861

▶ Title IX Coordinator and Section 504  
Alica Holthaus  
(208) 245-2579  
P.O. Box 384, St. Maries, ID 83861

▶ Food Services Director  
Sylvia Eberlin  
(208) 245-1309  
P.O. Box 384, St. Maries, ID 83861

▶ Transportation Director  
Diana Howarth-Cederquist  
(208) 245-3366  
P.O. Box 384, St. Maries, ID 83861

St. Maries Joint School District Office hours are from 7:30 a.m., to 4:30 p.m., Monday through Friday.