Parkview School District Online Registration Tutorial

Step 1 - Log into Skyward Family Access

- There are two main ways to log into Skyward Family Access to begin the online registration process:
 - 1. Use the following url: <u>https://skyward.iscorp.com/scripts/wsisa.dll/WService=wseduparkviewwi/fwemnu01.w</u>
 - 2. Click on the Skyward Family Access icon on the district webpage. This icon is located in the upper right corner of the district homepage as illustrated below.



• When you get to the login screen for Skyward, enter your user name and password to enter the family portal. If you do not know your user name or password, please contact Ann Buehl at 608-879-2717 ext. 5127.

S K Y W A R D° Parkview School District Parkview School District - Student	
Login ID:	
Password:	
Sign In Forgot your Login/Password?	
05.15.06	00.03
Login Area: Family/Student Acce 😏	
© 2015 Skyward, Inc. All rights reserved.	Mac OS X 10.10 / Firefox 38

Step 2 - Access Online Registration

• Once logged into Skyward Family Access, you will see a button on the left side of the screen for online registration. Click on the button.

ome		₽ •	Upcoming Events	Calenda
nline	lissing Email Address!	•		
egistration	You currently do not have an email address entered. Either go to your Account to enter			
thnicity/Race	one, or click the checkbox below if you wish to not provide an email address at this time. Do not record an Email Address			
alendar		•		
radebook	Ethnicity and Race have not been Validated! Ethnicity and Race for Student needs to be reviewed and validated.	•		
ttendance	Ethnicity and Race for Student needs to be reviewed and validated.			
tudent Info	Online Registration is now open until 08/20/2014	•		
ood Service	Attention: You have been granted an extended amount of time to complete Online Registration for Student.			
iscipline	Go to Online Registration for Student			
est Scores	No messages were found.			
ee anagement				
ortfolio				
ealth Info				
ogin History				

• When you click on the button, a box will pop up that will allow you to select your children enrolled in Parkview. You will need to complete the online process for each of your students.

Online Registration Parkview JR/SF anool Ethnicity/Race Student 2015-2016 email address entered. Either go to your Account to enter ow if you wish to not provide an email address at this time. dress Calendar View History View Unread Denials to even Validated! Gradebook Ethnicity and Race for Student needs to be reviewed and validated. Attendance Ethnicity and Race for Student needs to be reviewed and validated. Student Info Online Registration is now open until 08/20/2014 PostSpline Go to Online Registration for Student. Go to Online Registration for Student. No messages were found. Fee Management No messages were found. Portfolio Health Info Login History Coline Registration for Student	Online Registration Parkview JR/SB mool Ethnicity/Race Student 2015-2016 email address entered. Either go to your Account to enter ow if you wish to not provide an email address at this time. Idress Calendar View History View Unread Denials t been Validated! Gradebook Ethnicity and Race for Student needs to be reviewed and validated. Attendance Online Registration is now open until 08/20/2014 Food Service Attention: You have been granted an extended amount of time to complete Online Registration for Student. Go to Online Registration for Student	P	
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Student Info Online Registration is now open until 08/20/2014 Food Service Attention: You have been granted an extended amount of time to complete Online Registration for Student. Go to Online Registration for Student. No messages were found. Fee Management No messages were found. Portfolio Health Info	Student Info Online Registration is now open until 08/20/2014 Food Service Attention: You have been granted an extended amount of time to complete Online Registration for Student. Discipline Go to Online Registration for Student		
Discipline Registration for Student. Discipline Go to Online Registration for Student Test Scores No messages were found. Fee Management Health Info	Discipline Go to Online Registration for Student.		
Fee Management Portfolio Health Info			
Health Info	No messages were found.		
	Portfolio		
Login History	Health Info		
	Login History		

Step 3 - Enter/Update/Verify Student Information

- Once you have clicked on the student you want to complete registration for, you will be brought to a screen with a list of steps to complete. One of the first steps in this process is to update or verify your student's information in Skyward.
- The information that will be displayed will be the current information the district has on file for your student. If any of the information is incorrect, please update accordingly.

	Online Registration	
Home	Student (Parkview JR/SR High School 2015-2016)	
Online Registration	Step 1a. Verify Student Information: Stylent Information (Required)	Undo 1. Verify Student Information
Ethnicity/Race		a. Student Information
	General Information	b. Family Address
Calendar	* First: Student Middle:	c. Family Information
Gradebook	*Last: Test Suffix:	d. Emergency Information
Attendance	* Birthday: 01/01/1999	e. Emergency Contacts
Student Info	*Language: ENGLISH	2. Verify Ethnicity/Race
	Home Phone: Ext:	3. Emergency Care Information
Food Service	Ext:	4. Health Services Survey
Discipline		5. Medication Administration
Test Scores		6. Multiple Permission Form
Fee	School Email: Home Email:	7. Food Service Account Form
Management	Allow Publication of Student's Name for: ?	8. Free and Reduced Price School Meals Application
Portfolio	Military Use: Yes ᅌ Higher Ed Use: Yes ᅌ Public Use: Yes ᅌ	9. PHS Handbook Sign Off Form
Health Info	District Use: Yes 🗘 Local Use: Yes 📀	10. Access to Technology Resources Consent Form
Login History	Complete Step 1a Only	11. PHS Athletics Form
		12. PHS Parking Registration Form
	(*) Indicates a required field.	13. Parkview Yearbook
		14. Make a Fee Payment
		15. Complete Online Registration
		Previous Step Next Step
		Close and Finish Later

• When you complete a step, please make sure you click on the "Complete Step" button on the bottom of the page.

	Online Registration	
Home	Student (Parkview JR/SR High School 2015-2016)	
Online Registration	Step 1a. Verify Student Information: Student Information Undo (Required)	1. Verify Student Information
Ethnicity/Race		a. Student Information
Calendar	General Information	b. Family Address
	* First: Student Middle:	c. Family Information
Gradebook	*Last: Test Suffix:	d. Emergency Information
Attendance	* Birthday: 01/01/1999	e. Emergency Contacts
Student Info	*Language: ENGLISH	2. Verify Ethnicity/Race
Food Service	Home Phone: Ext:	3. Emergency Care Information
	Ext:	4. Health Services Survey
Discipline	Ext:	5. Medication Administration 6. Multiple Permission Form
Test Scores	School Email: Home Email:	7. Food Service Account Form
ee		8. Free and Reduced Price Schoo
Management	Allow Publication of Student's Name for: ?	Meals Application
Portfolio	Military Use: Yes 📀 Higher Ed Use: Yes 📀 Public Use: Yes 📀	9. PHS Handbook Sign Off Form
Health Info	District Use: Yes C Local Use: Yes C	10. Access to Technology Resources Consent Form
ogin History	Complete Step 1a Only	11. PHS Athletics Form
		12. PHS Parking Registration Form
	(*) Indicates a required field.	13. Parkview Yearbook
		14. Make a Fee Payment
		15. Complete Online Registration
		Previous Step Next Step Close and Finish Later

Step 4 - Complete the Rest of the Steps in the Online Registration Process

- Continue to work through the steps listed on the right side of the online registration portal.
- The number of steps to be completed will depend on the grade level of your student(s).
- Each step will have a description on the information needed to complete the step.

Home	Online Registration	
Home	Student (Parkview JR/SR High School 2015-2016)	
Online Registration	Step 2. Verify Ethnicity/Race (Required)	1. Verify Student Information
Ethnicity/Race	Dear Parent or Guardian;	a. Student Information
	Every school district is required to report to the Department of Education each year student data by rate and	b. Family Address
Calendar	ethnicity categories that are set by the federal government. The Department of Education does not repo- individual student data to the federal government but does report the total number of students in various	c. Family Information
Gradebook	categories in each school. These reports help us keep track of changes in student enrollments and ensure all students receive the education programs and services to which they are entitled.	d. Emergency Information
Attendance	The federal government recently changed the reporting categories for student data. As a result, you have the	e. Emergency Contacts
Student Info	opportunity to update the student data for your child. With the new reporting categories, you may now identify your child by ethnic group (either Hispanic/Latino or not Hispanic/Latino) and by one or more racial groups	2. Verify Ethnicity/Race
	(American Indian/Alaska Native, Asian, Black/African-American, Native Hawaiian/Other Pacific Islander, White). Starting with the 2009-2010 school year, all schools will report student data to the Department of Education	3. Emergency Care Information
Food Service	using the new categories.	4. Health Services Survey
Discipline	Please complete the online form by no later than the first day of school.	5. Medication Administration
Test Scores	For more information about the student data reporting categories for ethnicity and race, please contact the district office at 879-2717.	6. Multiple Permission Form
Fee	Sincerely,	7. Food Service Account Form
Management	Mr. Steve Lutzke District Administrator	8. Free and Reduced Price School Meals Application
Portfolio	Continue	9. PHS Handbook Sign Off Form
Health Info		10. Access to Technology Resources Consent Form
Login History	Complete Step 2 Only	11. PHS Athletics Form
		12. PHS Parking Registration For
		13. Parkview Yearbook
		14. Make a Fee Payment
		15. Complete Online Registration
		Previous Step Next Step
		Close and Finish Later

- Some steps are required and some steps are optional.
- In order to complete the online registration process, you must complete all required steps.
- If you try to complete a required step without the necessary information, a warning box will pop up on your screen letting you know what information is needed.

	Student (Parkview JR/SR High School 2015-2016)		
Online Registration	Step 3. Emergency Care Information (Required)	1. Verify Student Information	
Ethnicity/Race	кл кл	a. Student Information	
		b. Family Address	
Calendar	Parkview School District – Emergency Care Information	c. Family Information	
Gradebook	The safety and welfare of your child is of great importance to both you and the school. If your child should become ill or injured while under the school's supervision, the following steps will be taken on behalf of your child:	d. Emergency Information	
Attendance	injured while under the school's supervision, the following steps will be taken on behalf of your enfite.	e. Emergency Contacts	
Student Info	A. If your child has a minor accident, the following action will be taken:	2. Verify Ethnicity/Race	
	 First aid will be administered according to school approved procedures. Your child will be returned to class if he/she is all right. 	3. Emergency Care Informatio	
Food Service	2. Tou oing will be realing to class it house is an right.	4. Health Services Survey	
Discipline	B. If your child is unable to go back to class because of illness or minor injury, the following step will be taken:	5. Medication Administration	
Test Scores	1. You will be contacted and once arrangements have been made with you, your child will be allowed to	6. Multiple Permission Form	
Fee	leave the premises. 2. If you are not available, the emergency contact number will be called.	7. Food Service Account Form	
Management	 Once contacted, you or the emergency contact will be responsible for r the responsible for r transportation for your child to leave the school in a timely manner. 	8. Free and Reduced Price Scho Meals Application	
Portfolio	4. If we are unable to reach you or the emergency contact, your child will be kept in school, and continued attempts will be mede to reach you or the emergency contact.	9. PHS Handbook Sign Off Form	
Health Info	Skyward	10. Access to Technology Resources Consent Form	
Login History	C. If your child is in r Acknowledgement is a required field.	11. PHS Athletics Form	
	1. First aid wi 2. 911 will be	12. PHS Parking Registration Fo	
	3. You will be OK	13. Parkview Yearbook	
	Additional Notes:	14. Make a Fee Payment	
	School personnel will not transport ill and injured students in need of emergency medical services.	15. Complete Online Registration	
1	School personnel with not transport in and injured students in need of emergency medical services.	Previous Step Next Step	
	 Parents will be responsible for any medical costs incurred for emergency care provided by our school personnel. 	Close and Finish Later	
	We need your cooperation in putting this plan into effect for each child. Please ensure that the emergency contact information in Family Access is correct. In addition, please keep the school informed of any changes that may be needed during the course of the year.		
	Please acknowledge that you have read this information and are aware of the emergency care procedures at the district:		
	_		

Step 5 - Make a Fee Payment

• Once you have completed most of the main steps for the online registration process, your last step before completing registration is making a fee payment for registration fees and other fees if applicable.

Home Student (Parkview JR/SR/Highenenool 2015-2016) Student (Parkview JR/SR/Highenenool 2015-2016) 1. Online Registration Tutorial Ethnicity/Race 1. Online Registration Calendar 2. Verity Student Information Gradebook 5. Family Address Attendance 5. Family Address Student Information 6. Family Information Attendance 5. Verity Ethnicity/Race Food Service 6. Medication Administration Discipline 6. Medication Administration Fee 6. Medication Administration Meass application 10. Access to Technology Portfolio 10. Access to Technology Health Info 10. Access to Technology Login History 11. PHS Handbook Sign Off Fe 13. PHS Parking Wigneystock 11. Parkview Warbook 14. Parkview Warbook 15. Make a Fee Payment	Family Access Student Test		Family Test N	ly Account	Contact Us	Email History	Report History
Registration Step 15. Make a Fix Wment (Required) 1. Online Registration Ethnicity/Race Ake a Fixe Payment 2. Verify Sudant Information Calendar Complete Step 15 Only b. Family Address Gradebook c. Family Information c. Family Information Attendance c. Family Information c. Family Information Student Info c. Verify Ethnicity/Race c. Family Information Fee Management Portfolio Health Info Login History Stroes to Technology Resources to Technology Itel Parks Athletics Form 13. PHS Parking Registration F 14. Parkview Yearbook 14. Parkview Yearbook 14. Parkview Yearbook	lome	chool 2015-2016)					
Ethnicity/Race 2. Verify Student Information Ethnicity/Race a. Student Information Calendar 0. Family Address Gradebook c. Family Information Attendance c. Family Information Student Info c. Family Information Food Service 3. Verify Ethnicity/Race Fist Scores 5. Health Services Survey Femanagement 6. Medication Administration Portfolio 8. Food Service Account Form Health Info 10. Access to Technology Login History 11. PHS Handbook Sign Off Form Student Student Information 12. PHS Athieletes Form 13. PHS Parking Registration Form 14. Parkview Yearbook		ment (Required)				1. Online	Registration Tutoria
Calendar Student Information Family Address Family Address Family Information Emergency Information Emergency Information Emergency Contacts Verify Ethnicity/Race Emergency Information Emergency Information Emergency Information Emergency Contacts Verify Ethnicity/Race Emergency Contacts Verify Ethnicity/Race Emergency Contacts Verify Ethnicity/Race Emergency Contacts Verify Ethnicity/Race Emergency Care Information Emergency Care Information Medication Administration Multiple Permission Form Resources Coonsent Form Shealth Info Login History Phys Athletics Form Phys Athletics Form Phys Athletics Form Phys Athletics Form Phys Parking Registration F Phys Parking Registration F Phys Athletics Form Phys Parking Registration F 						2. Verify	Student Information
Cardebook 0. Failing Address Attendance 0. Failing Kaddess Student Info 0. Emergency Information Food Service 0. Failing Kaddess Discipline 0. Failing Kaddess Test Scores 0. Health Services Survey Fee Management 0. Failing Kaddess Portfolio 0. Failing Kaddess Health Info 0. Failing Kaddess Login History 10. Access to Technology Resources Consent Form 11. PHS Handbook Sign Off Form 10. Access to Technology Resources Consent Form 12. PHS Athletics Form 11. PHS Parking Registration F 13. PHS Parking Registration F 14. Parkview Yearbook	thnicity/Race					a. Stu	dent Information
Attendance Attendance Student Info Food Service Discipline Fee Management Portfolio Login History Attendance Attendance	Calendar	Complete Step 15 Only				b. Fa	mily Address
Attendance Emergency Contacts Verify Ethnicity/Race Emergency Contacts Verify Ethnicity/Race Emergency Care Information Health Services Survey Medication Administration Multiple Permission Form Rood Service Account Form Perfolio Health Info Login History In PHS Handbook Sign Off Form Service Account Form Person Form Person	Gradebook					c. Fa	mily Information
Student Info Stude	Attendance					d. En	nergency Information
So defly Ethnicity/Race Food Service Discipline Test Scores Fee Management Portfolio Health Info Login History I PHS Athletics Form I 2. PHS Athletics Form I 3. PHS Parking Registration F I 4. Parkview Yearbook	tudant lafa					e. En	nergency Contacts
Login History 4. Emergency Care Information 5. Health Services Survey 6. Medication Administration 7. Multiple Permission Form 8. Food Service Account Form 9. Free and Reduced Price Sci Meals Application 10. Access to Technology Resources Consent Form 11. PHS Handbook Sign Off For 12. PHS Athletics Form 13. PHS Parking Registration F 14. Parkview Yearbook						3. Verify	Ethnicity/Race
Exercises 6. Medication Administration Fee 7. Multiple Permission Form Management 8. Food Service Account Form Portfolio 9. Free and Reduced Price Scitt Health Info 10. Access to Technology Login History 11. PHS Handbook Sign Off For 12. PHS Athletics Form 13. PHS Parking Registration Form 13. PHS Parking Registration Form 14. Parkview Yearbook	ood Service					4. Emerg	ency Care Informat
Total Scores 7. Multiple Permission Form Fee 8. Food Service Account Form Portfolio 9. Free and Reduced Price Sci Meats Application Health Info 10. Access to Technology Resources Consent Form Login History 11. PHS Handbook Sign Off For 12. PHS Athletics Form 13. PHS Parking Registration Form 14. Parkview Yearbook 14. Parkview Yearbook	Discipline					5. Health	Services Survey
Fee 8. Food Service Account Form Portfolio 9. Free and Reduced Price Sci Meals Application Health Info 10. Access to Technology Resources Consent Form Login History 11. PHS Handbook Sign Off For 13. PHS Parking Registration F 14. Parkview Yearbook	est Scores					6. Medica	ation Administration
Management 8. Food Service Account Form Portfolio 9. Free and Reduced Price Sch Meals Application Health Info 10. Access to Technology Resources Consent Form Login History 11. PHS Handbook Sign Off For 12. PHS Athletics Form 13. PHS Parking Registration F 14. Parkview Yearbook	00					7. Multipl	e Permission Form
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Login History Resources Consent Form 11. PHS Handbook Sign Off Fc 12. PHS Athletics Form 13. PHS Parking Registration F 14. Parkview Yearbook	Portfolio						
12. PHS Athletics Form 13. PHS Parking Registration F 14. Parkview Yearbook						10. Acce Resource	ss to Technology es Consent Form
13. PHS Parking Registration f 14. Parkview Yearbook	ogin History					11. PHS	Handbook Sign Off
14. Parkview Yearbook						12. PHS	Athletics Form
						13. PHS	Parking Registration
15. Make a Fee Payment					-	14. Park	view Yearbook
						15. Make	a Fee Payment

- When you click on "Make a Fee Payment," you will be taken to a screen that has been used in the past to add money to lunch accounts.
- You will notice that in addition to food service payments, you can also make a fee management payment.

Point of	FEntry Interface						< Ba
Family							
	Online Payment Vendor:	REVTRAK	\$	Pay with Vendor	Empty Cart	Back	
(Please click	the Update Payment Amou	nt button to se	lect an item t	o pay)			
	Total Payment TEST S	TU	0.00				
0.00	Update Payment Amount	Clear Items	Balance: 0.0	0			
0.00	Update Payment Amount	Clear Items	Balance: 65.	.00			
		K					
	Total Payment TEST S	ГU001:	0.00				
0.00	Update Payment Amount	Clear Items	Balance: 0.0	0			
0.00	Update Payment Amount	Class Theres	Balance: 0.0	10			
	Family (Please click 0.00 (0.00 (Online Payment Vendor: (Please click the Update Payment Amount Total Payment TEST ST 0.00 Update Payment Amount 0.00 Update Payment Amount Total Payment TEST ST	Family Online Payment Vendor: REVTRAK (Please click the Update Payment Amount button to se Total Payment TEST STU 0.00 Update Payment Amount Clear Items 0.00 Update Payment Amount Clear Items Total Payment TEST STU001:	Family Online Payment Vendor: REVTRAX (Please click the Update Payment Amount button to select an item t Total Payment TEST STU 0.00 Update Payment Amount Clear Items Balance: 0.0 0.00 Update Payment Amount Clear Items Balance: 65 Total Payment TEST STU001: 0.00	Family Online Payment Vendor: REVTRAK Pay with Vendor (Please click the Update Payment Amount button to select an item to pay) Total Payment TEST STU 0.00 Update Payment Amount Clear Items Balance: 0.00 0.00 Update Payment Amount Clear Items Balance: 65.00 Total Payment TEST STU001: 0.00	Family Online Payment Vendor: REVTRAK © Pay with Vendor Empty Cart (Please click the Update Payment Amount button to select an item to pay) Total Payment TEST STU 0.00 Update Payment Amount Clear Items Balance: 0.00 0.00 Update Payment Amount Clear Items Balance: 65.00 Total Payment TEST STU001: 0.00	Family Online Payment Vendor: REVTRAK Pay with Vendor Empty Cart Back (Please click the Update Payment Amount button to select an item to pay) Total Payment TEST STU O.00 Update Payment Amount Clear Items Balance: 0.00 O.00 Update Payment Amount Clear Items Balance: 65.00 Total Payment TEST STU001: 0.00

- In order to pay for registration online, you will click on "Update Payment Amount" for fee management payment where you will be taken to a new screen that will list the registration fee for the current year.
- If the registration fee is not listed in the upper box, you will need to add the fee using the lower box.

	Management Paymo								
odate Fee M	anagement Payment For S	student Test 🥝							
es due for s	tudent Student Test					-	10	Delete	
Due Date 🔺	Description		Amount Due	Pay Charge	Pay Amount	Remai			
07/16/2015	Registration 7-12 2015-2016	5	65.00	✓	65.00		0.00		
records displa	ayed	Total Paym	nent Amount for Se	elected Charg	jes:	55.00	Update	Cart)
records displa	ayed be added to this student's			elected Charg	jes:	55.00	Update	Cart)
	be added to this student's				jes:	55.00		Cart)

- The lower box can also be used to add other fees if you would like to pay for them right away.
- In order to have these other payments display, you will need to adjust the filter to show "Display Unenrolled Activity Fees."

date Fee M	anagement Payment For Stude	nt Test 🤎						
es due for s	tudent Student Test				E		Delete	
Due Date 🔺	Description	Amount Due	Pay Charge	Pay Amount	Remaining Balance			
7/16/2015	Registration 7-12 2015-2016	65.00	•	65.00		0.00		
records displa	ayed	Total Payment Amount	ected Charg	pes: 6	5.00	Update	Cart)
	ayed be added to this student's acco		ected Charg		5.00	Update	Cart)
records displa ees that can escription		unt [Display Fees]			5.00	Update Add I)

• If the "Display Unenrolled Activity Fees" is checked, you will be able to see other fees such as fees for sports and other co-curricular activities.

	Management Paym								
Update Fee M	anagement Payment For	Student Test 🥝							
Fees due for s	tudent Student Test						🖲 💩	Delete	
Due Date 🔺	Description		Amount Due	Pay Charge	Pay Amount	Remainin Balance	g		
07/16/2015	Registration 7-12 2015-201	16	65.00		65.	.00	0.00		
		Select Fees	s to Display	·	Back				
		I Sele	ct Fees to Dis	play - Entit	y 400 - 0				
		Select Fees	to Display	v	Back				
		Fee Types		S	ave				
			lled Activity Fee	5	ack	-			
records displa	ayed		Iled Course Fees						
			able General Fe			65.00	Update	Cart	
Foor that can	he added to this student		able General Fe	es					
	Amou						Add	Fee?	
	lable								
Fees that can Description							Add	Fee?	

- Once these unenrolled activity fees are displayed, you will be able to add various fees to your shopping cart.
- Once your student is enrolled in an activity, your building secretary will assess fees and the fee will move from the lower box to the upper box automatically. For registration, very few of these non-registration fees will be assessed due to the district not knowing co-curricular enrollment until after registration.

odate Fee Managem	ent Payment A	mount						E
pdate Fee Management P	ayment For Student	t Test 🥝						
ees due for student Stude	nt Test						Delete)
Due Date 🔺 Description		Amount Due	Pay Charge	Pay Amount	Remaining			
07/16/2015 Registration	7-12 2015-2016	65.00		65.00		0.00		
records displayed	/	Total Payment Amount for Co	elected Charro		5.00	Undate	Cart	
records displayed	/	Total Payment Amount for Se	elected Charg	jes: 6	5.00	Update	Cart	
	this student's account		elected Charg	jes: 6	5.00	Update	Cart	
ees that can be that u to t				jes: 6	5.00		Cart	
ees that can be that to the scription	this student's accou	nt [<u>Display Fees</u>]		pes: 6	5.00	Add		
ees that can be that to the scription activity: Baseball	this student's account	nt [Display Fees] Schl Yr Why would I add thi		jes: 6	5.00	Add	Fee?	
	Amount Entity 35.00 400	t [Display Fees] Schl Yr Why would I add thi 2016		jes: 6	5.00	Add	Fee?	

- The family cap of \$175 for athletic registration fees is in place, but may not be immediately apparent.
- When adding fees, you will notice when you start adding athletic fees beyond \$175, your fees will not show up in the upper box even though they disappear from the lower box when you add them.
- These sports fees are being added, but will have no cost since you have met the \$175 cap. Your student's main fee management page in Skyward Family Access will show these fees as paid with zero cost when you are finished.
- When you are done adding items to your cart, click on the "Update Cart" button to add them to your shopping cart.

	Management Paym	ent An	nount							< Bac
pdate Fee Ma	anagement Payment For	Student	Test 🥝							
ees due for st	tudent Student Test						8		Delete	
Due Date 🔺	Description			Amount Due	Pay Charge	Pay Amount	Remaining Balance			
07/16/2015	Registration 7-12 2015-201	6		65.00	2	65.00	0.0	00	-	
07/21/2015	Baseball			35.00		35.00	0.0	0r		
07/21/2015	Boys Basketball High School	d		35.00	1	35.00				
07/21/2015	Boys Track			35.00	1	35.00	0.0	00		
	Football HS			25.00		25.00				
07/21/2015	FOOLDAIL HS			35.00	(e)	35.00	0.0	00		
07/21/2015				35.00		35.00	0.0			
07/21/2015	Golf			35.00	V	35.00	0.0	00		
07/21/2015	Golf	Т	ōtal Paymen		V	35.00	0.0		ırt)
07/21/2015 6 records displa	Golf			35.00 nt Amount for Se	V	35.00	0.0	00	ırt)
07/21/2015 5 records displa	Golf yed be added to this student?		t [<u>Display</u>	35.00 nt Amount for Se	✓	35.00	0.0	00)
07/21/2015 6 records displa Fees that can Description	Golf yed be added to this student'	account	t [<u>Display</u>	35.00 nt Amount for Se	✓	35.00	0.0	00 Jpdate Ca	9?	
07/21/2015 6 records displa Fees that can Description Activity: Boys	Golf yed be added to this student* Amou BBall JH 35.0	account	t [Display Schl Yr W	35.00 nt Amount for Se	✓	35.00	0.0	Jpdate Ca	9?	
07/21/2015 6 records displa	Golf be added to this student' Amou BBall JH 35.0 r Fall 35.0 r Winter 35.0	t Entity	t [<u>Displar</u> Schl Yr W 2016	35.00 nt Amount for Se	✓	35.00	0.0	Jpdate Ca Add Fee		

- When you are done adding fees to your shopping cart, you are ready to make a payment.
- You can make a payment by clicking on the "Pay with Vendor" icon on the main payment page.

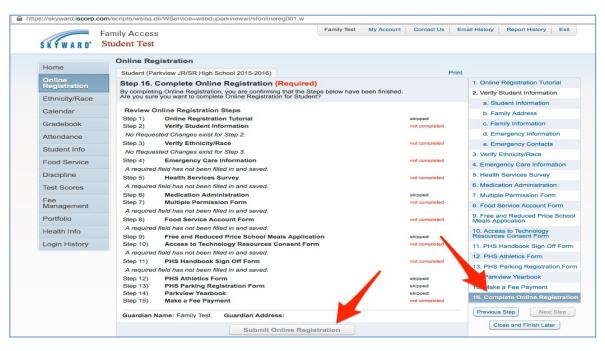
			aedit021.w?pSubsys=FEE&pVendEntity=400&pContext=FA	
line Payment Entry - Sing	gle Point of	Entry Interface		< Bac
nline Payment Entry for User: Tes	st, Family			
		Online Payment Vendor:	REVTRAK Pay with Vendor Empty Cart Ba	ack
rould like to make an online payment f	for: (Please click	the Update Payment Amou	nt button to select an item to pay)	
Test, Student 🍳		Total Payment TEST S	U000: 240.00	
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Test, Student A 🔍		Total Payment TEST S	U001: 0.00	

• Clicking on the "Pay with Vendor" button will take you to the RevTrak site where you can process a payment using a credit or debit card.

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Step 6 - Complete Online Registration

- When you have made your fee payment and completed all the required steps, you are ready to submit your documents for online registration.
- If any required steps are not completed, the button to complete registration will not be available. The button will become available once all necessary steps are completed.
- Once your documents are submitted, our Student Registrar will review the information and approve any changes. If there are any questions, the Parkview School District will reach out to you.
- Thank you for completing online registration!



Parkview School District Online Registration Contacts

Tracy Case, Business Manager

608-879-2717 ext. 6113 tcase@email.parkview.k12.wi.us

- General questions about the online registration process.
- Technical questions on Skyward Family Access and online registration.
- Questions on making a fee payment.

Ann Buehl, LMC Director

608-879-2717 ext. 5127 abuehl@email.parkview.k12.wi.us

- Questions about logging into Skyward Family Access.
- User name and password reset for Skyward Family Access.

Stacy Neal, Student Registrar

608-879-2717 ext. 5119 sneal@email.parkview.k12.wi.us

• Questions about enrolling a new student in the district.

Sue Draves, District Administrator Secretary

608-879-2717 ext. 6191 sdraves@email.parkview.k12.wi.us

• Questions about open enrollment.

Cari Venzke, Food Service Director

608-879-2994 ext. 6123 cvenzke@email.parkview.k12.wi.us

• Questions on the free and reduced meals application.