Skyward Family Access
Online Registration for 2023-24

These step by step instructions will walk you through the process of getting your student(s) ready to return to school in the fall.

Registration Steps:

1. Log into the Family Access system from family.hisd.com or from the HISD homepage (www.hisd.com/Parents/Skyward Family Access) with your confidential username and password.
   Note: Only a parent in the first family listed in Skyward may complete the Online Registration process.

2. The following screen will appear. Click on '2023-24 Hallsville ISD Online Registration' and choose the student you wish to enroll or click on 'Go to 2023-24 Hallsville ISD Online Registration for _____.' If you have problems, you may need to turn off your pop up blockers.

This window will appear if you choose the '2023-24 Hallsville ISD Online Registration' option on the left of the home screen. You will then click on the listed student's name you wish to begin registering.

Note: If you have multiple children, you may toggle between the students. The complete registration process must be done for each child.

3. Follow the directions carefully as you navigate through the Online Registration process Step-by-Step. Many steps will give you an option to 'Print' but it is not necessary to 'Print.'

For an enlarged form, you may click on 'View Full Screen.'

Each step may have directions listed above it. Please read before completing the step.

As you complete each step, please choose 'Complete Step ___ Only' or 'Complete Step ___ and move to Step ___' just below each step. You will not be able to continue unless you have completed all required fields for that step.

4. You will begin by clicking 'Directory Information Explained' (Step 1).

District Message

To register your child for the 2023-2024 school year, please click on step 1, 'Directory Information Explained' to the right, and complete each of the steps before August 10th. These steps allow you to verify and update your child's information.

Please be sure to **complete** each step. Once you have finished a Step, please choose to **"Complete Step __ and move to Step __"** at the bottom of the page. For an enlarged form, you may click on 'View Full Screen.'

If you need to update any information that is "read only" (editing is not allowed), please contact the front office at your child's campus.

When you have finished all of the Steps, please click the "Complete 2023-24 Hallsville ISD Online Registration" button at the bottom of the screen.

Please remember you must upload **Proof of Residency** documentation during this process as returning students will not be required to attend an In Person Registration. Proof of Residency must be received prior to any instruction for the 2023-24 school year.

Teacher and schedule information will only be released to parents once scheduling has been completed at your student's campuses and Online Registration has been completed for your student.

For additional help, you may CLICK HERE for Online Registration Instructions.

Directory Information Explained

Please review the following document very carefully as you will make your choices regarding the release of your family and student information in Step 2.

Student records are confidential and protected from release by both State and Federal laws. The Family Educational Rights to Privacy Act (FERPA), a Federal law, requires that Hallsville ISD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Hallsville ISD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Hallsville ISD to include this type of information for your child's education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, on request, with the following information - names, addresses and telephone listings - unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want Hallsville ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by August 31, 2017.

Hallsville ISD has designated the following areas for directory information release:

Military and Higher Education Use: Federal Law requires districts receiving assistance under the elementary and Secondary Education Act of 1965 (20 U.S.C. Section 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

Public Use: External third parties not directly affiliated with Hallsville ISD. Examples include vendors who offer products and services (such as class rings, tutors, etc.), youth organizations, sports groups, businesses, nonprofit organizations, and direct marketers.

District Use (School/School Sponsored Purposes): Examples include student recognition activities, yearbooks, student newspapers, printed programs for extracurricular activities, school/district publications and displays in school buildings, media news releases (including photographs and video), extracurricular programs or events, and class rosters given to other parents. This includes the use of student art, written work, special projects, photographs taken by students and other original works, images and voices on district/campus/class websites and the release of e-mail addresses to School and District-affiliated organizations. This category also includes District-affiliated organizations such as booster clubs and the Hallsville ISD Education Foundation.

Instructions:
The groups outlined above correspond with boxes you will see on the next screen. There are two available choices for each box - YES or NO - indicating whether you want your child's information released to that group. Choosing YES will allow the release of directory information to the group. Choosing NO will restrict the release of your information.

[Complete Step 1 Only]   [Complete Step 1 and move to Step 2a]

Step 1) **Directory Information Explained**

This step contains information to help you in deciding how to share your student's directory information. Directory information includes the student's name, primary telephone number, and address. Please read the information (or print if you wish) and choose to 'Complete Step 1 and move to Step 2a.'

A **green** checkmark will now be displayed next to step one.

Step 2) **Verify Student Information**

This step allows you to request changes to your student's demographic information. There are four different areas (a, b, c, and d). *You must choose 'Complete Step 2a and move to Step 2b' etc. after each section of step 2.* Once the box is checked, you cannot go back and make changes without choosing to edit ([Edit Step 2a]) the step.

Step 2a. Verify Student Information: Student Information (Required)

* Note: Although not required, you may enter the student's 'Birth County,' 'Birth State,' and 'Birth Country.'

'Student Information' allows changes to be made to the release of the student's demographic information. (The information displayed is the current settings for your student.)

There are four different categories; Military, Higher Education, Public, and District. Each of these was described in Step 1. If you choose 'No', the records will **NOT** be released. A 'Yes' indicates you **WILL ALLOW** the records to be released. After all changes, if any, are made, choose 'Complete Step 2a and move to Step 2b, 'Family Address.'

Review the address information on the screen. If changes are needed, click inside the field that needs to be corrected and enter the new information.

Address changes will not automatically be updated. They will be reviewed by the campus office before acceptance.

Any pending changes will be in bold if your return to review this screen.

Once changes, if any, are made, choose 'Complete Step 2b and move to Step 2c, 'Family Information.'

'Change Family Information' will allow you to change information about your family including telephone numbers and email address.

Once changes, if any, are complete, choose 'Complete Step 2c and move to Step 2d, 'Emergency Contacts.'

'Emergency Contacts' allows you to update emergency contacts.

You may only 'add' or 'delete' contacts. You cannot change information on an existing contact. If changes are needed, you must delete the contact and add them back with the new information.

Also, please make sure to update 'Pick Up' to 'Yes' if this person is allowed to pick your child up from school. 'No' will not allow the person to pick up your child.

When adding a new Emergency Contact, be sure to 'Save' after all the information for that contact is entered.

Step 2 is now complete. Choose 'Complete Step 2d and move to Step 3.

Step 3) Proof of Residency/Immunization Upload
This step allows you to upload a copy of your Proof of Residency documentation. (*Proof of Residency for special circumstances may need to be discussed with your campus.* Additional forms for Proof of Residency are located on our website) You may upload a word document, a picture, a scanned document (pdf), etc. Once uploaded, campus personnel will verify the proof prior to the In Person Registration. You will only be notified if there is a question about your Proof of Residency. To allow for processing, **you should upload Proof of Residency before August 10th**.

For incoming 7th graders and other students requiring immunizations, you may also attach a second file showing proof of updated shot records.

Step 3. Proof of Residency/Immunization Upload (Required)

Parents must upload a copy of their Proof of Residency prior to Aug 4th. Campus staff will verify and contact the parent if there are any questions/concerns prior to the start of school.

For incoming 7th graders and others requiring immunizations, you may attach a second file showing proof of updated shots.

Immunizations: [Choose File] No file chosen ⬅

* Proof of Residency: [Choose File] No file chosen ⬅

[Complete Step 3 Only] [Complete Step 3 and move to Step 4]

- Once completed, choose 'Complete Step 3 Only' and 'Next Step' or Complete Step 3 and move to Step 4.'

Continue through the remaining steps, following the directions above each. Make sure to 'Complete' each Step as you move through the process.

*Note: Any text that is underlined or is a different color indicates a hyperlink. You may click on the link to obtain more information. Steps that request a 'Signature' require your typed **full name**; you do not need to print the form.

At any time during the process, you may choose [Close and Finish Later] *at the bottom, right of the screen. This will allow you to stop and complete the registration process at a later time.*

If at any time you get 'stuck' in a form and you would like to close and finish later, you make choose [Home] *from the menu options on the left side of your screen. Any data entered in the current unsaved form will be lost.*

You are now ready for the **Final Step**. [18. Complete 2023-24 Hallsville ISD Online Registration]

JANE (HALLSVILLE DAEP 2023-2024)   Print

Step 18. Complete 2023-24 Hallsville ISD Online Registration (Required)
By completing 2023-24 Hallsville ISD Online Registration, you are confirming that the Steps below have been finished.
Are you sure you want to complete 2023-24 Hallsville ISD Online Registration for JANE?

Review 2023-24 Hallsville ISD Online Registration Steps

| Step 1) | Directory Information Explained | Completed 04/17/2023 1:12pm |
| Step 2) | Verify Student Information | Completed 04/17/2023 1:13pm |

*Requested Changes **Pending Approval** by the District:*

Area	Field	Requested For		Requested Value
Fam Info	Change Mailing Address	JANE TEST	Street Number	117
			Street Dir	S
			Street Name	MAIN ST
			Apt Lot	
			Street Appt	
			P.O. Box	
			Address 2	
			Zip Code	75650
			Plus 4	

* If a Requested Change is denied by the district, 2023-24 Hallsville ISD Online Registration for this student will be marked as INCOMPLETE.

Step 3)	Proof of Residency/Immunization Upload	Completed 04/17/2023 1:13pm
Step 4)	Student Registration Form	Completed 04/17/2023 1:13pm
Step 5)	Verify Ethnicity/Race	Completed 04/17/2023 1:13pm

No Requested Changes exist for Step 5.

Step 6)	Nurse Contacts	Completed 04/17/2023 1:13pm
Step 7)	Medical Care/History Form	Completed 04/17/2023 1:13pm
Step 8)	Free or Reduced Priced Lunch	Completed 04/17/2023 1:13pm
Step 9)	Federal Student Residency Questionnaire	Completed 04/17/2023 1:13pm
Step 10)	Region VII Migrant Survey	Completed 04/17/2023 1:13pm
Step 11)	Acceptable Use Policy	Completed 04/17/2023 1:13pm
Step 12)	Foster Care	Completed 04/17/2023 1:13pm
Step 13)	Military Connected Student	Completed 04/17/2023 1:13pm
Step 14)	Bus Information	Completed 04/17/2023 1:13pm
Step 15)	Campus Parking Permit Registration	Completed 04/17/2023 1:13pm
Step 16)	Intent to Provide Prevention Education for Student Safety	Completed 04/17/2023 1:13pm
Step 17)	Final Instructions	Completed 04/17/2023 1:13pm

Guardian Name: MOTHER TEST   **Guardian Address:**

Submit 2023-24 Hallsville ISD Online Registration

Once you enter the 'Complete 2023-24 Hallsville ISD Online Registration' step, the following screen will be displayed.

You may 'Print' this screen if you would like, but it is not mandatory.

Any changes that were made but must have campus approval will be indicated on this screen as '***Pending Approval***.'

Review this document and ensure that all required steps have been completed.

Once you have reviewed this document, choose [Submit 2023-24 Hallsville ISD Online Registration]. You have now completed the Online Registration for this student and will receive an email indicating that your child has been successfully registered. This email does not require any action.

*Note: If you have more than one student, you will need to complete the entire process for each student. To select the next student, click on the '2023-24 Hallsville ISD Online Registration' link in the upper left corner of the screen, scroll down and click on the next student.
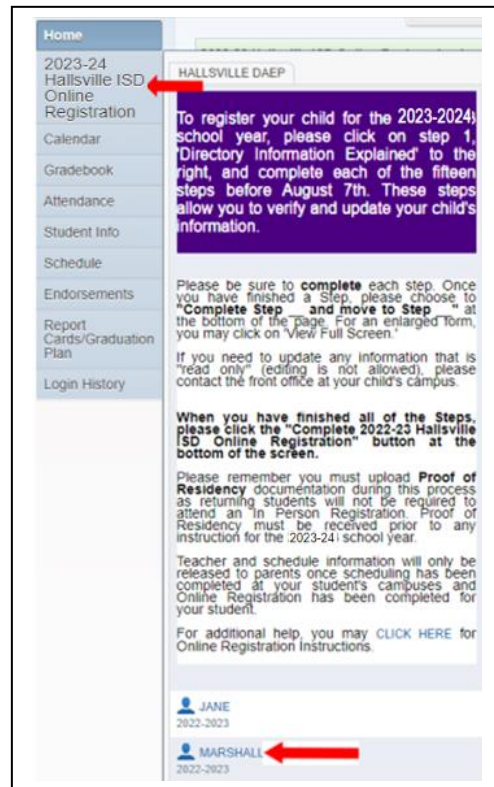
Campus Contacts for Login/Password or Questions:
(Monday – Thursday 8:00 – 3:30)

- East Elementary (903)668-5990 extension 1653
- North Elementary (903)668-5981
- Intermediate (903)668-5989
- Jr. High (903)668-5986
- High School (903)668-5980