

## 2016-17 Deer Park ISD Online Student Registration Instructions – Skyward Family Access

Deer Park ISD will **again utilize Skyward Family Access** to allow parents to **verify and update** student, family, emergency, and health information **for each child**. The online **registration process is required** to update information **for all returning students of DPISD**.

**\*\*\*This does NOT replace your child's Campus Registration/Packet Pickup and/or Meet the Teacher Night. Please watch for communication from your child's campus regarding these beginning of the year activities.\*\*\***

### 1<sup>st</sup>: Log in to Family Access with your Family Access log in and password

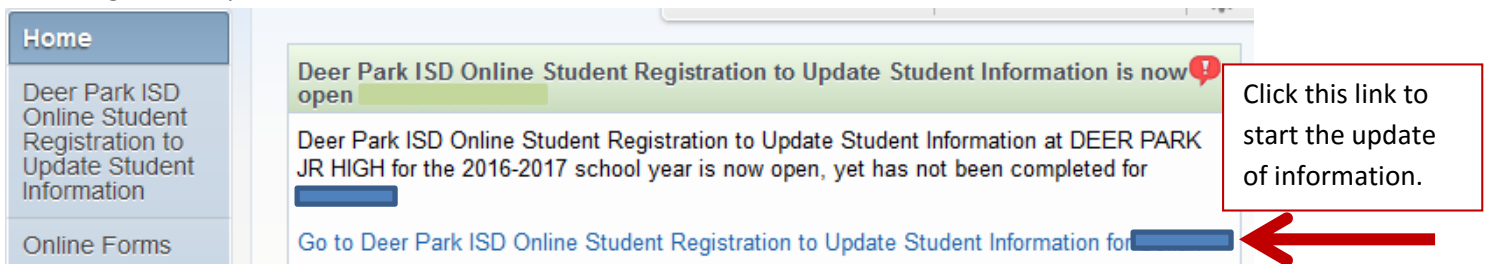
Go to the **Deer Park website** ([www.dpisd.org](http://www.dpisd.org)) and use the **Skyward Family Access link** (right side under Site Shortcuts)  
Your **one** Family Access **account** allows you to **access all** of your **children**.

**\*\* (refer to the Family Access User Account Information sheet if you have not yet logged in to Family Access)**

**NOTE:** Only **Family #1** will be able to **make changes** to your child's information.

Family #1 is **determined by the address where the student resides**.

**2<sup>nd</sup>:** Click on the **"Deer Park ISD Online Student Registration"** link. This link will display a window providing an overview of the Registration process. **\*\*YOU MUST COMPLETE THIS REGISTRATION PROCESS FOR EACH CHILD.**



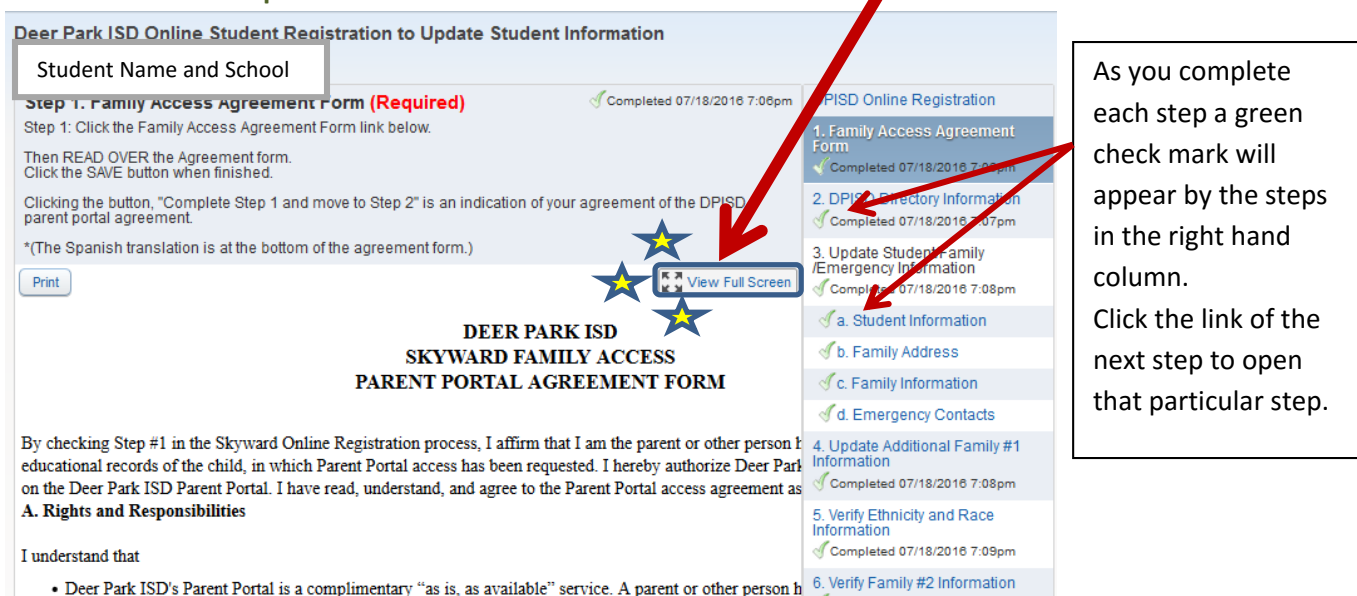
### 3<sup>rd</sup>: The links for each step display in the right hand column, as shown in the picture below.

Proceed through each of the steps in the right hand column to complete the updating of information.

The directions for each step display in the middle of the screen. The "text" under each step will instruct you on what to do. These instructions must be completed before you can click the "Complete Step xx and Move to Step xx" button.

As you complete each step, a green check mark will appear by the steps on the right hand side.

**\*\*\*The middle text area is Fixed Width....it is recommended to click the VIEW FULL SCREEN button so you can read all of the text in each step**



### For each step:

- Read the directions instructing you on what to do for that step
- Enter/Update information. Click the **SAVE** button.
- Click the **"Complete Step xx and Move to Step xx"** button to mark that step as Complete.

4<sup>th</sup>: **IMPORTANT \*\*\* FINAL STEP** –

16. Complete Deer Park ISD Online Student Registration to Update Student Information

The final step is a **“REVIEW PAGE”** .

Each step should show a green check mark indicating that the step is completed.

YOU MUST **PRINT** and **RETURN** the **Review page** to your child’s campus during Campus Registration (secondary) or Elementary Meet the Teacher night.

Deer Park ISD Online Student Registration to Update Student Information

(DEER PARK JR HIGH 2016-2017)

**Step 16. Complete Deer Park ISD Online Student Registration to Update Student Information (Required)**

By completing Deer Park ISD Online Student Registration to Update Student Information, you are confirming that the Steps below have been finished.  
Are you sure you want to complete Deer Park ISD Online Student Registration to Update Student Information for

**Review Deer Park ISD Online Student Registration to Update Student Information Steps**

Step 1)	Family Access Agreement Form	Completed 07/18/2016 7:06pm
Step 2)	DPISD Directory Information	Completed 07/18/2016 7:07pm
Step 3)	Update Student/Family/Emergency Information	Completed 07/18/2016 7:08pm
No Requested Changes exist for Step 3.		
Step 4)	Update Additional Family #1 Information	Completed 07/18/2016 7:08pm
Step 5)	Verify Ethnicity and Race Information	Completed 07/18/2016 7:09pm
No Requested Changes exist for Step 5.		
Step 6)	Verify Family #2 Information	Completed 07/18/2016 7:10pm
Step 7)	Student Health Information	Completed 07/18/2016 7:10pm
Step 8)	Migrant Student Survey	Completed 07/18/2016 7:11pm
Step 9)	Students Born Outside of the United States	Completed 07/18/2016 7:11pm
Step 10)	Miscellaneous Registration Information	Completed 07/18/2016 7:11pm
Step 11)	Verify Skylert (phone callout) Information	Completed 07/18/2016 7:11pm
Step 12)	DPISD Student Handbook and Code of Conduct	Completed 07/18/2016 7:12pm
Step 13)	Foster Care and/or Military Connected Student	Completed 07/18/2016 7:12pm
Step 14)	DPISD iPad Procedures and Guidelines	Completed 07/18/2016 7:12pm
Step 15)	Update of Information is Now Complete - Last TASKS	Completed 07/18/2016 7:13pm

Guardian Name: \_\_\_\_\_ Guardian Address: Deer Park, TX 77536

**Submit Deer Park ISD Online Student Registration to Update Student Information**

1. Family Access Agreement Form ✓ Completed 07/18/2016 7:06pm

2. DPISD Directory Information ✓ Completed 07/18/2016 7:07pm

3. Update Student/Family /Emergency Information ✓ Completed 07/18/2016 7:08pm

✓ a. Student Information

✓ b. Family Address

✓ c. Family Information

✓ d. Emergency Contacts

4. Update Additional Family #1 Information ✓ Completed 07/18/2016 7:08pm

5. Verify Ethnicity and Race Information ✓ Completed 07/18/2016 7:09pm

6. Verify Family #2 Information ✓ Completed 07/18/2016 7:10pm

7. Student Health Information ✓ Completed 07/18/2016 7:10pm

8. Migrant Student Survey ✓ Completed 07/18/2016 7:11pm

9. Students Born Outside of the United States ✓ Completed 07/18/2016 7:11pm

10. Miscellaneous Registration Information ✓ Completed 07/18/2016 7:11pm

After you click the **“SUBMIT”** button, the screen pictured at the bottom of the page will display.

**The next time you log in to Family Access, the Message Board will be the default page since the registration is now complete for this student.**

If you would like to review any of your completed steps – you can click on the link and then click your child’s name at the bottom of the overview window that displays.

Home

Deer Park ISD Online Student Registration to Update Student Information

--The picture below will display again where you can click the **“Go back to review completed steps”** link --IF you need to make any CHANGES.....instead click the bottom link of **“Mark as not completed”**. Then click on the step that you want to update. Uncheck the box for that step. This will allow you to make changes for that step. **\*\*Don’t forget to check that Step as complete AND click the “Submit” button to complete the Registration**

✓ Deer Park ISD Online Student Registration to Update Student Information was **successfully completed**

[Go back to review completed steps](#)

[Mark Deer Park ISD Online Student Registration to Update Student Information as not completed and make changes](#)