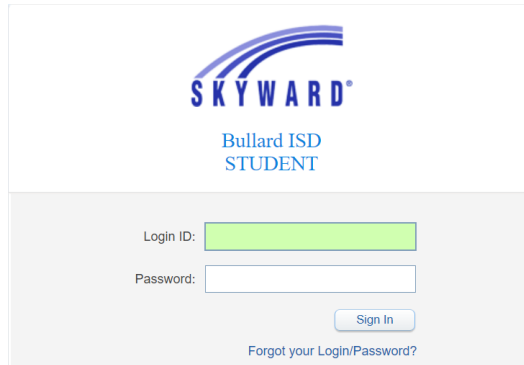


**For 2023-24 Enrollment of Returning Student
(May 1-31 & Mid-August, 2023)
Step by Step Instructions for Online Registration**

1st: Log In To Family Access

Please visit www.bullardisd.net, hover over “BISD Logins”, click on Grade Book to see the following screen:



The screenshot shows the Skyward login interface. At the top is the Skyward logo with the text 'Bullard ISD STUDENT' below it. The login form includes a 'Login ID:' field with a light green background, a 'Password:' field, a 'Sign In' button, and a link for 'Forgot your Login/Password?'.

2nd: If you have not previously obtained a login/password, you must contact the campus of enrollment for your login/password. This will enable you to proceed with the enrollment process.

3rd: Family Access Page

Once on the Grade Book Homepage, click “Returning Student Enrollment, 2023-2024.” If you have more than one student in Bullard ISD, you will be able to view each student’s information by clicking on the student's name.

NOTE: Directions for Text Translation into another Language

1. Once you are on the page to be translated, right-click to access a drop-down screen....scroll down to click on word “translate”...
2. Then, click in box labeled “options” to access “change language”...
3. Select your choice of language from drop down screen then click “done”

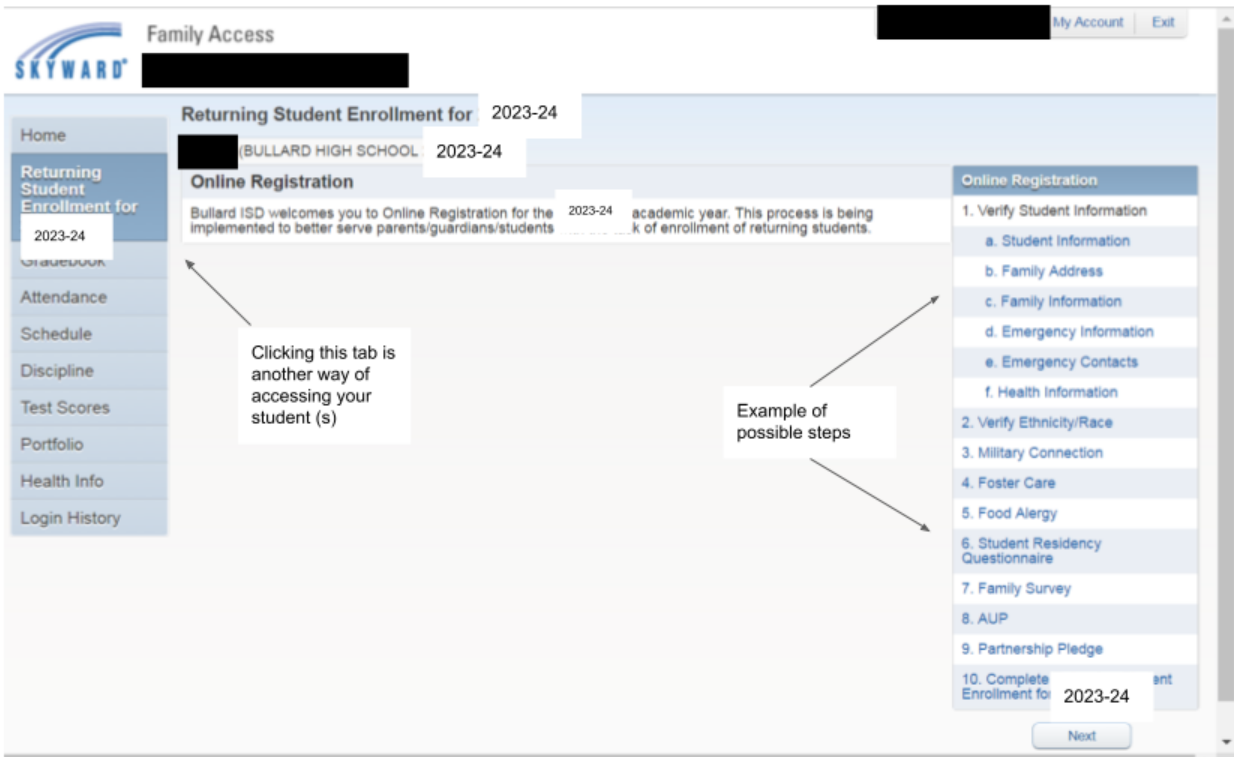
Steps to be Completed

Step 1: Verify Student and Family Information

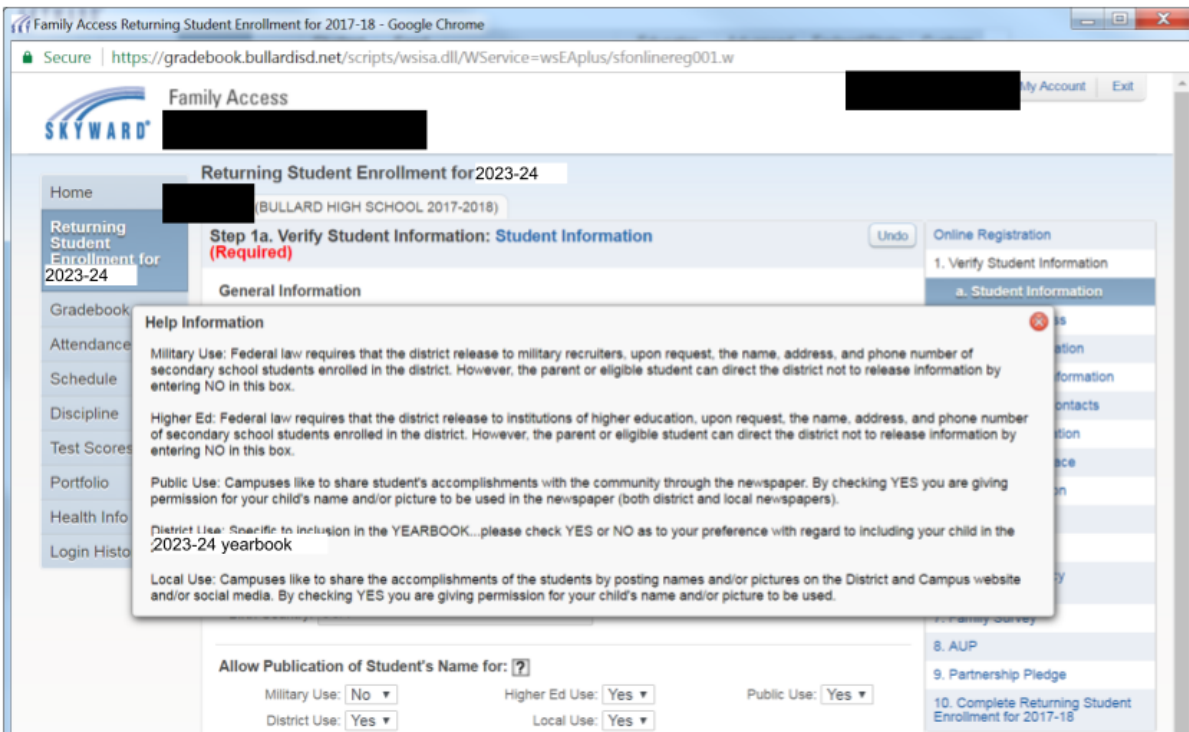
Item A – Click on Item 1a (see screenshot on next page) and verify the accuracy of the information. Provide updated phone number(s) and student email address.

Most of the other information contained on this page cannot be changed without contacting the campus. You will need to call and provide documentation of changes to name, date of birth, language, etc. Once the documentation is provided, information will be updated in Skyward.

NOTE: For changes to an address, you will need to provide the campus with a current water or electricity bill showing the new address.



An important component of **this step is at the bottom** where you see “**allow publication of student’s name for: question mark**”. Once you click on the question mark, a pop-up screen will explain what permission is being given. Responses are necessary to document your wishes regarding the publication and/or release of your student’s 2023-24 directory information and/or picture.



Items 1B and 1C - Verify Family Information is similar to Item 1A.

Item 1D - ***Emergency Contacts is extremely important***... This information **must** be completely accurate for all students. Bullard ISD will no longer send home hard-copy forms by which to collect this information. What is entered into the Emergency Contact screen is what will be used in case of an emergency and to determine permissions for pickup. Be prepared to enter the following information:

- Names of Emergency Contacts (minimum of 1 and maximum of 10 names may be entered)
- Primary Phone for each contact
- Relationship
- Pick Up: **Yes** or **No** (response required for each contact listed)

For changes/deletions/additions to Contact Information, contact the campus. It is imperative that this information remain accurate so keep the campuses notified of updates.

To advance, click on the box labeled "next" located near the bottom of the page. If you are not allowed to advance, this would mean you have not entered all the required information.

Step 2: Verify Ethnicity/Race

This screen reflects what is currently on file for your student. If you detect an error or wish to make changes, you will need to contact the campus and actually complete a new form before it can be changed in Skyward.

Always apply an electronic signature and date where noted on forms!!!

Step 3: Military Connection

A response is required to reflect the most current status as described on the form. Click on the pull down screen in the box and chose "Yes" or "No" for the situation that best describes your student. Electronic signature and date are required prior to clicking on "Complete Step 3 and move to Step 4" located at the top of the form.

Step 4: Foster Care Indicator

Place an electronic check mark in the box that is applicable. Electronic signature and date are required prior to clicking "Complete Step 4 and move to Step 5" located at the top of the form.

Step 5: Food Allergy

Yes/No response is required along with the ability to add additional comments. Signature/date also required.

Step 6: Student Residency Questionnaire

Information gathered by the completion of this form is required to meet the McKinney-Vento Act and is to be completed each year. Some responses call for using pull down screens for "Yes/No" answers while others require an electronic check mark or the entry of specific information.

Add required signature/date.

Step 7: Family Survey

The collection of this data enables the district to better serve students and information remains confidential. Some responses are entered with pull down screen for Yes/No and others by electronic check mark.

Add signature/date.

Step 8: AUP

This is a "Read Only" form regarding "Student Agreement for Acceptable Use of the Electronic Communication System." An electronic signature is required of student and parent/guardian as well as a date which, when applied, verifies you have read and agree to the conditions outlined in the form. You will then be ready to move to the next step.

Step 9: Student Emergency Care & Health Form

Responses to the items on this form are vital to our providing appropriate care for your student when at school. Please be thorough with your responses making sure to complete each pertinent item. Electronic signature for parent/guardian and electronic date are required before advancing to Step10.

Step 10: T2E2

This form contains pertinent information to be read by students/parents/guardians and is required prior to being issued a Chromebook.

Step 11: Complete Returning Student Enrollment for 2023-24

If you feel you have completed Steps 1 through 10, click "Complete Returning Student Enrollment". This will allow you to see what steps may be lacking information. If all are showing "completed," click "**Submit Returning Student Enrollment for 2023-24**" located at the bottom of the page.