

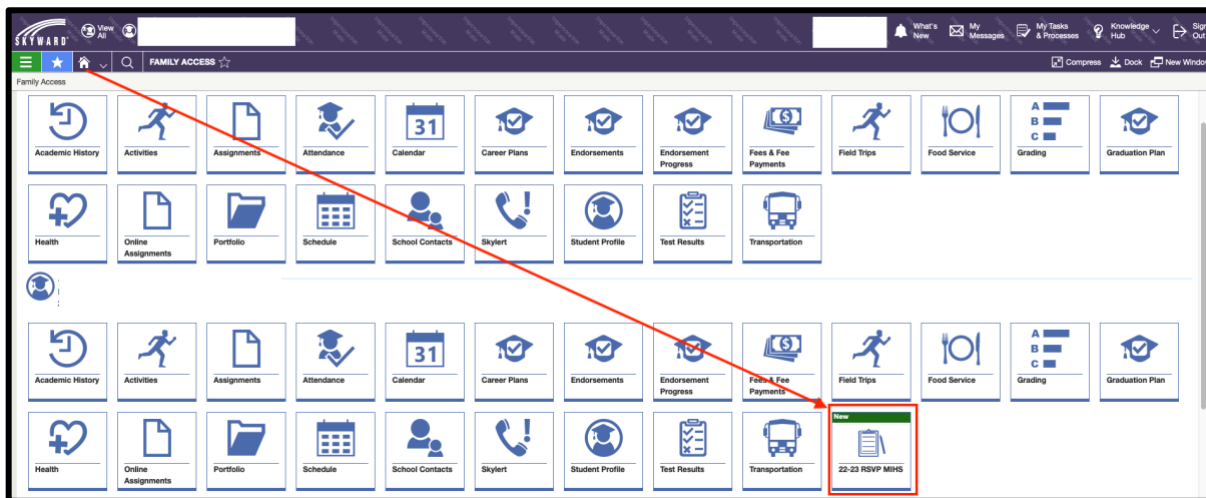
MISD RSVP Process for Families

Each year, parents must complete the RSVP process to acknowledge important policies and complete required forms for schools. Parents will need to complete the RSVP process for each of their students by logging into Skyward's Family Access Portal.

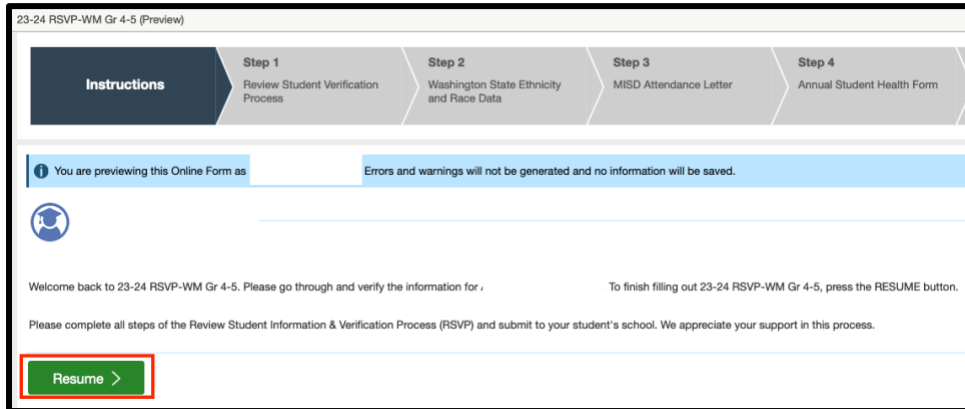
1. Navigate to <https://www.q.wa-k12.net/mercer>
2. Use regular Skyward credentials to log into Family Access
3. If not immediately directed to the home page, click the **down arrow** to the right of the **Home icon** and select **Family Access**



4. Available tiles for Family Access information will display. Click the "2X-2X RSVP" tile for the appropriate school and student to begin.



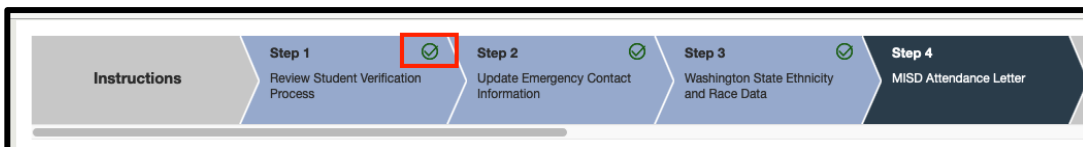
5. Click green **Resume** or **Start** button to begin the steps



6. Each page requires an acknowledgment at the bottom of the page to indicate completion of the step. Some screens will ask for information to be entered and some screens will only require acknowledgment of the information displayed. When ready to move to the next step, click the checkbox **"I Agree"** and then click **"Complete & Next"**.



7. When each page is completed, a green checkmark will display in the **Progression Bar** near the top.



8. Several screens have an **Upload** Attachment feature for the residency verification documentation and COVID Vaccination card (optional). If the attachment is optional, click Skip. If it's required, you will need to upload the required attachment prior to submitted RSVP.



For Renters: Lease Agreement (Please provide a current, unexpired Lease Agreement with minimum 6 months. Lease must include signature page with landlord and tenant signatures.)
For Home Owners: Please provide a copy of the Homeowner Insurance Acknowledgment

UPLOAD FILE
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*Residence Doc #1 Upload

< Previous Complete & Next >

9. If steps are not completed, there will be a **red shield** symbol in the Progress Bar. RSVP cannot be submitted to the school with any incomplete steps.

Step 18
Residence Doc #1

Step 19 *optional*
Residence Doc #2

Step 20
Utility Bill #1

Please complete all required steps. Use the navigator above to access incomplete steps.

< Previous Complete & Review >

10. Once all steps are completed with green checkmarks, navigate to the **Review** screen to verify accuracy of the information. When ready to submit, check the box at the bottom to confirm everything is completed and then click **Submit Form**.

Electronic Signature

I confirm that all of the above information is correct to the best of my ability.

< Previous Submit Form >