

Online Registration

Objective

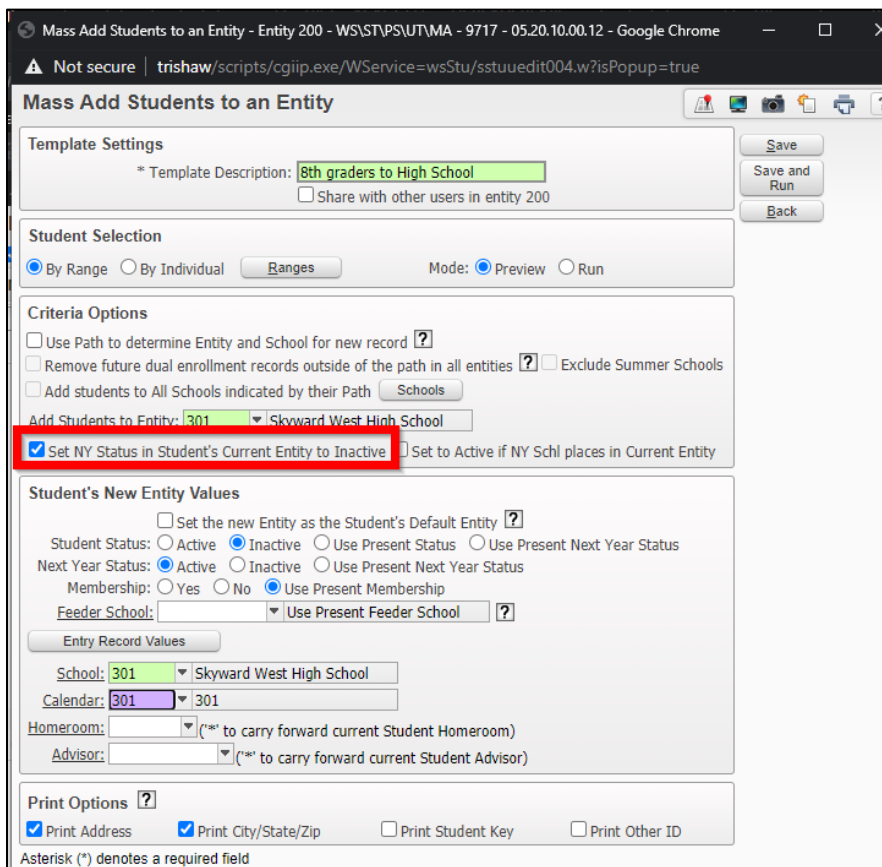
Online Registration is a process available for guardians to log into our Family Access portal and verify that their child(ren) will be attending your District for the upcoming or current school year, depending on how you have it set up. The purpose of this document is to help guide you through our Best Practices to ensure a smooth registration process.

Mass Add Students to their Next Year Entity prior to opening enrollment for Next Year

Online Registration is an Entity specific option and therefore you will want to make sure that the students have a future entry record into the entity they will be enrolled into next year. This ensures that the parent will be filling out information that pertains to the student's next year entity vs current year one, such as Custom Form information.

The Mass Add Students to an Entity Utility is a 'push' process so you will run it from the entity the students are currently at and 'push' them to their Next Year Entity. This can be found under Students > Student Setup > Utilities.

While in the utility, it's important that you check the box to flag their Next Year Status at the Current Entity as Inactive as they will not be Active in their current entity next year.



Mass Add Students to an Entity - Entity 200 - WS\ST\PS\UT\MA - 9717 - 05.20.10.00.12 - Google Chrome

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Mass Add Students to an Entity

Template Settings

* Template Description: 8th graders to High School

☐ Share with other users in entity 200

Buttons: Save, Save and Run, Back

Student Selection

☒ By Range ☐ By Individual Mode: ☒ Preview ☐ Run

Criteria Options

☐ Use Path to determine Entity and School for new record ?

☐ Remove future dual enrollment records outside of the path in all entities ? ☐ Exclude Summer Schools

☐ Add students to All Schools indicated by their Path

Add Students to Entity: 301 Skyward West High School

☒ Set NY Status in Student's Current Entity to Inactive ☐ Set to Active if NY Schl places in Current Entity

Student's New Entity Values

☐ Set the new Entity as the Student's Default Entity ?

Student Status: ☐ Active ☒ Inactive ☐ Use Present Status ☐ Use Present Next Year Status

Next Year Status: ☒ Active ☐ Inactive ☐ Use Present Next Year Status

Membership: ☐ Yes ☐ No ☒ Use Present Membership

Feeder School: Use Present Feeder School ?

Entry Record Values

School: 301 Skyward West High School

Calendar: 301 301

Homeroom: (* to carry forward current Student Homeroom)

Advisor: (* to carry forward current Student Advisor)

Print Options ?

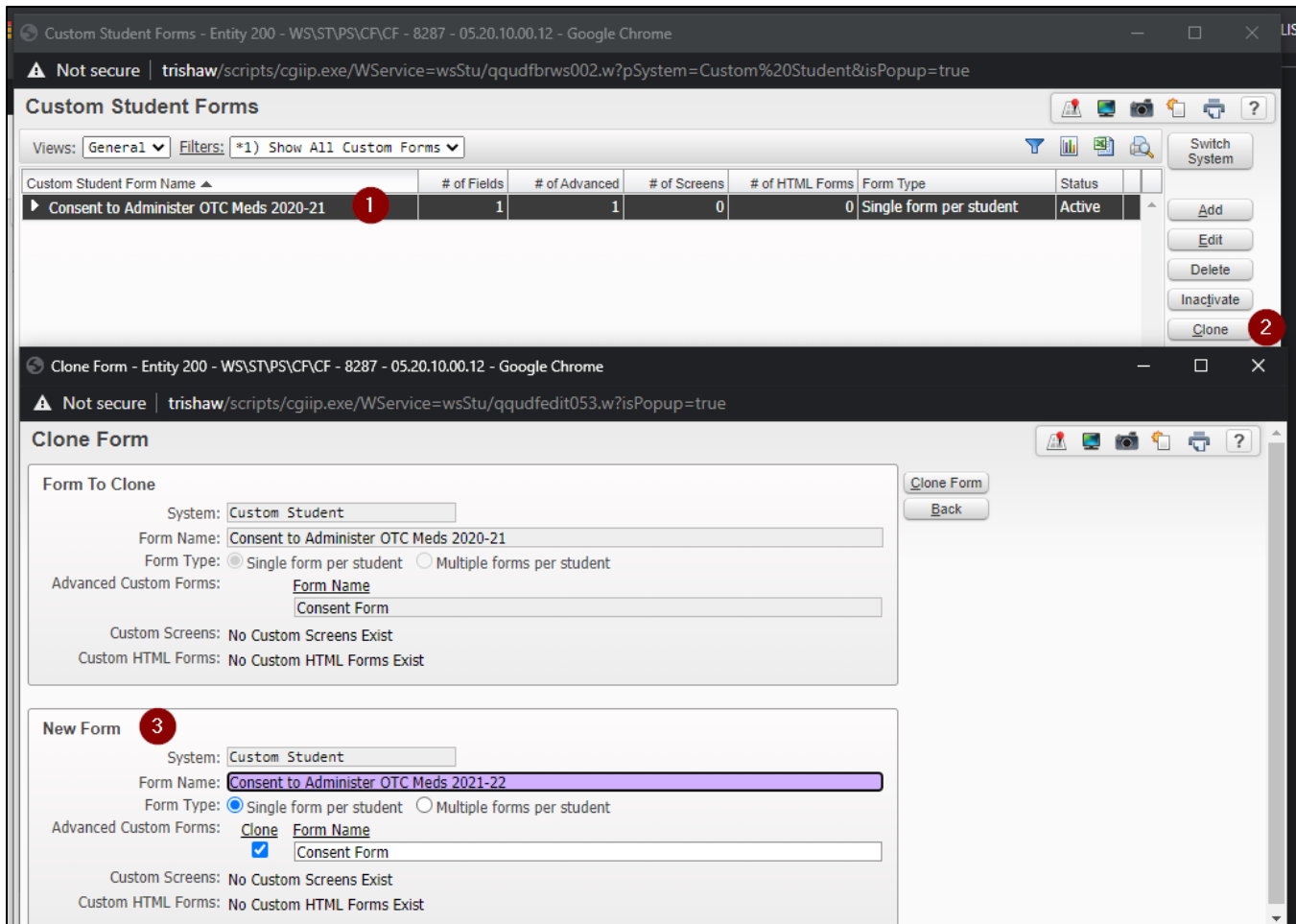
☒ Print Address ☒ Print City/State/Zip ☐ Print Student Key ☐ Print Other ID

Asterisk (*) denotes a required field

Clone your Custom Forms

There may be some forms that you will want parents to fill out each year. If that's the case, you'll want to clone your Custom Forms from the current, to the next school year so you can attach the correct one in your Online Registration setup.

1. Highlight the form that you want to clone from.
2. Click Clone.
3. Name your new form and screen.



The screenshot shows two browser windows from the Skyward Online Registration system.

Top Window: Custom Student Forms

Views: General Filters: *1) Show All Custom Forms

Custom Student Form Name	# of Fields	# of Advanced	# of Screens	# of HTML Forms	Form Type	Status
Consent to Administer OTC Meds 2020-21	1	1	0	0	Single form per student	Active

Buttons on the right: Add, Edit, Delete, Inactivate, Clone.

Bottom Window: Clone Form

Form To Clone

System: Custom Student

Form Name: Consent to Administer OTC Meds 2020-21

Form Type: ☒ Single form per student ☐ Multiple forms per student

Advanced Custom Forms: Form Name
Consent Form

Custom Screens: No Custom Screens Exist

Custom HTML Forms: No Custom HTML Forms Exist

Buttons: Clone Form, Back

New Form

System: Custom Student

Form Name: Consent to Administer OTC Meds 2021-22

Form Type: ☒ Single form per student ☐ Multiple forms per student

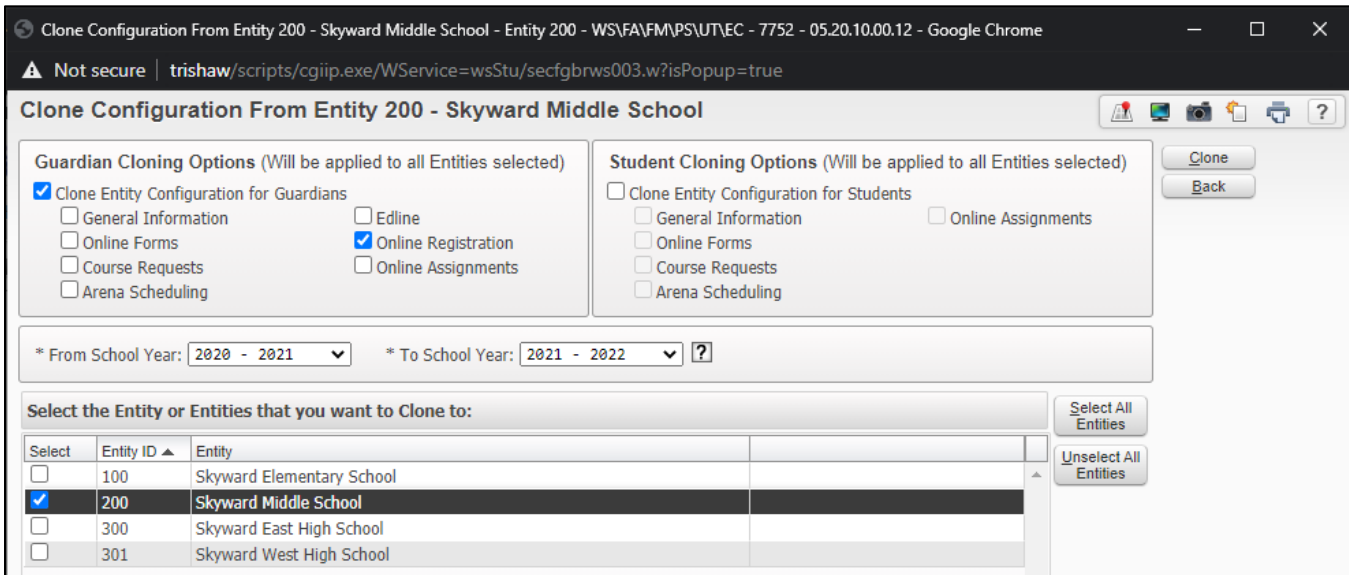
Advanced Custom Forms: ☒ Clone Form Name
Consent Form

Custom Screens: No Custom Screens Exist

Custom HTML Forms: No Custom HTML Forms Exist

To save time, clone your Online Registration process from Year to Year (OR Entity to Entity)

You can clone your Online Registration process from year to year or Entity to Entity by navigating to Families > Family Access Setup > Utilities > Clone Entity Configurations.



The screenshot shows a web browser window with the title "Clone Configuration From Entity 200 - Skyward Middle School - Entity 200 - WS\FA\FM\PS\UT\EC - 7752 - 05.20.10.00.12 - Google Chrome". The address bar shows a URL starting with "trishaw/scripts/cgiip.exe". The page content is titled "Clone Configuration From Entity 200 - Skyward Middle School".

There are two main sections for cloning options:

- Guardian Cloning Options (Will be applied to all Entities selected):**
 - ☒ Clone Entity Configuration for Guardians
 - ☐ General Information
 - ☐ Online Forms
 - ☐ Course Requests
 - ☐ Arena Scheduling
 - ☐ Edline
 - ☒ Online Registration
 - ☐ Online Assignments
- Student Cloning Options (Will be applied to all Entities selected):**
 - ☐ Clone Entity Configuration for Students
 - ☐ General Information
 - ☐ Online Forms
 - ☐ Course Requests
 - ☐ Arena Scheduling
 - ☐ Online Assignments

Below these options are two dropdown menus for school years:

* From School Year: 2020 - 2021

* To School Year: 2021 - 2022

At the bottom, there is a section titled "Select the Entity or Entities that you want to Clone to:" with a table of entities:

Select	Entity ID ▲	Entity
☐	100	Skyward Elementary School
☒	200	Skyward Middle School
☐	300	Skyward East High School
☐	301	Skyward West High School

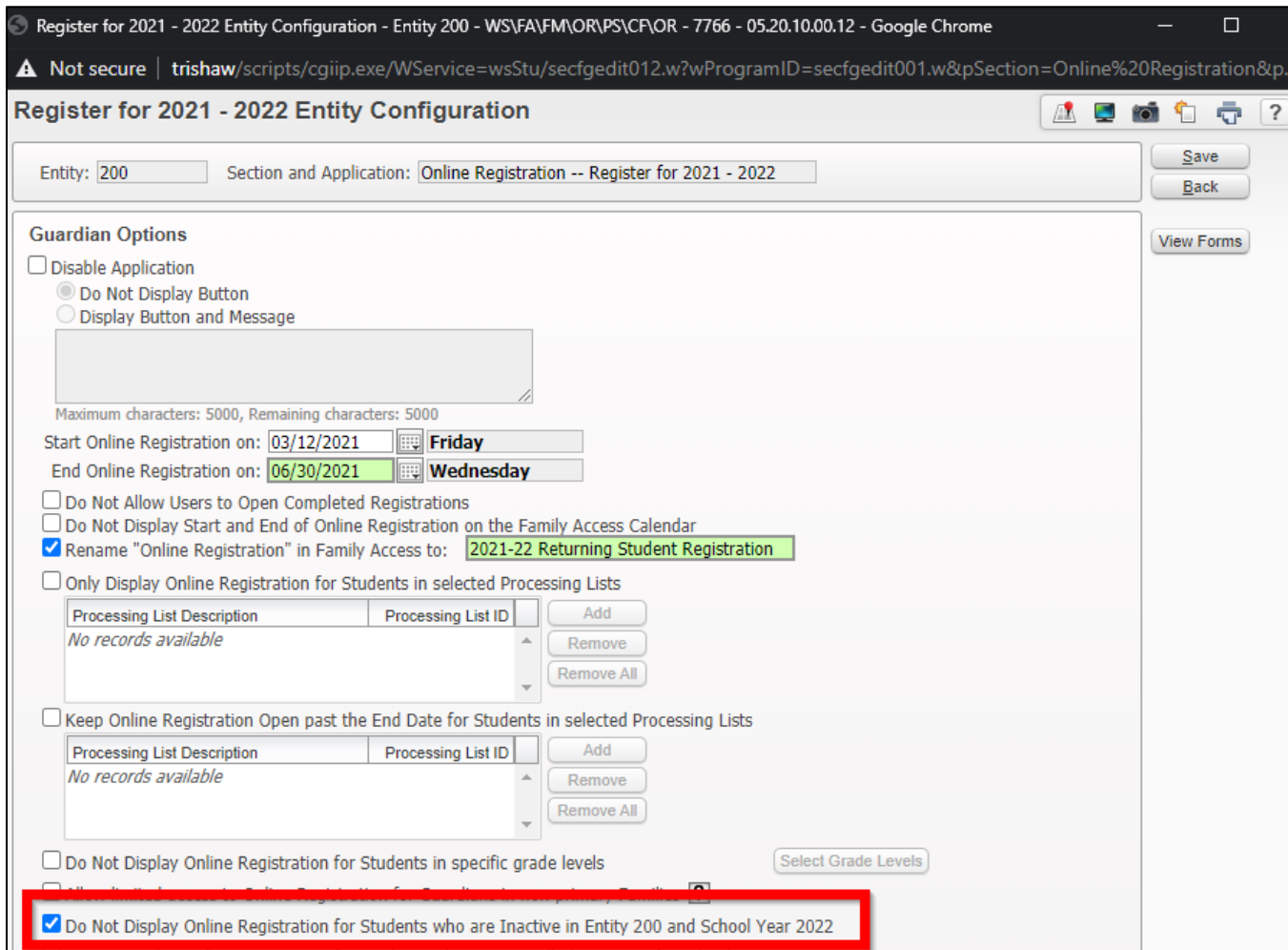
Buttons for "Select All Entities", "Unselect All Entities", "Clone", and "Back" are also visible.

If this process did not work, it's likely because you don't have your next year school year created yet. To do this, navigate to Office > Future Scheduling Setup > Utilities > Clone Entity Year and Term Definitions (you can also clone your Calendar and Course Master at this time as well if you wish).

Make sure you don't have Online Registration open for Inactive Students

It's Skyward Best Practice to not show Online Registration for Inactive Students. If you do not check this box, parents could potentially verify information for the Entity where the student is currently at, instead of at the one they will be at next year.

Note – It's also helpful to Rename Online Registration to something more intuitive!



Register for 2021 - 2022 Entity Configuration - Entity 200 - WS\FA\FM\OR\PS\CF\OR - 7766 - 05.20.10.00.12 - Google Chrome

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Register for 2021 - 2022 Entity Configuration

Entity: 200 Section and Application: Online Registration -- Register for 2021 - 2022

Save Back View Forms

Guardian Options

☐ Disable Application

☒ Do Not Display Button

☐ Display Button and Message

Maximum characters: 5000, Remaining characters: 5000

Start Online Registration on: 03/12/2021 Friday

End Online Registration on: 06/30/2021 Wednesday

☐ Do Not Allow Users to Open Completed Registrations

☐ Do Not Display Start and End of Online Registration on the Family Access Calendar

☒ Rename "Online Registration" in Family Access to: 2021-22 Returning Student Registration

☐ Only Display Online Registration for Students in selected Processing Lists

Processing List Description	Processing List ID	
No records available		

Add Remove Remove All

☐ Keep Online Registration Open past the End Date for Students in selected Processing Lists

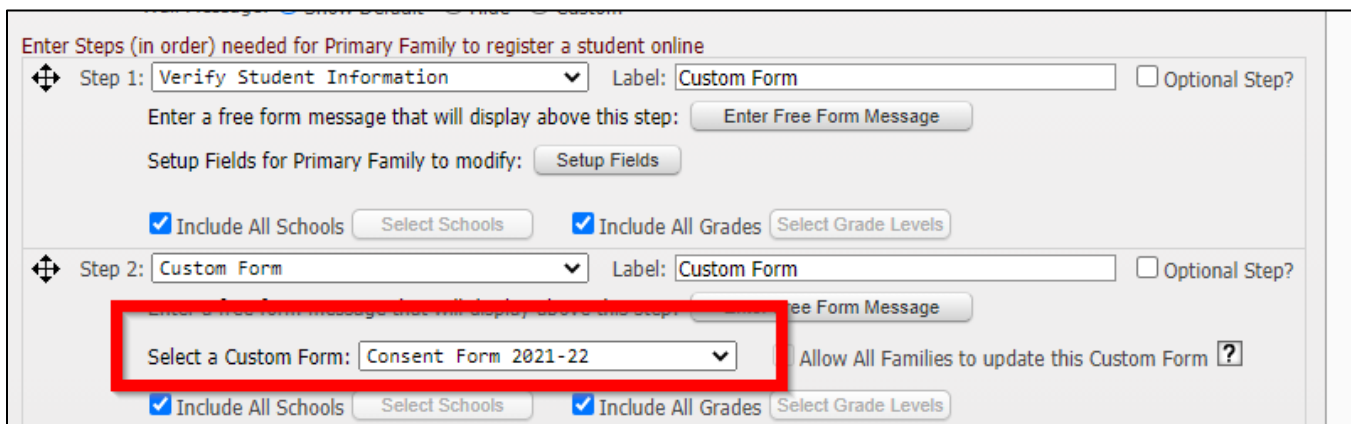
Processing List Description	Processing List ID	
No records available		

Add Remove Remove All

☐ Do Not Display Online Registration for Students in specific grade levels Select Grade Levels

☒ Do Not Display Online Registration for Students who are Inactive in Entity 200 and School Year 2022

Also, make sure that you attach your correct Custom Forms.



Enter Steps (in order) needed for Primary Family to register a student online

Step 1: Verify Student Information Label: Custom Form ☐ Optional Step?

Enter a free form message that will display above this step: Enter Free Form Message

Setup Fields for Primary Family to modify: Setup Fields

☒ Include All Schools Select Schools ☒ Include All Grades Select Grade Levels

Step 2: Custom Form Label: Custom Form ☐ Optional Step?

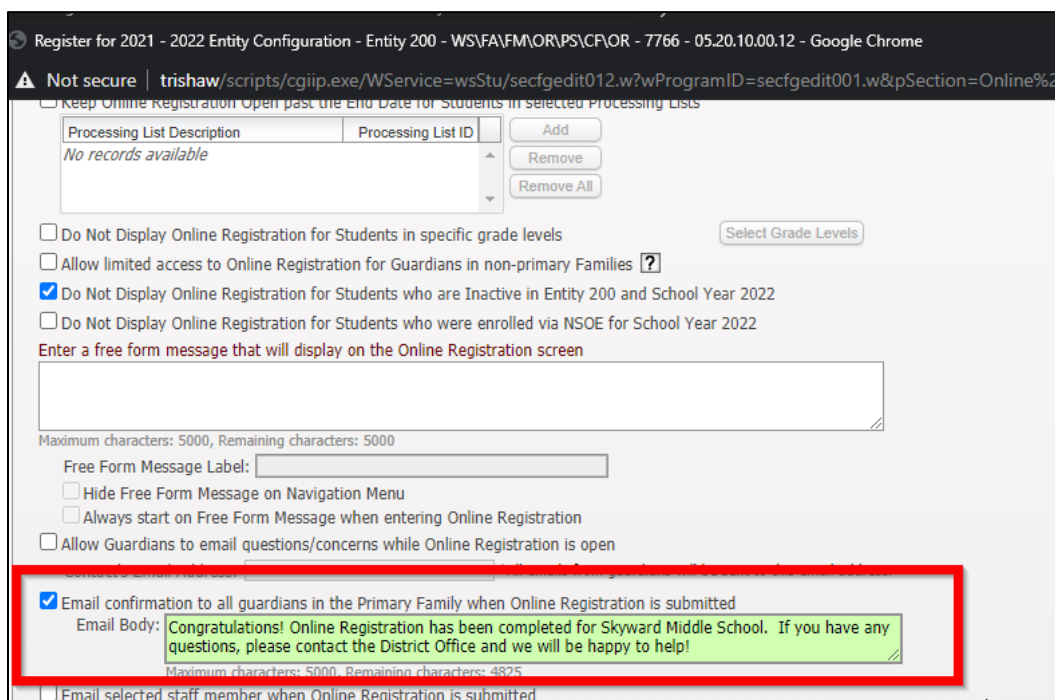
Enter a free form message that will display above this step: Enter Free Form Message

Select a Custom Form: Consent Form 2021-22 Allow All Families to update this Custom Form ?

☒ Include All Schools Select Schools ☒ Include All Grades Select Grade Levels

Other information:

- Changes to the steps within Online Registration is not recommended after parents start completing Online Registration. If you add any steps after parents have already completed it, it will remain complete, but it will look like they haven't completed all steps.
- If you need a Custom Form filled out, but Online Registration has already been completed, please utilize our Online Forms area instead.
- If you accidentally added a step in your Online Registration setup, remove it by clicking "— Select a Step—".
- If you send an email confirmation to guardians in the Primary Family when Online Registration is submitted, it's very helpful to put which school they registered at in the body of the email. Not only is this helpful for troubleshooting purposes, but it's also helpful to the parent to confirm what entity they registered their child(ren) at.



Register for 2021 - 2022 Entity Configuration - Entity 200 - WS\FA\FM\OR\PS\CF\OR - 7766 - 05.20.10.00.12 - Google Chrome

⚠ Not secure | trishaw/scripts/cgiip.exe/WSservice=wsStu/secfgedit012.w?wProgramID=secfgedit001.w&pSection=Online%2

☐ Keep Online Registration Open past the End Date for Students in Selected Processing Lists

Processing List Description	Processing List ID	
No records available		

☐ Do Not Display Online Registration for Students in specific grade levels

☐ Allow limited access to Online Registration for Guardians in non-primary Families ?

☒ Do Not Display Online Registration for Students who are Inactive in Entity 200 and School Year 2022

☐ Do Not Display Online Registration for Students who were enrolled via NSOE for School Year 2022

Enter a free form message that will display on the Online Registration screen

Maximum characters: 5000, Remaining characters: 5000

Free Form Message Label:

☐ Hide Free Form Message on Navigation Menu

☐ Always start on Free Form Message when entering Online Registration

☐ Allow Guardians to email questions/concerns while Online Registration is open

☒ Email confirmation to all guardians in the Primary Family when Online Registration is submitted

Email Body:

Maximum characters: 5000, Remaining characters: 4825

☐ Email selected staff member when Online Registration is submitted