

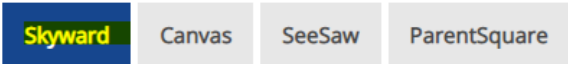
Instrucciones para el Proceso de Verificación de Estudiantes que Regresarán a las escuelas

Paso 1: Inicie sesión en Skyward Family Access (Acceso para las Familias en Skyward) – Visite www.LTschools.org, seleccione **Padres** en la parte superior de la página y luego, en Herramientas para padres, seleccione Skyward - ¿Ya tiene una cuenta de Skyward? – **Entrar a Skyward**; inicie sesión con su nombre de usuario y contraseña de Family Access (Acceso para las Familias).



Parent Tools

Click the tabs below to learn more about the digital tools we have for parents.



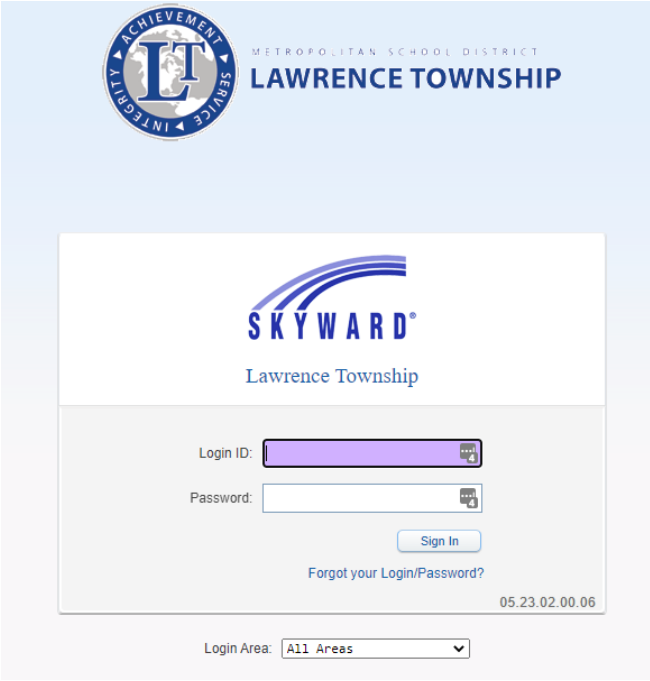
Skyward



Skyward Family Access gives parents the ability to track their student's progress throughout the year. Parents can see missing work, grades, attendance and discipline, as well as access to past report cards.

— Already Have A Skyward Account?

Already have a Skyward Account?



Si no tiene su nombre de usuario y contraseña para Family Access (Acceso para las Familias), vaya a www.LTSchools.org, seleccione **Padres** en la parte superior de la página y, en Herramientas para Padres, seleccione Skyward- ¿Usuario Nuevo? ¿Asistencia con contraseña?- "Skyward Access". O haga un [clic aquí](#). También puede comunicarse con su escuela para obtener ayuda.

Parent Tools

Click the tabs below to learn more about the digital tools we have for parents.

- Skyward**
- Canvas
- SeeSaw
- ParentSquare

Skyward



Skyward Family Access gives parents the ability to track their student's progress throughout the year. Parents can see missing work, grades, attendance and discipline, as well as access to past report cards.

+ Already Have A Skyward Account?

- New User? Password Assistance?

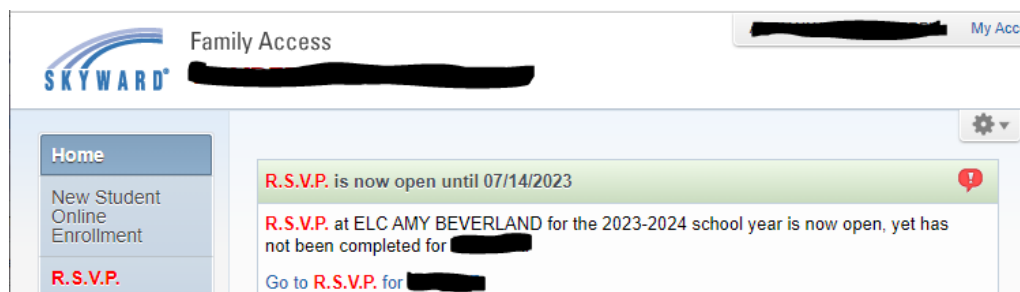
New User? Forgot Login Information?

Click below to receive your login information (English and Spanish link)

SKYWARD ACCESS (ENGLISH)

SKYWARD ACCESS (SPANISH)

Paso 2: Seleccione '**R.S.V.P.**' (Proceso de Verificación para estudiantes que Regresarán al distrito) en la parte izquierda de la columna de opciones para que vea los nombres de sus estudiantes. O, haga un clic en "Go to R.S.V.P." (vaya a R.S.V.P.) para que vea los nombres de sus estudiantes. Escoja el nombre de uno de sus estudiantes para que empiece el proceso de verificación.



Paso 3: Lea las instrucciones de los pasos, luego lleve a cabo todos pasos y al final seleccione “Next” (siguiente) para que continúe.

Home

New Student Online Enrollment

R.S.V.P.

Calendar

Grades

Attendance

Student Info

Schedule

Discipline

Test Scores

Academic History

Report Cards

Health Info

Login History

R.S.V.P.

(ELC AMY BEVERLAND 2023-2024)

R.S.V.P. Steps

The Returning Student Verification Process allows parents/guardians to [update contact information and complete all required forms for the upcoming school year](#).

Begin by clicking on "Next" (bottom-right).

Each STEP is finalized by updating your information/form and [clicking on the "COMPLETE" button at the end of each step](#). Please complete all steps within the R.S.V.P. and submit.

When all steps are complete (**green** check mark next to the step), you can then Complete and Submit the RSVP.

RSVP must be completed for each student.

Helpful Hints:

*You are simply verifying student information; this is not a request to change schools nor a verification of where they will be attending the next school year.

*If you need to update your address, please take required documentation to your student's school to complete a change of address.

*If you are having problems accessing the full form, try using a different device and/or a different browser. Using a cell phone can make forms difficult to get through.

*Once R.S.V.P. is completed and submitted, you may [Mark R.S.V.P. as not completed and make changes](#) in order to update information; however, you must go back to the last step and **SUBMIT** RSVP again.

*If you know your student(s) is not returning for the 23-24 school year, please contact your school.

If you have questions while completing the form, you can either contact your school registrar by phone or you can email them directly from this page. Click on 'Contact Us' in the upper right hand corner of this screen; you must include the student full name in your email. Your school registrar will respond within 24 hours.

R.S.V.P. Steps

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
2. 2023-2024 Medical Emergency Information
3. 2023-2024 Consent/HIPPA Authorization
4. 2023-2024 Transportation Information
5. 2023-2024 Residency Information
6. 2023-2024 Work Survey
7. 2023-2024 Early Learning Center Family Handbook
8. Complete **R.S.V.P.**

Next

Close and Finish Later

Paso 4: Verifique la información de su estudiante, y al final seleccione “Complete Step 1a and move to step 1b” (complete el paso 1a y luego continúe con el paso 1b).

Nota: Los espacios sombreados no podrán ser alterados. Si usted necesita actualizar alguna información en los espacios sombreados, favor de contactar la escuela de su estudiante.

R.S.V.P.
 [Redacted] (ELC AMY BEVERLAND 2023-2024)

Step 1a. Verify Student Information: Student Information (Required) Undo

Make any necessary updates; if a field cannot be changed (will be shaded gray) but the information is incorrect, please contact your school.

Family Address-Please note that in this step you cannot update any information. This is for your review to ensure the address on file is correct. If it is not correct, you will need to take required documentation to your student's school for a Change of Address.

Emergency Contacts-Listing at least two other adults (and their numbers) is recommended.

General Information

First: [Redacted] Middle: [Redacted]
 Last: [Redacted] Suffix: [Redacted]
 Birthday: [Redacted] Gender: Male
 Does student have a parent in the military?
 Birth County: [Redacted]
 Birth State: IN - INDIANA
 Birth Country: United States

Allow Publication of Student's Name for: [?]
 Military: No Higher Ed: Yes Public: Yes

Complete Step 1a and move to Step 1b

R.S.V.P. Steps

1. Verify Student Information
 - a. Student Information
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 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
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3. 2023-2024 Consent/HIPPA Authorization
4. 2023-2024 Transportation Information
5. 2023-2024 Residency Information
6. 2023-2024 Work Survey
7. 2023-2024 Early Learning Center Family Handbook
8. Complete R.S.V.P.

Previous Step Next Step Close and Finish Later

Paso 5: La verificación en “Family Address” es solamente para que revise la dirección. Si su dirección esta incorrecta, usted deberá de ir a la escuela de uno de sus estudiantes con la documentación requerida para que haga el cambio de dirección. Seleccione “Complete Step 1b and move to step 1c” (complete el paso 1b para continuar con el paso 1c).

Nota: A medida que avanza en el proceso, una marca (✓palomita verde) de verificación aparecerá junto a los pasos completados en la columna de la derecha.

R.S.V.P.
 [Redacted] (ELC AMY BEVERLAND 2023-2024)

Step 1b. Verify Student Information: Family Address (Required) Undo

Make any necessary updates; if a field cannot be changed (will be shaded gray) but the information is incorrect, please contact your school.

Family Address-Please note that in this step you cannot update any information. This is for your review to ensure the address on file is correct. If it is not correct, you will need to take required documentation to your student's school for a Change of Address.

Emergency Contacts-Listing at least two other adults (and their numbers) is recommended.

Address Preview Address

Street Number: [Redacted] Street Dir: [Redacted] Street Name: [Redacted]
 SUD: [Redacted] #: [Redacted] P.O. Box: [Redacted]
 Address 2: [Redacted]
 Zip Code: 46237 Plus 4: [Redacted] City/State: INDIANAPOLIS, IN
 County: MARION COUNTY

Complete Step 1b and move to Step 1c

R.S.V.P. Steps

1. Verify Student Information
 - ✓ a. Student Information
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8. Complete R.S.V.P.

Previous Step Next Step Close and Finish Later

Paso 6: Continúe con el resto de los pasos en este proceso de verificación. Un paso no podrá ser considerado completado hasta que seleccione en cada paso “Complete Step_ and move to Setp_ (complete el paso_ para continuar con el siguiente paso_) y una marca (✓palomita) **VERDE** aparecerá enseguida del paso terminado.

Usted podrá navegar entre los diferentes pasos usando la opción “Previous Step” (paso anterior) o “Next Step” (paso siguiente) en la columna de la derecha.

Si necesita terminar la verificación en otro momento, usted podrá seleccionar la opción “Close and Finish Later” (cerrar y terminar después).



Paso 7: El paso final de la verificación será “Submit Returning Student Verification Process” (Enviar el Proceso de Verificación para Estudiantes que Regresarán). Todos los pasos deberán de ser completados y tener una marca (✓palomita) **Verde** enseguida de ellos para que pueda enviar su proceso R.S.V.P. Este proceso deberá completarse para cada uno de sus estudiantes que van a regresar a las escuelas el próximo año escolar.

