

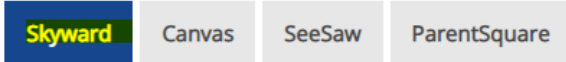
Returning Student Verification Process (R.S.V.P.) Instructions

Step 1: Log into Skyward Family Access – Visit www.LTschools.org, select **Parents** at the top of the page then under Parent Tools select Skyward – Already Have a Skyward Account? – **Enter Skyward**; log in using your Family Access username and password.



Parent Tools

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



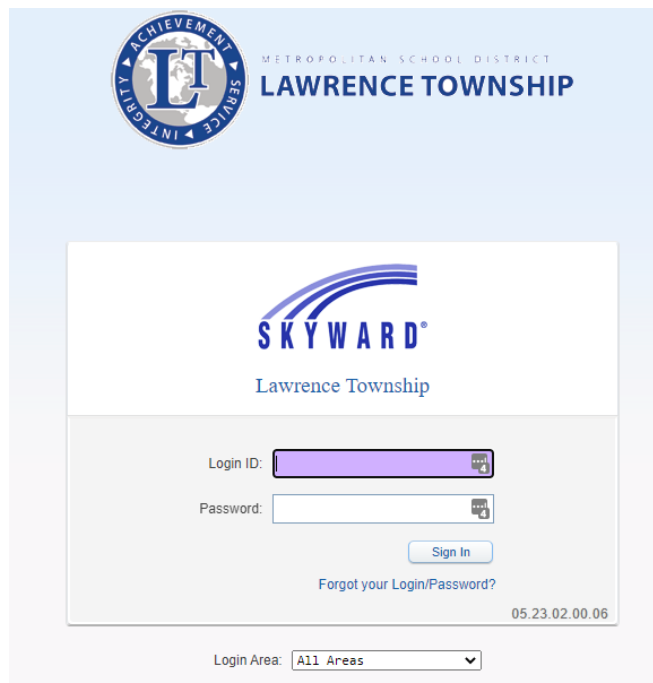
Skyward



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?



If you do not know your username and password for Family Access, go to www.LTschools.org, select **Parents** at the top of the page then under Parent Tools select Skyward- New User? Password Assistance?- “Skyward Access”. Or [click here](#). You may also contact your school for assistance.



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?

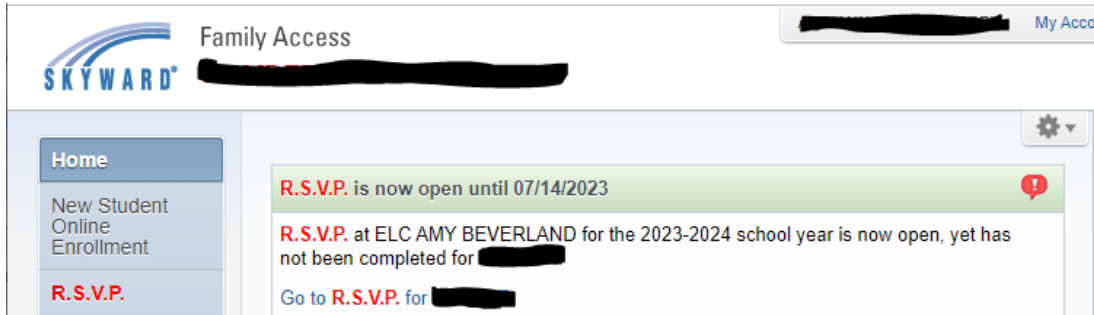
New User? Forgot Login Information?

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

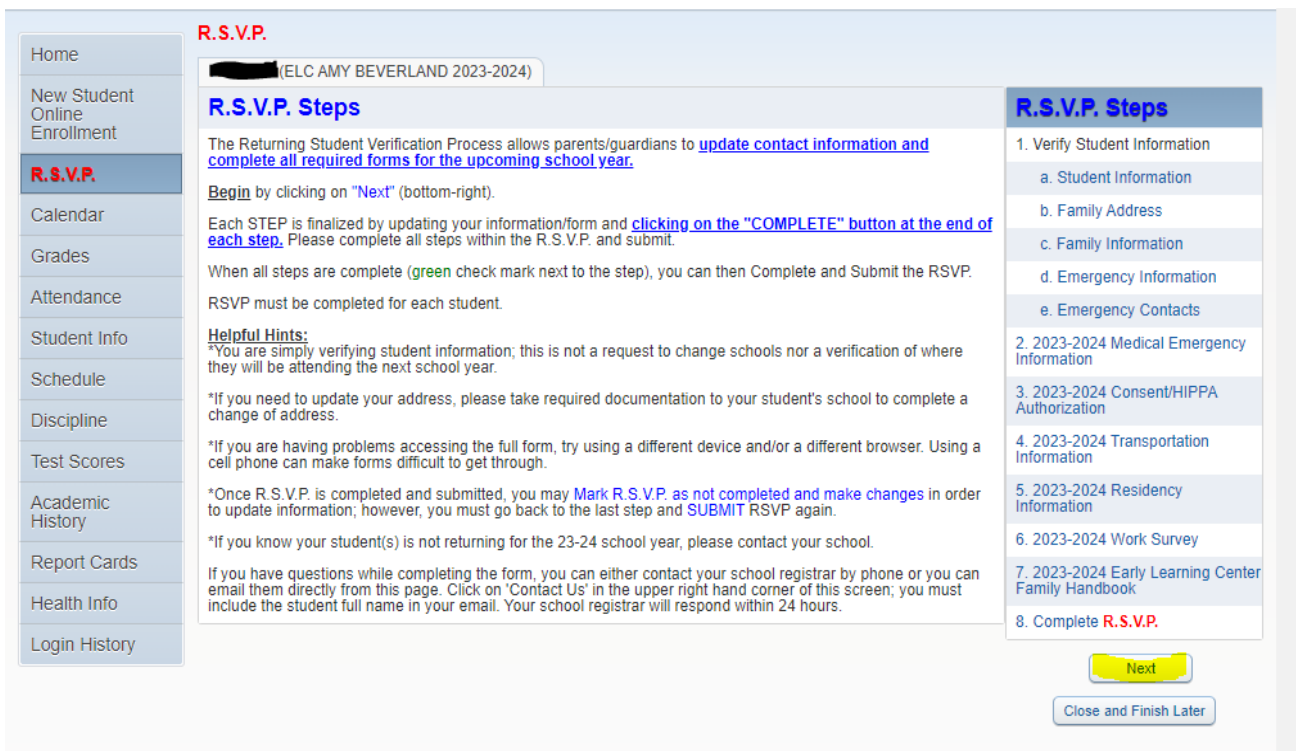
SKYWARD ACCESS (ENGLISH)

SKYWARD ACCESS (SPANISH)

Step 2: Select **R.S.V.P.** from the left side toolbar to view all active students within your family; or select **Go to R.S.V.P. for 'student's name'**. Click on student's name to start the Verification Process.



Step 3: Read through the **R.S.V.P. Steps** then select the **Next** button.



Step 4: Verify student information. Select **Complete Step 1a and move to Step 1b**

Note: Shaded Boxes cannot be altered. Should you need to update information in a shaded box, please contact your child's school

The screenshot shows the 'R.S.V.P.' interface for Step 1a. The left sidebar contains navigation options: Home, New Student Online Enrollment, R.S.V.P. (highlighted), Calendar, Grades, Attendance, Student Info, Schedule, Discipline, Test Scores, Academic History, Report Cards, Health Info, and Login History. The main content area is titled 'Step 1a. Verify Student Information: Student Information (Required)'. It includes instructions: 'Make any necessary updates; if a field cannot be changed (will be shaded gray) but the information is incorrect, please contact your school.' and '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.' Below this is the 'General Information' section with fields for First, Middle, Last, Suffix, Birthday, Gender (Male), and a checkbox for 'Does student have a parent in the military?'. Other fields include Birth County, Birth State (IN - INDIANA), and Birth Country (United States). At the bottom, there are dropdowns for 'Allow Publication of Student's Name for:' (Military: No, Higher Ed: Yes, Public: Yes) and a yellow button 'Complete Step 1a and move to Step 1b'. On the right, the 'R.S.V.P. Steps' sidebar shows a list of 8 steps, with 'a. Student Information' highlighted in blue. Other steps include '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', and '8. Complete R.S.V.P.'. Navigation buttons 'Previous Step', 'Next Step', and 'Close and Finish Later' are also present.

Step 5: Family Address verification is for your review only. If the address is incorrect, you will need to take required documentation to your child's school to complete a change of address. Select **Complete Step 1b and move to Step 1c** to continue.

Note: As you move through the process, a **GREEN** check mark will appear next to the completed steps in the sidebar on the right.

The screenshot shows the 'R.S.V.P.' interface for Step 1b. The left sidebar is identical to the previous screenshot, with 'R.S.V.P.' highlighted. The main content area is titled 'Step 1b. Verify Student Information: Family Address (Required)'. It includes the same instructions as Step 1a. Below this is the 'Address' section with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code (46237), Plus 4, City/State (INDIANAPOLIS, IN), and County (MARION COUNTY). A yellow button 'Complete Step 1b and move to Step 1c' is at the bottom. On the right, the 'R.S.V.P. Steps' sidebar shows 'a. Student Information' with a green checkmark and 'b. Family Address' highlighted in blue. Other steps are the same as in Step 1a. Navigation buttons 'Previous Step', 'Next Step', and 'Close and Finish Later' are also present.

Step 6: Continue through the remaining Steps in the Returning Student Verification Process. A step will not be considered complete until the **Complete Step _ and move to Step_** button has been selected and a **GREEN** checkmark appears next to the step.

You can navigate between screens by using the **Previous Step** and **Next Step** or by selecting the step from the sidebar on the right.

Should you need to come back to the verification later, you can select the **Close and Finish Later** button.



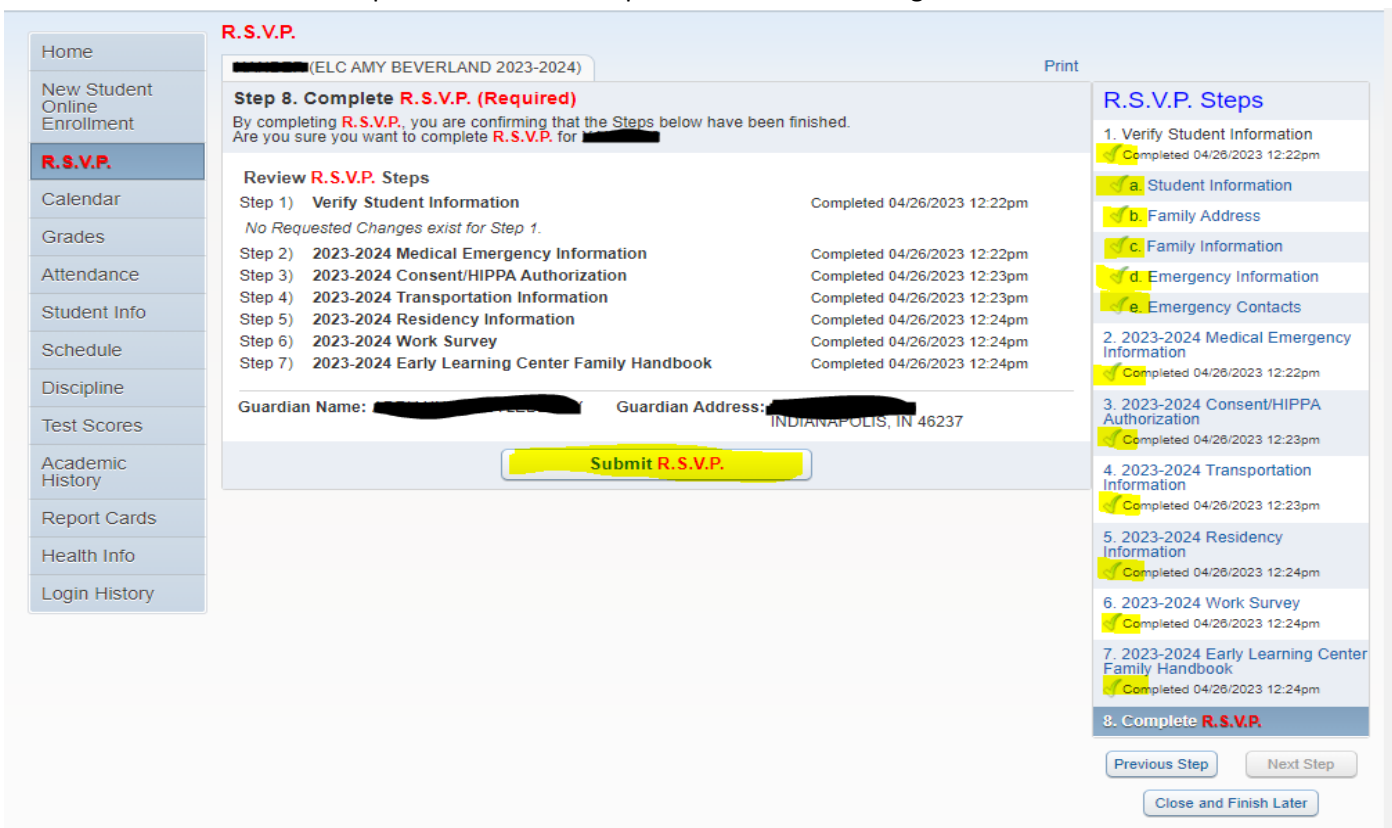
R.S.V.P. Steps

- 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.**

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

Step 7: The final step is **Submit R.S.V.P.** All steps must be Completed and have a **Green** checkmark next to them in order to **Submit R.S.V.P.** This process must be completed for each returning student.



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

Step 8. Complete R.S.V.P. (Required)
By completing **R.S.V.P.**, you are confirming that the Steps below have been finished.
Are you sure you want to complete **R.S.V.P.** for [REDACTED]?

Review R.S.V.P. Steps

Step	Description	Status
Step 1)	Verify Student Information	Completed 04/26/2023 12:22pm
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	2023-2024 Medical Emergency Information	Completed 04/26/2023 12:22pm
Step 3)	2023-2024 Consent/HIPPA Authorization	Completed 04/26/2023 12:23pm
Step 4)	2023-2024 Transportation Information	Completed 04/26/2023 12:23pm
Step 5)	2023-2024 Residency Information	Completed 04/26/2023 12:24pm
Step 6)	2023-2024 Work Survey	Completed 04/26/2023 12:24pm
Step 7)	2023-2024 Early Learning Center Family Handbook	Completed 04/26/2023 12:24pm

Guardian Name: [REDACTED] Guardian Address: [REDACTED] INDIANAPOLIS, IN 46237

[Submit R.S.V.P.](#)

R.S.V.P. Steps

- 1. Verify Student Information
 - Completed** 04/26/2023 12:22pm
 - a. Student Information**
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
- 2. 2023-2024 Medical Emergency Information
 - Completed** 04/26/2023 12:22pm
- 3. 2023-2024 Consent/HIPPA Authorization
 - Completed** 04/26/2023 12:23pm
- 4. 2023-2024 Transportation Information
 - Completed** 04/26/2023 12:23pm
- 5. 2023-2024 Residency Information
 - Completed** 04/26/2023 12:24pm
- 6. 2023-2024 Work Survey
 - Completed** 04/26/2023 12:24pm
- 7. 2023-2024 Early Learning Center Family Handbook
 - Completed** 04/26/2023 12:24pm
- 8. Complete **R.S.V.P.**

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)