

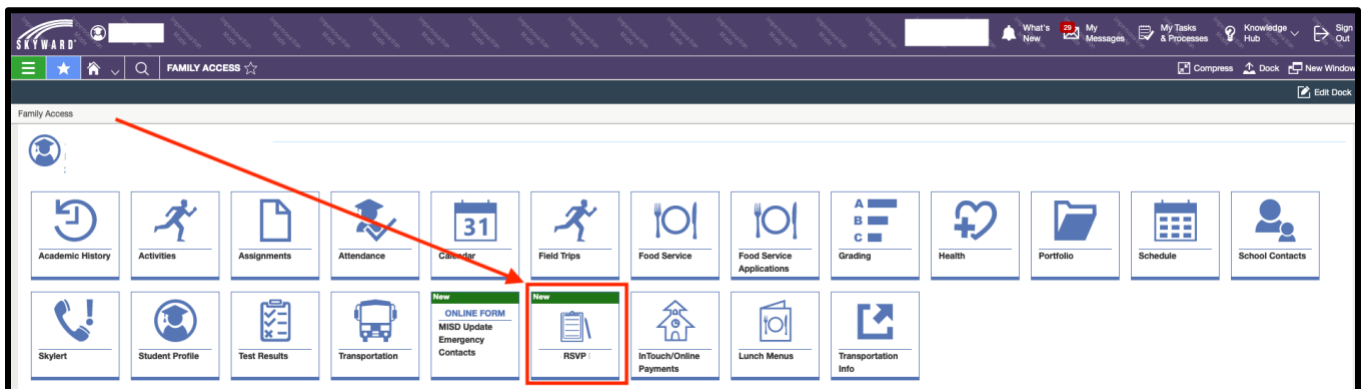
MISD RSVP Process for Families

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.

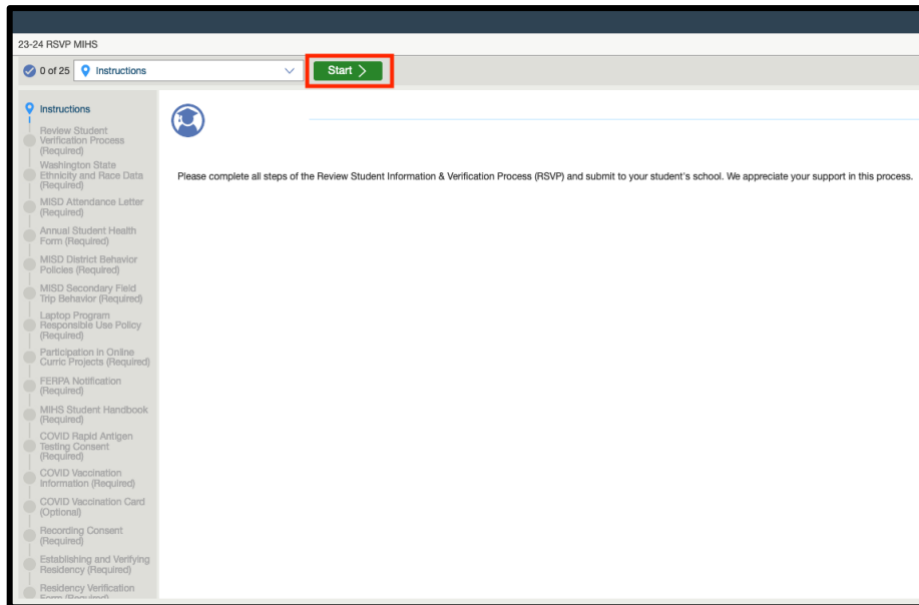
1. Navigate to <https://www.q.wa-k12.net/mercer>
2. Use regular Skyward credentials to log into Family Access
3. If not immediately directed to the home page, click the **down arrow** to the right of the **Home icon** and select **Family Access**



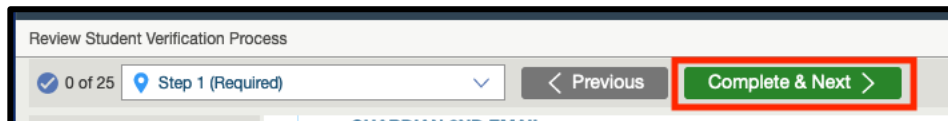
4. Available tiles for Family Access information will display. Click the **"2X-2X RSVP"** tile for the appropriate school and student to begin.



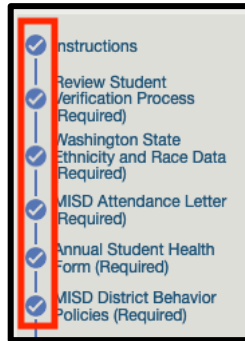
5. Click green **Start** or **Resume** button to begin the steps



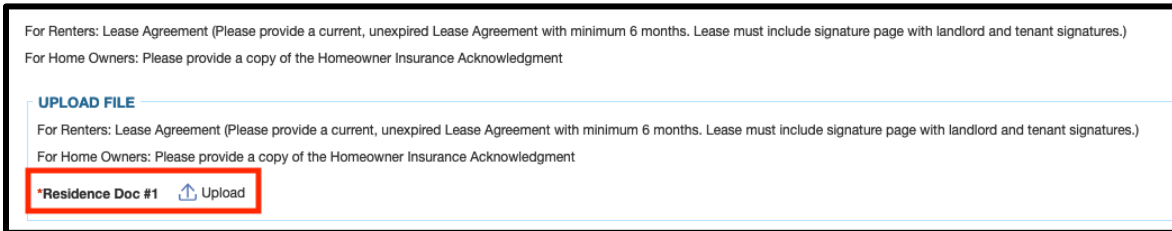
6. Each page requires an acknowledgment at the bottom of the page to indicate completion of the step. Some screens will ask for information to be entered and some screens will only require acknowledgment of the information displayed. When ready to move to the next step, click the checkbox **"I Agree"**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



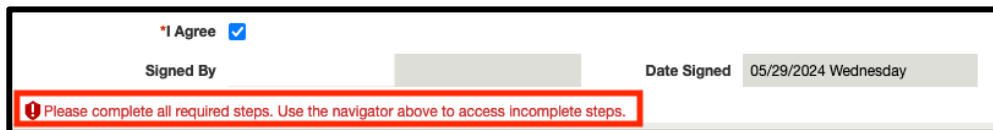
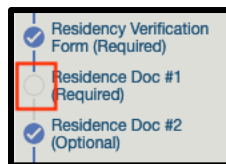
7. When each page is completed, a checkmark will display in the **Navigation Bar** on the left.



8. Several screens have an **Upload** Attachment feature for immunization records, residency verification and parenting plan documentation. If the attachment is optional, click Skip. If it's required, you will need to upload the required attachment prior to submitting RSVP.



9. If steps are not completed, the step will not show the checkmark in the Navigation Bar. RSVP cannot be submitted to the school with any incomplete steps.



10. Once all steps are completed with green checkmarks, click **Complete & Review** 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**.

24 of 25 Step 25 (Required) < Previous **Complete & Review >**

RSVP | 24 of 25 Review < Previous **Submit Form >**

- (Required)
- MIHS Student Handbook (Required)
- COVID Rapid Antigen Testing Consent (Required)
- COVID Vaccination Information (Required)
- COVID Vaccination Card (Optional)
- Recording Consent (Required)
- Establishing and Verifying Residency (Required)
- Residency Verification Form (Required)
- Residence Doc #1 (Required)
- Residence Doc #2 (Optional)
- Utility Bill #1 (Required)
- Utility Bill #2 (Required)
- Residence Doc #3 (optional) (Optional)
- MIHS General Transcript Release (Required)
- MIHS NCAA Transcript Release Form (Required)
- Student Housing Questionnaire (Required)
- MIHS Student Insurance Letter (Required)

Gender:

DOB:

Grade:

Attending School Name:

Open Form

Name of Parent/Guardian or Adult caring for student:

Current Address (hotel, shelter, or area):

Phone number or contact number:

Open Form

Electronic Signature

Name of Parent/Guardian/Unaccompanied Youth:

Name of Parent/Guardian/Unaccompanied Youth:

STEP 25: MISD STUDENT INSURANCE LETTER

Open Form

Open Form

Electronic Signature

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