

## 2024-25 ONLINE REGISTRATON

Dear Elma School District Families:

**We have important news for the 2024-25 school year!** Once again, we will be using Skyward online registration for all returning students to the district. Online registration includes all beginning of the year forms that each student must complete to start the year. The online registration process is completed in Skyward through your Family Access account. Step-by-step instructions can be found below on the second page, as well as, on the district website ([www.eagles.edu](http://www.eagles.edu)). **Online registration for the 2024-25 school year will open Tuesday, August 13, 2024.**

### Elma Elementary

- Online registration is **REQUIRED** for all returning elementary students by the first day of school, Wednesday, August 28 (incoming Kindergarten students that completed SKYenroll online enrollment do not need to complete registration).
- If you do not have access to a computer or Internet, you may visit the elementary office during regular office hours starting mid-August for assistance.
- Students with life threatening health conditions and/or medication taken at school, will need doctor signed forms turned into the school nurse by the first day of school. Forms can be dropped off at the elementary office starting mid-August.
- Your student's **2024-25 TEACHER PLACEMENT** will be made available later in August and only if you have completed and submitted online registration for your student. Teacher placements will show in the "schedule" section of Skyward Family Access.

### Elma Middle and High Schools

- Online registration is **REQUIRED** for all returning middle and high school students by the first day of school, Wednesday, August 28 (including incoming 6th graders).
- If you do not have access to a computer or Internet, you may visit MS or HS offices during regular office hours starting mid-August for assistance.
- Your student's **2024-25 SCHEDULE** will be made available later in August and only if you have completed and submitted online registration for your student. Schedules will show in the "schedule" section and locker and combo in "student info" of Skyward Family Access (lockers will show later in August). Please note MS and HS schedules may still change as class numbers are calculated and adjusted. ***At this time, no schedule changes will be processed before the first day of school. Please wait to contact offices for these changes until after the start of the school year.***
- Students with life threatening health conditions and/or medication taken at school, will need your annual doctor signed emergency action plan turned into the school nurse in order to view schedule. Forms can be dropped off at the school offices starting mid-August. Students may not attend school without a signed emergency action plan in place.
- For your convenience, all beginning of the year ASB card purchases can now be completed online with debit or credit card in Skyward Family Access. If you prefer to pay with cash or check, payments will be accepted in the Middle School or High School offices.

**Skyward link can be found under Quick Links area of the district website: [www.eagles.edu](http://www.eagles.edu)**

# 2024-25 ONLINE REGISTRATON

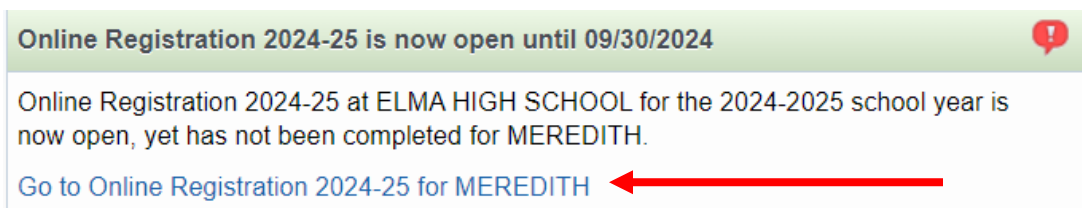
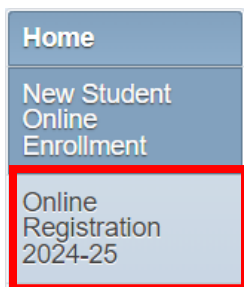
Follow the steps below to begin:

1. Using an Internet browser go to Elma's Skyward website (the Skyward mobile app will not work for registration at this time). On the district website ([www.eagles.edu](http://www.eagles.edu)) in the center of our homepage, under **Quick Links** choose Skyward.



2. Log into your Skyward **FAMILY ACCESS PARENT** account (student accounts will not work). You will see an **ONLINE REGISTRATION 2024-25** link for each of your students.

\*Please first use the **FORGOT YOUR LOGIN/PASSWORD** option on Skyward login page before requesting a password reset.



3. Select the link and follow the steps to update Student Information, Family Address, Family Information, Emergency Information, Emergency Contacts, Military, Ethnicity/Race, Household Income Survey, Housing, Health, Handbook/Attendance, Network Acceptable Use Policy and additional building specific forms.

4. Please note each area will have an **EDIT** and/or **COMPLETE** step at the bottom or the top of the screen to select (depending on whether you are in full screen mode). Each step must be completed and have a **GREEN CHECK** to the left before you will be able to submit registration. Some fields like student name and birthdate will be read only (no changes will be allowed). Other fields like address, phone numbers, emergency contacts, etc. will allow changes or additions to be submitted.

5. If you need help with **any** of the following, please email [skywardsupport@eagles.edu](mailto:skywardsupport@eagles.edu) (make sure to include parent name, student name, and grade level in the email) or call your student's school office. School offices will open mid-August. Once school offices open, you may come in for additional help and/or also use district computers to complete registration.

- Need a Family Access account created
- Forgot password and need a reset
- General assistance with Skyward
- Registration form questions



*Skyward link can be found under **Quick Links** area of the district website: [www.eagles.edu](http://www.eagles.edu)*