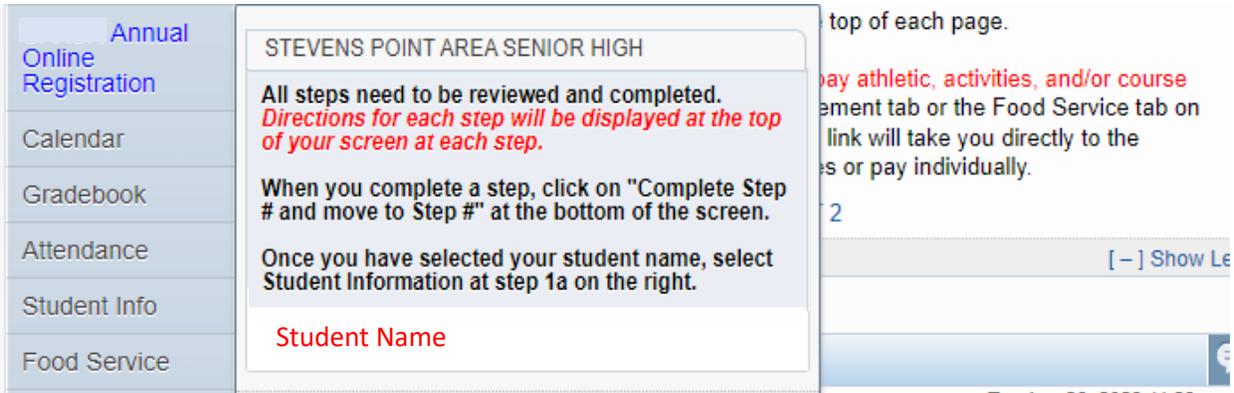


Online Registration

After logging in to Family Access, select your child’s Annual Online Registration tab. Each school/student will have their own registration tab with directions on how to proceed. Follow the directions below to start the process.



Continue by reviewing and completing all steps in the online registration. The steps will vary and be specific to your student’s school. Additional information for steps 9 and 10 is provided below.

Step 9. Make a Fee Payment (Optional)
Step 9- If you would like to make an online payment for your child's fees, click on Make a Fee Payment.
When you complete this step, click on "Complete Step 9 and move to Step 10" at the bottom of the screen. If you choose to skip this step, click on Next Step at the bottom right of your screen to proceed to Step 10.

[Make a Fee Payment](#)

[Complete Step 9 and move to Step 10](#)

SPASH Online Registration

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
2. Student Handbook and Student Code of Conduct
3. General Health Information
4. Over-the Counter Medication
5. Lunch Release
6. Junior/Senior Release
7. Student Participation Agreement (Signed by all students)
8. Add a Food Service Application
9. Make a Fee Payment
10. Make a Food Service Payment
11. Complete SPASH Annual Online Registration

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

[Close and Finish Later](#)

Step 9 and 10 – To make a Fee or Food Service payment, click on Make a Fee Payment or Food Service Payment. Once you complete these steps, click on complete step at the bottom of the screen to proceed to next step.

***PLEASE NOTE:** If you choose to skip steps 9 & 10 at this time, click on the “Next Step” button for each of these steps at the bottom right of your screen and proceed to Step 11.

You can make a food service payment or to pay athletic, activities, and/or course fees, etc., by clicking on the Fee Management tab or the Food Service tab. When making a payment, the link will take you directly to the RevTrak page where you can choose to pay all fees or pay individually fees.

Step 11 allows you to review the online registration process. Once finalized you will need to click on the Submit button as shown below. After your registration has been submitted, you will not be able to make any changes. If you need to make adjustments, please contact your school office.

Step 11. Complete SPASH Annual Online Registration (Required)

By completing SPASH Annual Online Registration, you are confirming that the Steps below have been finished. Are you sure you want to complete SPASH Annual Online Registration for TEST 2?

Review SPASH Annual Online Registration Steps

Step 1) Verify Student Information	Completed 07/24/2024 2:50pm
<i>No Requested Changes exist for Step 1.</i>	
Step 2) Student Handbook and Student Code of Conduct	Completed 07/24/2024 3:01pm
Step 3) General Health Information	Completed 07/24/2024 3:06pm
Step 4) Over-the Counter Medication	Completed 07/24/2024 3:09pm
Step 5) Lunch Release	Completed 07/24/2024 3:28pm
Step 6) Junior/Senior Release	Completed 07/24/2024 3:36pm
Step 7) Student Participation Agreement (Signed by all students)	Completed 07/24/2024 3:36pm
Step 8) Add a Food Service Application	Completed 07/24/2024 3:37pm
Step 9) Make a Fee Payment	skipped
Step 10) Make a Food Service Payment	skipped

Guardian Name: _____ Guardian Address: _____

Submit SPASH Annual Online Registration

SPASH Online Registration

1. Verify Student Information
✓ Completed 07/24/2024 2:50pm
- ✓ a. Student Information
- ✓ b. Family Address
- ✓ c. Family Information
- ✓ d. Emergency Information
- ✓ e. Emergency Contacts
2. Student Handbook and Student Code of Conduct
✓ Completed 07/24/2024 3:01pm
3. General Health Information
✓ Completed 07/24/2024 3:06pm
4. Over-the Counter Medication
✓ Completed 07/24/2024 3:09pm
5. Lunch Release
✓ Completed 07/24/2024 3:28pm
6. Junior/Senior Release
✓ Completed 07/24/2024 3:36pm
7. Student Participation Agreement (Signed by all students)
✓ Completed 07/24/2024 3:36pm
8. Add a Food Service Application
✓ Completed 07/24/2024 3:37pm
9. Make a Fee Payment
10. Make a Food Service Payment
- 11. Complete SPASH Annual Online Registration**

Previous Step Next Step

Close and Finish Later