

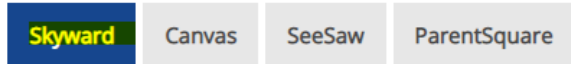
Returning Student Verification Process (R.S.V.P.) Instructions

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.



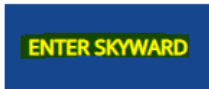
Skyward



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?

Already have a Skyward Account?

A screenshot of the Skyward login interface. At the top is the Lawrence School District logo, which includes the text 'METROPOLITAN SCHOOL DISTRICT', 'ACHIEVEMENT SERVICE', 'INTEGRITY', and 'LAWRENCE TOWNSHIP'. Below the logo is the text 'LAWRENCE SCHOOL DISTRICT'. The login form contains two input fields: 'Username' and 'Password'. The 'Password' field has a 'Show' link next to it. Below the fields is a green 'Sign In >' button. Underneath the button is a link that says 'Forgot your Username or Password?'. At the bottom, there is an 'OR' separator and a button for 'Sign In with Single Sign-On (Azure)'. The entire login area is enclosed in a blue border.

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- Already have a Skyward Account?- "Enter Skyward". Then select 'Forgot Username or Password? 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
- HELPMe App

Skyward

Skyward 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.

Complete the New Student Account Request Form to create a temporary Skyward Account. An email will be sent to the email address provided that will include: A Username and Password Reset link, and link for the Parent/Guardian to access the Skyward New Student Enrollment Portal.

[CREATE SKYWARD ACCOUNT](#)

Already have a Skyward Account?

Log in using your Username and Password. Use the drop down arrow next to the house icon to choose New Student Enrollment. Select the tile for New Student Enrollment, then follow steps below to "enroll online."

[ENTER SKYWARD](#)

LAWRENCE SCHOOL DISTRICT

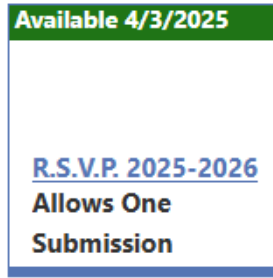
Username

Password
 [Show](#)

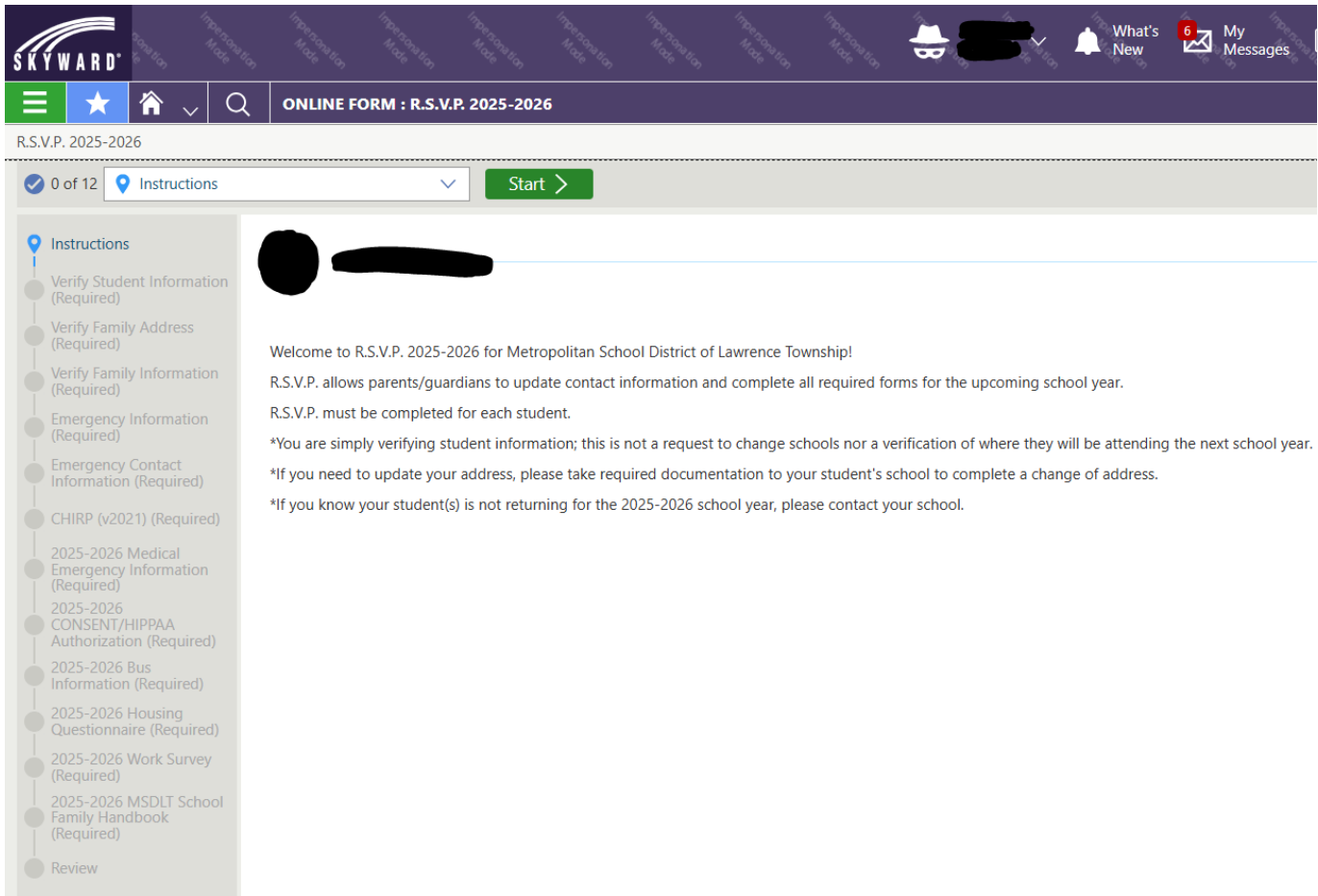
[Sign In >](#)

[Forgot your Username or Password?](#)

Step 2: Select the Tile labeled **R.S.V.P. 2025-2026**



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



SKYWARD ONLINE FORM : R.S.V.P. 2025-2026

R.S.V.P. 2025-2026

0 of 12 Instructions Start >

Instructions

- Verify Student Information (Required)
- Verify Family Address (Required)
- Verify Family Information (Required)
- Emergency Information (Required)
- Emergency Contact Information (Required)
- CHIRP (v2021) (Required)
- 2025-2026 Medical Emergency Information (Required)
- 2025-2026 CONSENT/HIPAA Authorization (Required)
- 2025-2026 Bus Information (Required)
- 2025-2026 Housing Questionnaire (Required)
- 2025-2026 Work Survey (Required)
- 2025-2026 MSDLT School Family Handbook (Required)
- Review

Welcome to R.S.V.P. 2025-2026 for Metropolitan School District of Lawrence Township!

R.S.V.P. allows parents/guardians to update contact information and complete all required forms for the upcoming school year.

R.S.V.P. must be completed for each student.

*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 know your student(s) is not returning for the 2025-2026 school year, please contact your school.

Step 4: Verify student information. Select **Complete & Next** to move to the next step

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

Verify Student Information

0 of 12 Step 1 (Required) Previous Complete & Next

Instructions

Verify Student Information (Required)

Verify Family Address (Required)

Verify Family Information (Required)

Emergency Information (Required)

Emergency Contact Information (Required)

CHIRP (v2021) (Required)

2025-2026 Medical Emergency Information (Required)

2025-2026 CONSENT/HIPAA Authorization (Required)

2025-2026 Bus Information (Required)

2025-2026 Housing Questionnaire (Required)

2025-2026 Work Survey (Required)

2025-2026 MSDLT School Family Handbook (Required)

Review

Please verify your student's information; if a field cannot be changed (will be shaded gray) but the information is incorrect, please contact your school.

Full Name

Gender F - Female

Birth Date

Birth City Indianapolis

Birth State (If born in U.S.) Indiana

Country of Birth (If born outside of U.S.)

Distribute Student Information For:

The "Higher Ed" flag is used to exclude student information from being sent to institutions of higher education.

The "Military" flag is used to exclude student information from being sent to military recruiters.

The "Public" flag is used to exclude student information and images from being sent outside the school district (such as photographs in newsletters or other media).

Higher Ed

Military

Public

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 & Next** to move to the next step

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

Verify Family Address

1 of 12 Step 2 (Required) Previous Complete & Next

Instructions

Verify Student Information (Required)

Verify Family Address (Required)

Verify Family Information (Required)

Emergency Information (Required)

Emergency Contact Information (Required)

CHIRP (v2021) (Required)

2025-2026 Medical Emergency Information (Required)

2025-2026 CONSENT/HIPAA Authorization (Required)

2025-2026 Bus Information (Required)

2025-2026 Housing Questionnaire (Required)

2025-2026 Work Survey (Required)

2025-2026 MSDLT School Family Handbook (Required)

Review

Please note you cannot update any address information. This is for your review to ensure the address on file is correct.

PHYSICAL ADDRESS

DO NOT EDIT

Street

Street

Unit

Unit #

Zip 46235 INDIANAPOLIS, IN 46235

DO NOT EDIT

MAILING ADDRESS

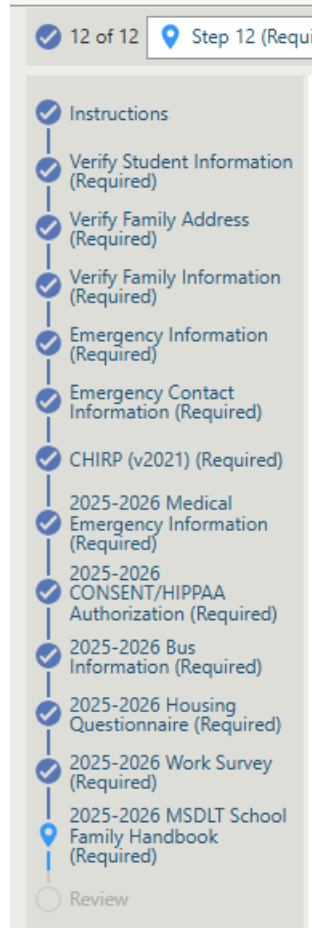
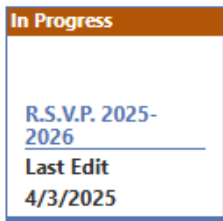
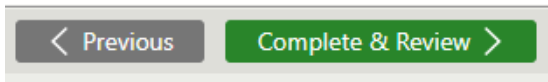
Same as Physical

DO NOT EDIT

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

You can navigate between screens by using the **Previous** and **Complete & Next** buttons or by selecting the step from the sidebar on the left.

Should you need to come back to the verification later, you can simply select the house icon in the upper right corner to exit the form. It will be saved as 'In Progress' until it is reopened and Submitted. Once your form is submitted, it cannot be edited.



Step 7: The final step is **Submit R.S.V.P.** All steps must be Completed and have a **BLUE** checkmark next to them in order to **Submit R.S.V.P.** This process must be completed for each returning student. On the Review step, scroll to the bottom and select the box "I confirm that all of the above information is correct to the best of my ability."

Then select Submit Form. You will see a Thank you message confirming your form was submitted.



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

