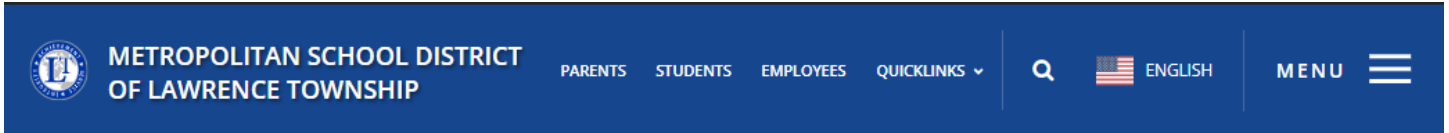


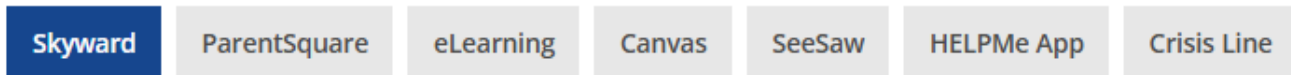
Returning Student Verification Process (R.S.V.P.) Instructions

1. Login to Skyward Family Access – visit [Home - Metropolitan SD of Lawrence Township](#) 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.



Parents

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



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.

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](#)

Skyward Troubleshooting Resources

The documents linked below will help you with account access and change requests.

[SKYWARD ACCOUNT TROUBLESHOOTING](#)

[SKYWARD PARENT CHANGE REQUEST - FAMILY PHONE OR EMAIL UPDATE](#)



LAWRENCE SCHOOL DISTRICT

Username

Password

[Show](#)

Sign In >

[Forgot your Username or Password?](#)

OR

**Sign In with Single
Sign-On (Azure)(PRD)**

Q: I don't know my Username; how do I find that information?

- Reach out to your school's front office and request your Skyward Family Access Username. Staff will send an email to the address linked to your Guardian account in Skyward, which includes your username and a link to reset your password.
- The email will have the subject "Family Access Account Information"

Q: How do I reset my Skyward Password?

- Visit the LT website: [Parents - Metropolitan SD of Lawrence Township](#)
- Choose Skyward > Enter Skyward
- At the login screen, select 'Forgot Username or Password?' below the green Sign In button

Sign In >

Forgot your Username or Password?

- Enter your Username or Email Address in the field and select 'Submit'.

Username or Email Address

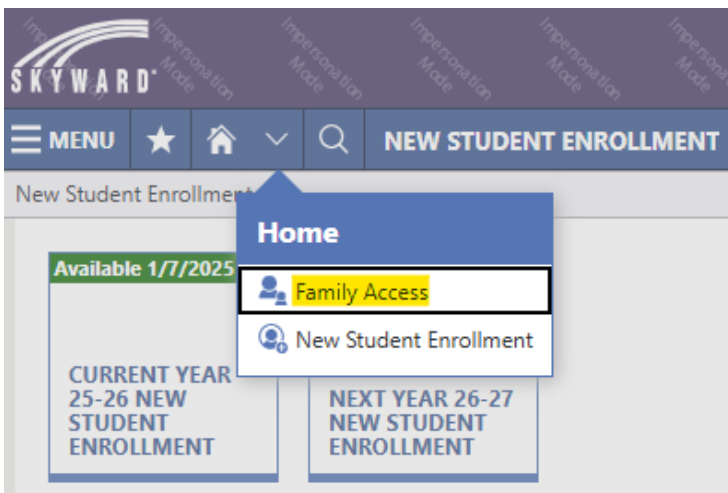
Submit >

- You will receive an email with the subject "Recover Username or Password" that contains your Username and a link to reset your Password.
- Check your Spam or Junk folders if you do not receive the email.

2. Select the Tile labeled **R.S.V.P.**



*If you don't see the R.S.V.P. tile, make sure you are in Family Access.



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



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

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

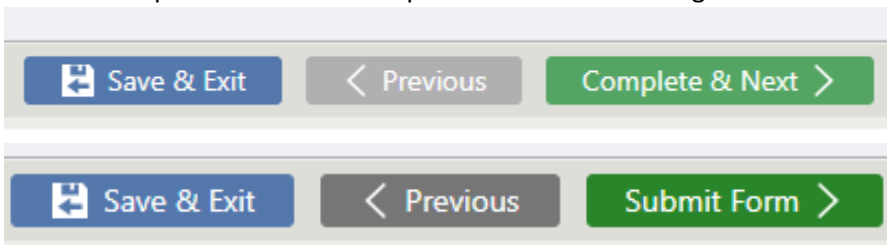
**You are simply verifying student information; this is not a request to change schools nor a verification of where they will be attending the next school year.*

If you would like to request an update to your phone number or email, please select the Student Profile tab in Family Access, then use the 'Edit' button next to 'YOUR FAMILY INFORMATION'.

**If you need to update your address, please take required documentation to your student's school to complete a change of address.*


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
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.
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.
7. You can navigate between screens by using the **Previous** and **Complete & Next** buttons or by selecting the step from the sidebar on the left.
8. Should you need to come back to the verification later, you can select 'Save & Exit' 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.
9. Once all steps are Completed and have a **BLUE** checkmark next to them, select **Submit Form**. When you see the 'Thank You!' message, your form has been submitted to the school.
10. This process must be completed for each returning student.



New Student Enrollment Information

✓ 18 of 18  Step 1 (Required)

- ✓ Instructions
-  New Student Enrollment Information (Required)
- ✓ New Student Guardian Information (Required)
- ✓ Emergency Contact Information (Required)
- ✓ Requested Documents (Required)
- STUDENT NETWORK/INTERNET ACCEPTABLE USE (Required)
- ✓ ADDITIONAL STUDENT INFO & ENROLLMENT (Required)
- ✓ Home Language Survey (Required)
- ✓ Race and Ethnicity Form (Required)
- ✓ 1:1 Policy Student/Family Responsibility (Required)
- ✓ Medical Provider Information (Required)
- ✓ 2026-2027 Health Conditions (Required)
- ✓ 2026-2027 Additional Medical Information (Required)
- ✓ 2026-2027 CONSENT/HIPPA Authorization (Required)
- ✓ CHIRP (v2021) (Required)
- ✓ 2026-2027 Bus Information (Required)
- ✓ 2026-2027 MSDLT School Family Handbook (Required)
- ✓ 2026-2027 Work Survey (Required)
- ✓ 2026-2027 Housing Questionnaire (Required)