



Back-to-School (BTS) forms are completed by guardians of all students enrolled in LISD by the date communicated by the student's campus.

ACCESS THE FORM

STEP ONE

After logging into the Family Access portal of Skyward Qmlativ SIS, click the green **20##/20## Back to School Forms** tile under your student's name.

Available

20##/20## BACK
TO SCHOOL
FORMS

Allows Multiple
Submissions

FILL OUT THE FORM

STEP TWO

Work through each step of the application. Some steps are required by law, while others are optional to be filled out or not.

Click **Complete & Next** to proceed between steps. A ☑ checkmark will display next to completed steps in the left-hand menu.

REVIEW AND SUBMIT THE FORM

STEP THREE

Click **Complete & Review** at the top of the final required step.

STEP FOUR

Scroll to the bottom and check the box to confirm all the above information is correct.

STEP FIVE

Click **Submit Form** near the top of the screen.

STEP SIX

Click **Return to Dashboard** below the confirmation message. The status of the form will be displayed along the top of the tile.

If you have multiple students enrolled, repeat these steps using the **20##/20## Back to School Forms** tile under each student's name.

In Progress

20##/20## BACK
TO SCHOOL
FORMS

Last Edit
mm/dd/yyyy

Approved

20##/20## BACK
TO SCHOOL
FORMS