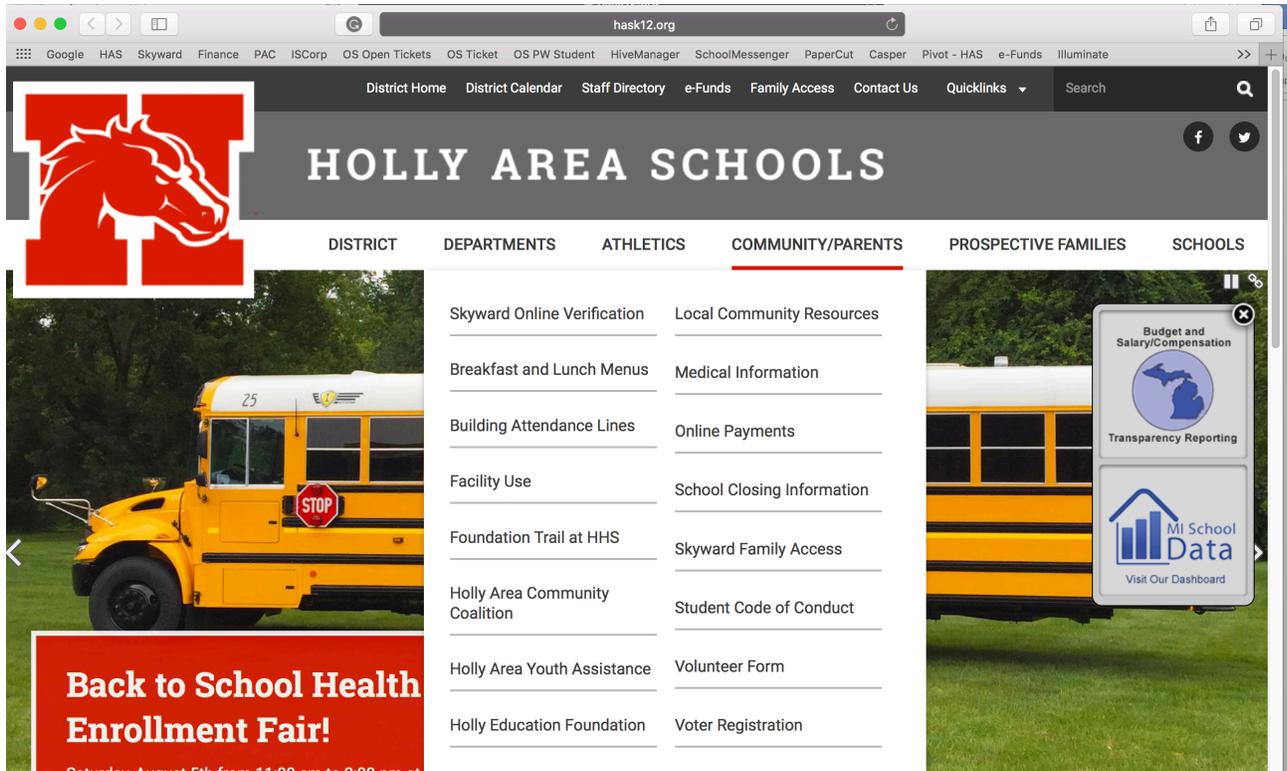


Holly Area Schools Online Verification "How-to Guide"

To begin the Online Verification process:

Access the Holly Area Schools main web page at www.hask12.org

Select the **Skyward Online Verification** item under **Community/Parents**



Here you will find information on the process and a login link to Skyward Family Access. You can also log in to Skyward Family Access by clicking the link at the top of our district website labeled **Family Access**.

Note: You must use your Family Access account and not your child's login. If you do not have your account information, please contact your student's main office or you can email: family.access@hask12.org (Please be sure to include your child's name and building, your name, and phone number where you can be reached during business hours)

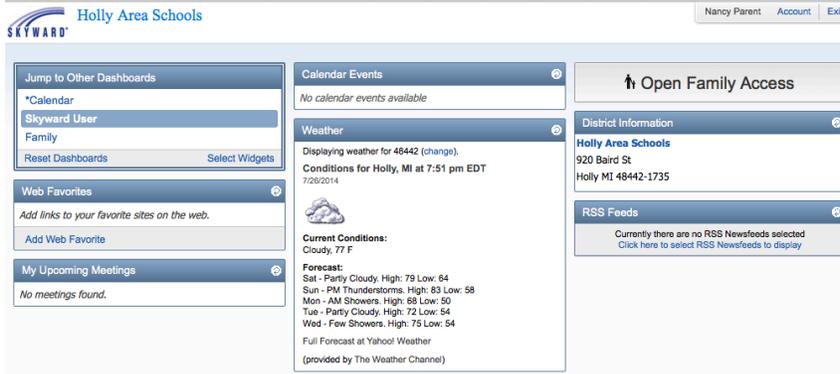
Type in your **Login ID** and **Password**, then click **Sign In**

A screenshot of the Skyward login page for Holly Area Schools. The page features the Skyward logo at the top. Below the logo are two input fields: 'Login ID:' and 'Password:'. A 'Sign In' button is positioned below the password field. A link for 'Forgot your Login/Password?' is located below the 'Sign In' button. At the bottom of the page, there is a 'Login Area:' dropdown menu currently set to 'Family/Student Acce'. The version number '05.13.06.00.05-10.2' is visible in the bottom right corner.

Your login usually begins with the first initial of your first name, your last name, and three numbers at the end. Example: **jsmith000**

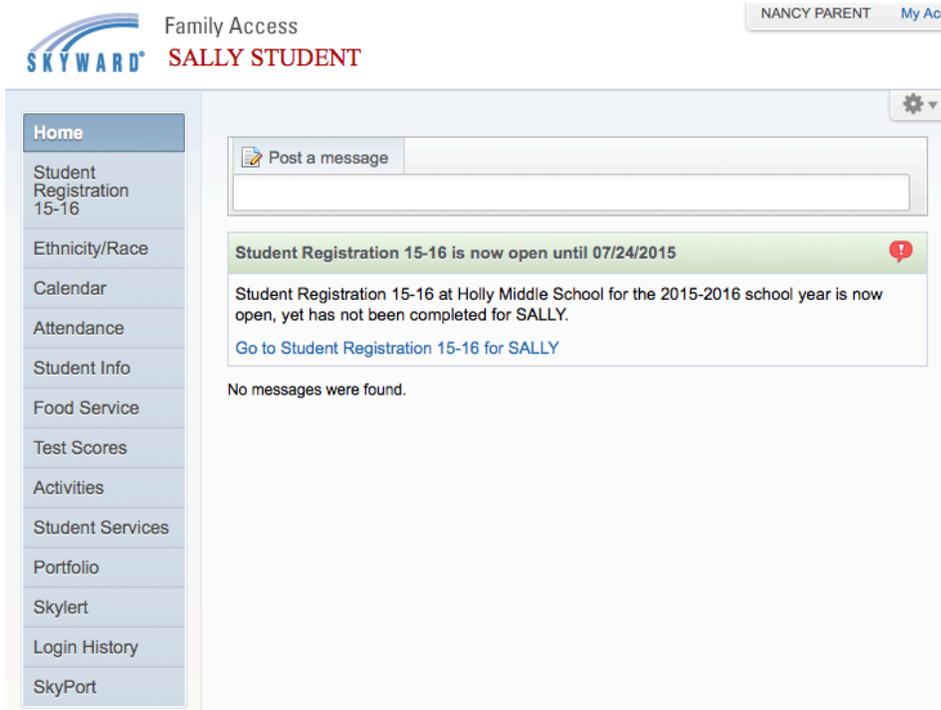
Holly Area Schools Online Verification "How-to Guide"

Choose Open Family Access



You should see in the middle of the screen an item that says **Go to Student Registration ##-## (current school year) for 'student name'** or you can click the **Student Registration ##-##** in the left side column.

Note: Online Registration will need to be completed for each of your students. To change the display to another student, click the drop-down arrow to choose another student.



Holly Area Schools Online Verification "How-to Guide"

The first screen you will see is the District Message. Please read through the information. To begin the process, click the first hyperlinked step (a) under **Verify Student Information**.

Student Registration 15-16
SALLY (Holly Middle School 2015-2016)

District Message

Welcome to the Holly Middle School Online Registration process for the 2015-16 school year. Online Registration is a step by step process for Holly Middle School parents to complete back to school tasks before the first day of school. Holly Middle School parents use the online Student Registration in family access to verify student's information and to download and fill out required forms. You must open and verify each step before it can be marked as completed. To complete the registration for this student, you MUST click the final step labeled "Complete Student Registration" and click the "Submit Student Registration" box. You will then receive an email confirming your registration.

Registration is required for each of your students. Be sure to click the Student Registration link to continue to register additional students.

The How-to document for Online Registration can be found on the Skyward Family Access link from the Holly Area Schools district web site: <http://www.has-k12.org>

The steps are listed to the right. To begin, click the hyperlink for the first item under "Verify Student Information". You have the option to finish your registration at a later time by clicking the "Close and Finish Later" box at the bottom of the right column.

District Message

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Contacts
2. Skylert (Calling System) Information
3. Distribution of Student Data
4. Student Code of Conduct
5. Acceptable Technology Use Policy
6. Integrated Pest Management & Asbestos Program
7. Concussion Acknowledgement Form
8. Volunteer Background Check Form
9. Miscellaneous Forms
10. Complete a Food Service Application
11. Parent Acknowledgement Form
12. Complete Student Registration 15-16

Next
Close and Finish Later

Note: The following steps outlined may vary depending on the building in which your student is enrolled.

Read Step 1a: Verify Student Information – Student Information

Verify student information is correct under **General Information**.

On this screen you can make changes to the 'Race' option if it is not correct.

Student Registration 15-16
SALLY (Holly Middle School 2015-2016)

Step 1a. Verify Student Information: Student Information (Required) Undo

Please verify your student's information and email address. For address changes you will need to provide proof of residency to the records office at HHS (or during on-site registration) before your address will be updated in our system. Valid proof of residency include one of the following: purchase/lease agreement or utility bill. You must also provide one of the following: bank statement or drivers license. If nothing has changed, please mark this step as completed and proceed to Step 2.

General Information

First: Middle:

Last: Suffix:

Birthday:

Language: Race:

Complete Step 1a and move to Step 1b

District Message

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Contacts
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8. Volunteer Background Check Form
9. Miscellaneous Forms
10. Complete a Food Service Application
11. Parent Acknowledgement Form
12. Complete Student Registration 15-16

Previous Step Next Step
Close and Finish Later

Holly Area Schools Online Verification "How-to Guide"

To complete this step, click the check box "Complete Step 1a and move to Step 1b".

Read Step 1b: Verify Student Information – Family Address

Verify your Address. If you need to make address changes, you will need to provide proof of residency to the main office at your school building (or during on-site registration if High School or Middle School) before your address will be updated in our system. Valid proof of residency includes one of the following: purchase/lease agreement or utility bill. You must also provide one of the following: bank statement or drivers license.

Student Registration 15-16

SALLY (Holly Middle School 2015-2016)

Step 1b. Verify Student Information: Family Address (Required) Undo

Please verify your student's information and email address. For address changes you will need to provide proof of residency to the records office at HHS (or during on-site registration) before your address will be updated in our system. Valid proof of residency include one of the following: purchase/lease agreement or utility bill. You must also provide one of the following: bank statement or drivers license. If nothing has changed, please mark this step as completed and proceed to Step 2.

Address Preview Address

Street Number: 920 Street Dir: Street Name: Baird St

SUD: # P.O. Box:

Address 2:

Zip Code: 48442 Plus 4: 1735 City/State: Holly, MI

County: Oakland County

Mailing Address

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

Complete Step 1b and move to Step 1c

District Message

1. Verify Student Information
2. Skylert (Calling System) Information
3. Distribution of Student Data
4. Student Code of Conduct
5. Acceptable Technology Use Policy
6. Integrated Pest Management & Asbestos Program
7. Concussion Acknowledgement Form
8. Volunteer Background Check Form
9. Miscellaneous Forms
10. Complete a Food Service Application
11. Parent Acknowledgement Form

When you are finished, click the check box "Complete Step 1b and move to Step 1c".

Read Step 1c: Verify Student Information – Family Information

Verify your **Email** and **Phone numbers**. If you need to make changes, you can do so by clicking in the corresponding boxes and typing the updated information. This page is especially important as it is used by district staff for various communications.

Student Registration 15-16

SALLY (Holly Middle School 2015-2016)

Step 1c. Verify Student Information: Family Information (Required) Undo

Please verify your student's information and email address. For address changes you will need to provide proof of residency to the records office at HHS (or during on-site registration) before your address will be updated in our system. Valid proof of residency include one of the following: purchase/lease agreement or utility bill. You must also provide one of the following: bank statement or drivers license. If nothing has changed, please mark this step as completed and proceed to to Step 2.

Family Options

Home Language: English Receive a Paper Copy of Report Card

Guardian Number: 1

Name: NANCY PARENT Primary Phone: (248) 111-1111 Ext:

Custodial Ext:

Home Email: myaddress@somewhere.com Ext:

Complete Step 1c and move to Step 1d

When you are finished, click the check box "Complete Step 1c and move to Step 1d".

Holly Area Schools Online Verification "How-to Guide"

Read Step 1d: Verify Student Information – Emergency Contacts

Verify your Emergency Contacts are correct. Phone number changes are allowed if you are the only person that has that contact person on your account. You are not allowed to make changes for phone numbers for staff in the district or other parents with enrolled students. Please contact your student's main office if you have any questions. You are able to remove a contact if you no longer wish for them to be listed for your student. You can do this by clicking the "**Delete this Emergency Contact**" hyperlink listed above each contact person.

Student Registration 15-16

SALLY (Holly Middle School 2015-2016)

Step 1d. Verify Student Information: Emergency Contacts Undo

(Required)

Please verify your student's information and email address. For address changes you will need to provide proof of residency to the records office at HHS (or during on-site registration) before your address will be updated in our system. Valid proof of residency include one of the following: purchase/lease agreement or utility bill. You must also provide one of the following: bank statement or drivers license. If nothing has changed, please mark this step as completed and proceed to Step 2.

Contact Number: [Delete this Emergency Contact](#)

First: Primary Phone: (248) Ext:

Middle: Ext:

Last: Ext:

Relationship: Pick Up:

Comment:

When you are finished, click the check box next to "**Complete Step 1d and move to Step 2**".

Read Step 2: Skylert (Calling System) Information

Review the information currently in the system for contact through our calling system. If you do not want a phone number called, such as a work number, uncheck the corresponding boxes. In the **Additional Contacts** area, you can add phone numbers for contacts that are not listed in the system. An example may be a babysitter that would like to get information related to school activities and snow days. Please be sure to ask their permission before adding them to the calling system!

Holly Area Schools Online Verification "How-to Guide"

Student Registration 15-16

SALLY (Holly Middle School 2015-2016)

Step 2. Skylert (Calling System) Information (Required)

Please review the options available for use in our Skylert calling system. You will need to uncheck the options where you do NOT wish to receive calls and emails from the district. All options that remain checked will be included in calls and emails through the system. Examples include: Snow Day calls, communication from Principal or Superintendent, Early Release notification, etc. Once settings have been reviewed/updated, mark this step as complete and continue to Step 3.

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (248) 111-1111	<input checked="" type="checkbox"/>				
Second:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work:	<input type="checkbox"/>				
Home Email: myaddress@somewhere.com	<input checked="" type="checkbox"/>				

Primary Guardians are not allowed to update their Skyward Contact Info

Additional Contact Info for Family With SALLY

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: [] []	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Complete Step 2 and move to Step 3

You will need to scroll to the bottom of this screen to see the "Complete Step 2 and more to Step 3" box.

You will now continue through the balance of the steps, being sure to mark each step Complete before continuing on to the next step.

Keep in mind that some steps will display a hyperlink which will open a document or website in a new window, tab or download the document depending on how your computer options are set for your browser.

Please be aware that a new window may open behind a current window. Do not close your Skyward window or you will have to log in again to continue.

Step 10. Yearbook (Optional)

You may purchase a yearbook directly from Jostens or print and return the Yearbook Order form with payment. If you do not wish to purchase a yearbook at this time, mark this step as completed and move on to the next step.

[Yearbook](#)

Complete Step 10 and move to Step 11

Notice in the above example how the **Complete Step** box is grayed out. You will see this when you begin a new step that includes viewing of a document or website. You must click the link before the system will allow you to complete this step. You will see this through the majority of the steps in the process.

Holly Area Schools Online Verification "How-to Guide"

During the verification process, you have an option to complete a Free and Reduced Lunch Application. We encourage everyone to complete the application. The income levels change each year and you may be eligible and not be aware.

The second to the last step of the Online Verification process will be the **Parent Acknowledgement Form**. Read the Final Acknowledgement form. Type your name in the electronic signature field. Type today's date in the date field. You may print this form for your records. Click the **Save** button when finished.

<p>Student Online Verification 17-18</p> <ul style="list-style-type: none"> Ethnicity/Race Calendar Gradebook Attendance Student Info Food Service Schedule Test Scores Fee Management Activities Student Services Academic History Portfolio Skylert Login History SkyPort 	<p style="text-align: center;">Step 17. Parent Acknowledgement Form (Required)</p> <p style="text-align: right;"> <input type="button" value="Print"/> <input type="button" value="View Full Screen"/> </p> <p>Holly High School 2017-18 Student Online Verification Consolidated Acknowledgement Form</p> <p>The acknowledgement statements below are related to the forms or data that were reviewed and approved in prior steps through Family Access. Your electronic signature at the bottom of the form will indicate that you acknowledge and agree to the terms and assurances.</p> <p>Steps 1, 2, & 3: Verification and distribution of student information I certify that the demographic information in the Skyward student management system that was reviewed and updated is the best of my knowledge. This includes student demographics, family and emergency contacts including phone numbers. Also, also been reviewed in Step 2, my choices have been updated and verified, and I understand these options will determine how they are used for the district calling system.</p> <p>I acknowledge that I have reviewed and read the 'Distribution of Student Demographic Data' for the 2016-17 school year. My child's information is optional. I certify that the distribution options in Skyward student management system were selected based on the descriptions provided for each group and are the types of restrictions for the 2017-18 school year.</p> <p>Steps 4 & 5: Student Code of Conduct and Acceptable Technology Use Policy My student and I acknowledge responsibility for understanding and abiding by the rules and procedures contained in the Handbook and Acceptable Technology Use Policy. Further, I accept responsibility for accessing the document for further information of the online registration process or accessing them by visiting the following website: https://www.hask12.org/community/skyward-online-verification/</p> <p>Step 6: G Suite for Education (formally Google Apps for Education) I acknowledge I am aware that all students will be assigned a G Suite for Education account and I may opt out at any time through my student's administrator.</p> <p>Step 7: Parking Permit My student and I acknowledge we have read the Rules, Procedures and Regulations Regarding the Operation of Motor Vehicles and the permit form located on the website listed above.</p> <p>Steps 8 through 12: Various Forms and Parent Information I acknowledge that I am aware of the various forms available through the online verification process. I have reviewed and returned forms as required. Forms can be found by visiting the online verification webpage as listed above.</p> <p>Typing your name below as a parent or legal guardian represents both your electronic signature and indicates that you are signing on behalf of both yourself and your student acknowledging that you both understand and agree to the terms and conditions of the online verification process.</p> <p>Your electronic signature below indicates your acknowledgement and agreement to all above statements and assurances.</p> <p> <input style="width: 150px;" type="text"/> Signature <input style="width: 100px;" type="text"/> Date </p> <p style="text-align: center;"><input type="button" value="Complete Step 17 and move to Step 18"/></p>	<p style="text-align: center;">District Message</p> <ol style="list-style-type: none"> 1. Verify Student Information <ol style="list-style-type: none"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts 2. Skylert (Calling System) Information 3. Student Data Options 4. Student Code of Conduct 5. Acceptable Technology Use Policy 6. G Suite for Education 7. Parking Permit 8. Asbestos Program & Integrated Pest Management 9. Concussion Acknowledgement Form 10. Yearbook 11. Reproductive Health 12. Volunteer Background Check Form 13. Review Outstanding Fees 14. Parent Information 15. Miscellaneous Forms 16. Complete a Food Service Application <li style="background-color: #e0e0e0;">17. Parent Acknowledgement Form 18. Complete Student Online Verification 17-18 <p style="text-align: center;"> <input type="button" value="Previous Step"/> <input type="button" value="Next Step"/> </p> <p style="text-align: center;"><input type="button" value="Close and Finish Later"/></p>
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Holly Area Schools Online Verification "How-to Guide"

The Final step is **Complete Student Registration ##-##**

Review the status of each step to make sure they are all at a **Completed** status. If you missed marking a step as complete, you can click the link on the right to jump to that step.

Step 12. Complete Student Registration 15-16 (Required)

By completing Student Registration 15-16, you are confirming that the Steps below have been finished. Are you sure you want to complete Student Registration 15-16 for GRACE?

Review Student Registration 15-16 Steps

Step 1)	Verify Student Information	Completed 06/10/2015 8:30pm
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Skylert (Calling System) Information	Completed 07/24/2015 10:35am
Step 3)	Distribution of Student Data	Completed 06/10/2015 8:30pm
Step 4)	Student Code of Conduct	Completed 06/10/2015 8:30pm
Step 5)	Acceptable Technology Use Policy	Completed 06/10/2015 8:34pm
Step 6)	Integrated Pest Management & Asbestos Program	Completed 06/10/2015 8:31pm
Step 7)	Concussion Acknowledgement Form	Completed 06/10/2015 8:31pm
Step 8)	Volunteer Background Check Form	Completed 07/24/2015 10:36am
Step 9)	Miscellaneous Forms	Completed 06/10/2015 8:32pm
Step 10)	Complete a Food Service Application	Completed 06/10/2015 8:32pm
Step 11)	Parent Acknowledgement Form	Completed 06/10/2015 8:35pm

Guardian Name: [REDACTED]

[Submit Student Registration 15-16](#)

District Message

1. Verify Student Information
Completed 06/10/2015 8:30pm
2. Skylert (Calling System) Information
Completed 07/24/2015 10:35am
3. Distribution of Student Data
Completed 06/10/2015 8:30pm
4. Student Code of Conduct
Completed 06/10/2015 8:30pm
5. Acceptable Technology Use Policy
Completed 06/10/2015 8:34pm
6. Integrated Pest Management & Asbestos Program
Completed 06/10/2015 8:31pm
7. Concussion Acknowledgement Form
Completed 06/10/2015 8:31pm
8. Volunteer Background Check Form
Completed 07/24/2015 10:36am
9. Miscellaneous Forms
Completed 06/10/2015 8:32pm
10. Complete a Food Service Application
Completed 06/10/2015 8:32pm
11. Parent Acknowledgement Form
Completed 06/10/2015 8:35pm
12. Complete Student Registration 15-16

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

[Close and Finish Later](#)

To finish your Online Verification, you MUST click the **Submit Student Registration ##-##** button or the system will not consider the process finished.

After you click the Submit button, you will see the following message.

✔ Student Registration 15-16 was **successfully completed** and submitted to the district for **SALLY** on Fri Jul 24, 2015 10:36am by **NANCY PARENT**

[Go back to review completed steps](#)

[Mark Student Registration 15-16 as not completed and make changes](#)

This will let you know that the registration process has been completed.

If you determine that you need to make changes, you can click the "Mark Student Registration ##-## as not completed and make changes" hyperlink and return to the step for which you need to make changes. Be sure to re-submit after the changes are made.

If you have more than one student in the district, you will need to complete the registration process for each of them.