



Signing Course Requests

Signing Course Requests Instruction Sheet

How to Sign for Course Requests in Student and Family Access

The following document will detail the current process parents and students can utilize in **Family Access** or **Student Access** to review and then sign off on student **Course Requests**, agreeing to and confirming review of the student's requests for next school year. Both a parent *and* student signature is required to finalize the course requests.

1. Students will access the [Student Access](#) portal either during class when instructed by a school counselor or online anytime between February 16 and March 2. Parents can access [Family Access](#) to review and, once satisfied, sign off of the selected requests. The **Family Access** and **Student Access** portals are synonymous. Students always log in with their school **ID number** and parents access with an auto-generated **namekey** that is stored in the student system.

The **Family Access** portal can be accessed by visiting www.emsisd.com and clicking on the **Family Access** tab in the upper-right corner of the screen. In the event that a parent cannot recall his/her login or password, choose the [Forgot Your Login/Password](#) link available on the login page using your email on file. If you still have trouble, please contact your child's school.

SKYWARD®

EAGLE MOUNTAIN-SAGINAW ISD
Student Management & Family/Student Access System

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

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- Upon logging in, select the **Schedule** tab. Parents may need to select a student from the drop-down in the upper-left if they have multiple children before proceeding. Students will click on the **Request Courses for 2021-2022 in XYZ MIDDLE SCHOOL** link. For parents, it reads as **View Courses for 2021-2022 in XYZ MIDDLE SCHOOL**.

2020 - 2021	Term 1 (08/20/20 - 09/25/20)	Term 2 (09/28/20 - 11/08/20)	Term 3 (11/09/20 - 01/15/21)	Term 4 (01/19/21 - 02/28/21)	Term 5 (03/01/21 - 04/16/21)	Term 6 (04/19/21 - 05/28/21)
No Schedule was found.						

- Students will follow instructions as provided by Counseling to manage their **Course Requests**. Parents can view these requests on the same screen the student works from. It is important to understand that both parent and student have separate access and options.

Available Courses for 2021-2022	Selected Courses
406011 ENGLISH 6 G/PAP 1.000 Credits, Required	406021 ELA 6 1.000 Credits, Required
406021 ELA 6 1.000 Credits, Required	406041 LIT 6 1.000 Credits, Required
406031 LIT 6 PAP 1.000 Credits, Required	406061 MATH 6 1.000 Credits, Required
406032 GT ADV HUMANITIES RDG 6 1.000 Credits, Elective	406081 SCIENCE 6 1.000 Credits, Required
406041 LIT 6 1.000 Credits, Required	406201 PE 6 1.000 Credits, Required
406051 MATH 6 G/PAP 1.000 Credits, Required	
406061 MATH 6 1.000 Credits, Required	
406081 SCIENCE 6 1.000 Credits, Required	
406083 PAP SCIENCE 6 1.000 Credits, Required	
406091 WILD.CTR. 6	



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- When management of the **Course Requests** by the student is completed, exit the **Course Requests (Schedule tab)** screen and proceed to the **Online Forms** tab. Both students *and* parents have access to an **Online Forms** tab.

Students will only see the option for the **Course Requests Signature Page**. Parents will see multiple form options and must scroll down to locate and select the correct student (if they have more than one child).

Click on the **Fill Out Form** link.

Students

Online Forms	WAYSIDE MIDDLE SCHOOL
Calendar	STEWIE
Gradebook	Course Requests Signature Page <i>Open</i> Fill Out Form

Parents

Online Forms	WAYSIDE MIDDLE SCHOOL
Calendar	STEWIE
Gradebook	Allergy Plan <i>Open</i> Fill Out Form
Attendance	Asthma Plan <i>Open</i> Fill Out Form
Student Info	Condition Plan <i>Open</i> Fill Out Form
Schedule	Diabetes Plan <i>Open</i> Fill Out Form
Test Scores	Medication Consent <i>Open</i> Fill Out Form
Activities	Seizure Plan <i>Open</i> Fill Out Form
Career Plans	Affidavit of Legal Residence <i>Open</i> Fill Out Form
Academic History	Bus Rider Handbook <i>Open</i> Fill Out Form
Report Cards & Documents	Free/Reduced Meal Application <i>Open</i> Fill Out Form
Health Info	Grandparent Affidavit <i>Open</i> Fill Out Form
Login History	Power of Attorney <i>Open</i> Fill Out Form
	Revocation/Power of Attorney <i>Open</i> Fill Out Form
	Student Health Information <i>Open</i> Fill Out Form
	Course Requests Signature Page <i>Open</i> Fill Out Form



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5. It is important to read and then follow the instructions as displayed on each of the next screens. Clicking on the **View Full Screen** button will allow easier view and understanding of the form.

Read the form, choose **Agree** on the drop-down item below, and then **sign** and **date** the form. If you have questions about your child's selections, please email the school counselor to discuss.

IMPORTANT: Be sure to click on the **Complete Step 1 and move to Step 2** button when finished. The button is at the top of the screen if in **Full-Screen** mode or at the bottom when not viewing from **Full-Screen**.

NOTE: If preferred, both parent and student can sign from this screen if viewing together. It is not required to access and sign as a parent unless parents are viewing at a separate time from their child.

Print Complete Step 1 and move to Step 2



**EAGLE MOUNTAIN
SAGINAW ISD**
Fostering a Culture of Excellence

Eagle Mountain-Saginaw ISD
Next Year Course Requests (2021-22)
Confirmation & Signature Page

2021-2022 Course Requests Confirmation & Signature Page

We are providing you with following information to acknowledge, review and submit **Course Requests** for the 2021-22 school year for student, STEWIE GRIFFIN.

- I understand and agree that my electronic signature is my acknowledgement and agreement.
- I will notify the District of any changes to my e-mail address.
- I understand that once the Course Requests have been submitted, no further changes can be made through Skyward.
- I understand that I must call the school counselor if I have any questions regarding Course Requests.
- I understand that I must call the school counselor if I want to request any changes to the Course Requests.
- I am the parent or guardian who can authorize and review the Course Requests.

I that I have reviewed the above information and understand the terms. By agreeing to the terms of this form, I hereby proceed with the terms of this agreement.

Student Signature:	Stewie Griffin	Signature Date:	02/03/2021
Parent Signature:	Peter Griffin	Signature Date:	02/03/2021

6. After choosing the **Complete Step 1** button, click on the **Submit Course Requests Signature Page** button. An automated email will be sent to the email on file confirming submission. If both parties sign under the student, the email will go to the student's email address. If signing separately, it will go to each user's email address on file.

