



Returning Student Verification

Online Returning Student Verification Cheat Sheet

How to Use Family Access for Returning Student Registration

For students currently attending **Eagle Mountain-Saginaw ISD** who will be returning for the future school year, parents must access their **Family Access** account and select the **2019-2020 Returning Student Verification** option to register students for the future school year.

This option is only available during designated verification periods. Parents with students who have left and are now returning to the district for the future (or current) year, must recover their **Family Access** login information either by using the password reset option available or by contacting their child's last school of enrollment.

These returning verification process allows you to submit your child's information and to complete student verification forms electronically. The processes is intended **ONLY** for students who currently attending or those who have previously attended school at **Eagle Mountain-Saginaw ISD**.

If your child has not attended the district previously, you must use [NEW to District Enrollment](#) to create a student application for enrollment.

1. Navigate to www.emsisd.com and then by select the **Parents** link at the top of the screen. Under the **Parents** link, locate the **Family & Student Access** link and click on the hyperlink.

The screenshot shows the Eagle Mountain-Saginaw ISD website. The header includes the district logo and name, along with navigation links: District Home, User Options, SCHOOLS, I WANT TO., and a search icon. A secondary navigation bar contains links for About Us, Academics, Employment, Community, Departments, Parents, Students, and Staff. The 'Parents' link is circled in red. Below this, a 'Parent Quick Links' section is displayed with a grid of links. A red mouse cursor points to the 'Family & Student Access' link in the second column of the grid.

Academic Planning	Education Foundation	RTI
Athletics	Family & Student Access	Safety & Security
Attendance Zones	FERPA	School Locations & Hours
Booster Clubs & School Support Organizations Guidelines	Grading & Reporting Guidelines	School Supply Lists
Bullying	Graduation Date 2019 - May 31	Social Media Directory
Canvas Information	Health Services	STAAR Testing Information



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2. Click on the **Click here to log on to Family Access** link displayed.

Skyward Family and Student Access Information

Links & How-To Docs

[Click here to log on to Family Access](#) 

[Family Access Request to Participate \(PDF\)](#)

[Family Access FAQs \(PDF\)](#)

[Online Forms \(Optional Registration Forms\)](#)

How-To Videos



3. Log on to **Family Access** using your **Login ID** and **Password**. If you need to recover this information, click on the **Forgot your Login/Password** link displayed below. You will need to use the email address on file to recover your account. If you're uncertain or need additional assistance, please contact your child's last [school of enrollment](#) for assistance.



SKYWARD®

EAGLE MOUNTAIN SAGINAW ISD
Student Database

Login ID:

Password:

[Sign In](#) 

[Forgot your Login/Password?](#)

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- Links are available for each of your children. To register a child for the future school year, either click on the link displayed on your **Family Access** wall, or select the tab on the left edge of the screen for **2019-2020 Returning Student Verification**. Please note, student verification for *next school year* will be displayed in **green** text, while student verification for students returning to the *current year* will be displayed in **red**.

Home

NEW to District Enrollment

2018-2019 Returning Student Verification

2019-2020 Returning Student Verification

Online Forms

2019-2020 Returning Student Verification is now open until 06/01/2019

2019-20 Returning Student Verification is now open to register students at Eagle Mountain-Saginaw ISD for school next year.

Go to 2019-2020 Returning Student Verification for CHRIS

Go to 2019-2020 Returning Student Verification for MEG

Go to 2019-2020 Returning Student Verification for STEWIE

- After selecting the verification process for a student, a welcome message and **important instructions** will display alongside a series of **Steps** listed to the right edge of the screen. Please note that any **Step** of this process can be accessed by selecting a link on the right edge of the screen at any time (in the event that you need to go back and return to a finished Step).

To get started, select the first link listed to the right, **a. Student Information**.

Home

NEW to District Enrollment

2018-2019 Returning Student Verification

2019-2020 Returning Student Verification

Online Forms

2019-2020 Returning Student Verification

STEWIE (BOSWELL HIGH SCHOOL 2019-2020)

Welcome to 2019-20 Returning Student Verification

Welcome to the Eagle Mountain-Saginaw ISD 2019-20 Returning Student Verification process. This process is intended for students who already attend EMS ISD are returning to school for the 2019-20 school year.

[Click Here to View a List of Schools to Contact](#)

This process is also intended for students who were formerly enrolled at EMS ISD and left the district at some point, but are now returning to re-enroll for the future 2019-20 school year.

To start the 2019-20 Returning Student Verification process, click on **a. Student Information** to the right.

Welcome to 2019-20 Returning Student Verification

- Verify Student & Family Information
 - Student Information
 - Family Address
 - Family Information
 - Emergency Contacts
- Verify Ethnicity/Race
- Electronic Signature



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- Each **Step** within the verification process will provide detailed instructions on how you should proceed before continuing onto the next **Step**. **Please read instructions carefully**. Failure to complete these **Steps** as expected can and will delay your child's verification and registration!

IMPORTANT: Addresses cannot be changed online. Addresses must be changed in-person at your child's school. Failure to update your address will lead to your child being transferred to the correctly zoned school for your address.

2019-2020 Returning Student Verification

STEWIE (BOSWELL HIGH SCHOOL 2019-2020)

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

Verify Student, Family, and Emergency Contact info on each sub-step for Step 1.

IMPORTANT: Updating address information requires approval and proof of address to be presented **IN-PERSON** at your child's school of enrollment. Examples include a water or electric bill (within the last 30 days), or a signed lease agreement.

Click on **Complete Step Below** to Continue...

General Information

First: STEWIE Middle:

Last: GRIFFIN Suffix:

Birthday: 06/06/2003 Gender: Male ▾

Other Name:

Language: ENGLISH Race:

Home Phone: Ext:

Cell ▾ (817) 555-0368 Ext:

Cell ▾ (817) 555-9844 Ext:

- Any fields that show with a gray background cannot be edited. These fields are pulling view-only information from the system. Only clear fields can be maintained. Some fields may require approval by your child's school before they are updated. Proceed to review and update information as needed. **Student Information** is associated to the student. **Email** and **Phone Numbers** listed here are those of the student, not the parent (with exception to **Home Phone**).

IMPORTANT: Each time you are ready to finish a **Step**, click the button below (or at the top of your screen in full view) to **Complete Step and move to (the next) Step**. If necessary, you'll have the option to return to a previous **Step** by clicking a link on the right of your screen to re-access that **Step**.

Complete Step 1a and move to Step 1b 



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8. Returning student verification requires completion of a number of different **Verification Forms** as you navigate through each **Step**. Initially, the screen may be confusing as the form will display inside the window. A **green** check mark ✓ indicates you have completed a **Step**. If there is no check mark, that **Step** is not completed.

Utilize the **View Full Screen** option located toward the upper-right to expand the form for ease of use.

2019-2020 Returning Student Verification

STEWIE (BOSWELL HIGH SCHOOL 2019-2020)

Step 3. Electronic Signature (Required)
Please review and complete the Electronic Signature Policy.
Continue to **Sign and Date** the form by typing your name and today's date in the fields provided.
NOTE: Click on **View Full Screen** just below and to the right to expand the form to full screen.
Click on **Complete Step Below** to Continue...

Print View Full Screen

EAGLE MOUNTAIN SAGINAW ISD
Fostering a Culture of Excellence

Electronic Signature

Welcome to the Electronic Forms Process

Welcome to the forms portion of the electronic registration process. The information on the forms you're about to c

Welcome to 2019-20 Returning Student Verification

1. Verify Student & Family Information
✓ Completed 03/18/2019 1:59pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Contacts
2. Verify Ethnicity/Race
✓ Completed 03/18/2019 1:59pm
3. Electronic Signature
4. Pre-Registration & Device Information

9. Additionally, most forms will also begin with a pop-up message notifying you that data has been loaded from your answers last year (if your child attended the district). Review the details of the pop-up before clicking **OK** to continue. It's important that you understand you must still review and/or update information on each form!

Skyward

IMPORTANT: During the returning forms portion of this process, you will be notified that last year's data has been loaded to this year for your convenience.

Please be certain to review or update the information for each form as needed.

It is possible that no information may be displaying.

If you registered for school on or after **May 1, 2018** for the **current school year**, your answers **will not have transferred** for the future school year form completion process.

This will require that you complete each form in its entirety before proceeding to the next. Please contact your child's school of enrollment if you have questions.

Click **OK** below and then select **View Full Screen** toward the upper-right to continue.

OK



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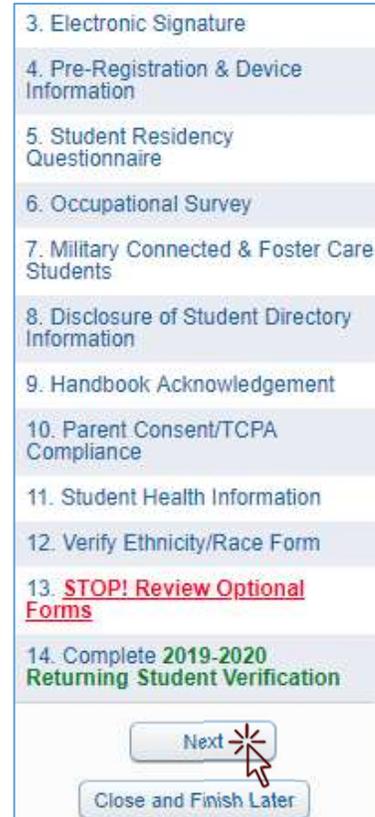
10. Upon completing the form, parents may choose to **Print** a copy, choose to **Exit Full Screen**, or preferably, click on the **Complete Step and Move to Step** button to complete the form and to return to the next verification step.



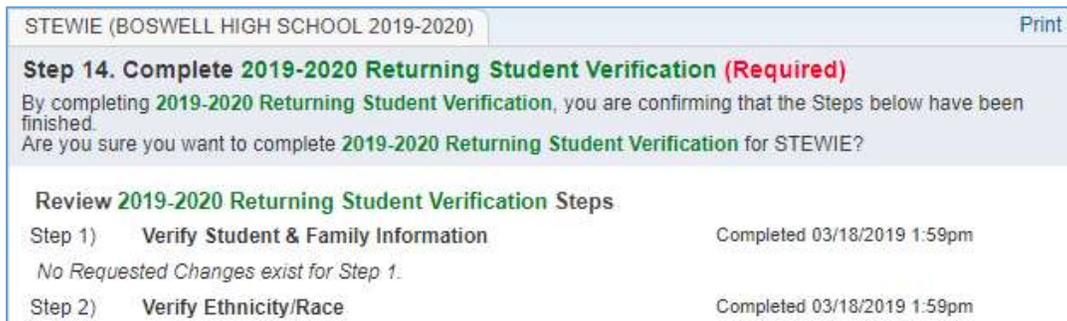
11. Complete each verification form and **Step** in the process. Upon reaching the **STOP! Optional Forms Remaining** information, parents will receive notification that optional forms are available outside of the verification process by returning to **Family Access** and accessing the **Online Forms** area. These optional forms may be very important, so please make note of what forms are available and how to access them *after* submitting the verification. These are two different processes to complete.

IMPORTANT: **Health Plans** listed as optional verification forms must be completed if you answered **Yes** to any specific **Health Condition** on the **Student Health Information Form**. This information will be vital to our Health staff to assist in maintaining your child's needs in the event that conditions exist.

Complete the step after verifying details for optional forms and proceed to the final step to **Complete 2019-2020 Returning Student Verification**. This step must be completed before you can click on the **Next** button to verify information before **submitting** the data to the district. **Close and Finish Later** is available for those who wish to quit and return later to complete the process.



12. A summary of the verification process will display with details and information regarding the steps you have completed. A **Print** link is available to print a copy of your verification at home. Scroll down to complete the process.





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13. **IMPORTANT:** Select the **Submit 2019-2020 Returning Student Verification** button to send your information to the district. You will receive a confirmation email sent to your email address on file at the district.

Remember, address changes require you appear in-person and bring proof of address to your child's school.

Guardian Name: LOIS GRIFFIN	Guardian Address: 31 SPOONER ST QUAHOG, RI 99999
Submit 2019-2020 Returning Student Verification	

14. If you've made a mistake or need to make changes, you can return to the verification process even after you've submitted it to the district. This will require you resubmit the information to the district after completing changes.

Choose **Mark 2019-2020 Returning Student Verification as not completed and make changes** to make updates if necessary. You can then click on any Step as needed to make updates, but be certain to click Next in the bottom-right corner of your screen when finished to revisit the confirmation screen and to **Submit 2019-2020 Returning Student Verification.**

Parents will need to return to the **Family Access** home page in order to complete returning student verification for any additional students.

2019-2020 Returning Student Verification was successfully completed and submitted to the district for STEWIE on Tue Mar 19, 2019 7:53am by LOIS GRIFFIN.
Go back to review completed steps
Mark 2019-2020 Returning Student Verification as not completed and make changes