Parents will access the GPISD Website to begin the process. A link to the Skyward Family Access page is located on the GPISD Home page. GPISD Link: <u>www.galenaparkisd.com</u>

#### **To access Student Registration**

A. Locate and click the Skyward Parent Access Icon.



You will be directed to the following screen:

	Calana Barlt ISD		
	Galend I dik 15D		
Login ID:			
Password:			
	Sign In		
	Forgot your Login/Password?		

#### **Skyward Login and Password**

A. Input your Skyward Login ID and Password.

S K Y W A R D°
Galena Park ISD
Login ID:
Password:
Forgot your Login/Password?

#### Step 1: Returning Student Verification

B. Click the Returning Student Verification tab or choose student directly from list.



#### Step 2

C. Use the links provided to verify and complete student information.



#### Step 2a

Verification

- A. Begin verification by clicking Student Information.
- B. Make necessary changes.
- C. Click Complete Step 2a and move to Step 2b.

a Student Information	General Information	
	First: Disney	Middle:
b. Family Address	Last Mouse	Suffix:
c. Family Information	Birthday: 08/02/2000	Gender: Female
d. Emergency Information	Language: ENGLISH	Race:
e. Emergency Contacts	B Home Phone: Ext:	
3. Enrollment Form		
4. Military Connected	Home Email:	
5. Foster Care	Birth County: Harris	
6. Media Release	Birth State: TX - TEXAS	~
7. Notice of Parent and Student Rights	Birth Country: USA	]
3. Student Acceptable Use (AUP)	Allow Publication of Student's Name for: 2	d Llas: Maa Md
9. Truancy Notice	District Use: Yes V Loca	al Use: Yes V
10. Student and Parent Acknowledgment	C Complete Step 2a	and move to Step 2h
11. Migrant Form	Complete Step 28	
12. Complete Returning Student		

### Step 2b

- A. Click Family Address
- B. Verify address and/or make necessary changes.

> Note: Address changes will not take effect until approved by appropriate GPISD personnel.

C. Click Complete Step 2b and move on to Step 2c.

_	a. Student Information	Step 2b. Verify Student Information: Family Address	S Complete
	b. Family Address	(Required)	
	c. Family Information	Address Preview Address	
	d. Emergency Information	Street Number: 1234 Street Dir: Street Na	me: Woodforest Blvd
	e. Emergency Contacts	SUD: 🔽 #. P.O. E	Box:
	3. Enrollment Form	Address 2:	
	4. Military Connected	Zip Code: 77015 Plus 4: City/St	ate: Houston, TX
	5. Foster Care	County:	
	6. Media Release		_
	7. Notice of Parent and Student Rights	Complete Step 2b and move to Step 2c	
	8. Student Acceptable Use (AUP)		
	9. Truancy Notice		
	10. Student and Parent Acknowledgment		
	11. Migrant Form		
	12. Complete Returning Student Verification		

### Step 2c

- A. Click on Family Information.
- B. Verify and/or update phone numbers.
- C. Click Complete Step 2c and move on to Step 2d.

a. Student Information	Step 2: Marily Student Information Front	iki lafa matia a	(
b. Family Address	(Required)	ly information	l
c. Family Information	Family Options		
d. Emergency Information	Home Language: ENGLISH		
e. Emergency Contacts	Guardian Number: 1	Primary Phone:	Ext
f. Health Information	Name: Goofy Dog Relationship:		Ext
Enrollment Form	Home Email:		Ext:
. Military Connected			
. Foster Care	Complete Ste	ep 2c and move to Step 2d	
. Media Release			
Notice of Parent and Student ights			
Student Acceptable Use (AUP)			
. Truancy Notice			
0. Migrant Form			
1. Student and Parent			
Acknowledgment			
Acknowledgment 2. Special Programs Duestionnaire			
cknowledgment 2. Special Programs uestionnaire 3. Household Information Survey			

### Step 2d

- A. Click on Emergency Information.
- B. Add/change emergency information.
- C. Click Complete Step 2d and move to Step 2e.

-	√c. Family Information	B Physician:	Last Name, First
	d. Emergency Information	Dentist	:
1	e. Emergency Contacts	Hospital	:
		Insurance	:
		Policy:	:
			C Complete Step 2d and move to Step 2e

#### Step 2e

- A. Click on Emergency Contacts.
- B. Update emergency contact information.
- C. Click Complete Step 2e and move on to Step 2f.

2. Encollement Form	Mickey (North Shore Senior High 2015-201	6) D
3. Enrollment Form	Step 2e. Verify Student Information: (Required)	Emergency Contacts
		Change Emergency Conta
	Contact Number: 1	Delete this Emergency
	First: Maria	Primary Phone: Ext:
	Middle:	Ext:
	Last: Mouse	Ext:
	Relationship: Mother	
	Comment:	

#### Step 3

A. Click on enrollment form

Se. Emergency Contacts

	ŀ	ł		

Enrollment Form
 Military Connected

В

Galena Park Independent School District/Distrito Escolar Independiente de Galena Park 2018-2019 Enrollment Verification Form/ 2018-2019 Formulario de Verificación de Inscripción

Student Name/Nombre del estudiante: Disne	y Mouse	
Current Address/Domicilio actual:		
234 Woodforest Blvd Houston TX 77015		~
		~
hone Number/ <i>Número de teléfono</i> :	Home Language/Lenguaje: ENGLISH	~
Phone Number/Número de teléfono: Date of BirthFecha de nacimiento: 08/02/20	Home Language/Lenguaje: ENGLISH V Student Grade Level/Grado escolar del estudiante: 10	1

- B. Once the enrollment form is open, please verify the information appearing on the report.
  - Electronically Sign the form.
  - If mistakes are found.
    - Click the Previous Step button.
       Previous Step
    - Return to the Verify Student Information area.
    - Click on the tab where corrections need to be made. Example. .
    - Edit the Step. Example: Edit Step 2c
    - Once changes are made, remember to click the Complete Step button.

Example: Complete Step 2e and move to Step 2f

- Re-open the enrollment form to see updates.
- Note: If your address has changed, that update will not appear on the enrollment form until the campus has approved the change.
- C. Click Next Step. Next Step

#### Step 4 - 13

### All forms will work in a similar way as the examples above. Please read each form carefully.



Close and Finish Later

### Step 15

Once you have submitted your Returning Student Verification you will need to print out the confirmation page.

A. Click on Go back to review completed steps

New Student Torollment   Performance   Performance   Performance Perfor	Home	
<ul> <li>B. Click on step 14</li> <li>It. Complete Returning Student Verification</li> <li>C. Click Print</li> <li>C Click Print</li> <li>C Print Mark as not completed and make changes</li> <li>Completing Returning Student Verification (Required)</li> <li>By completing Returning Student Verification, you are confirming that the Steps below have been finished. Are you sure you want to complete Returning Student Verification for Donald?</li> <li>Review Returning Student Verification Steps</li> <li>Step 1) Instructions: How to Complete Online Student Verification skipped</li> <li>Step 2) Verify Student Information</li> <li>No Requested Changes exist for Step 2.</li> </ul>	New Student Online Enrollment Returning Student Verification	Returning Student Verification was successfully completed and submitted to the district for       on Mon Jul 10, 2017 11:46am by .         Go back to review completed steps         Mark Returning Student Verification as not completed and make changes
C. Click Print  Returning Student Verification  Donald (North Shore Senior High 2018-2019)  Print Mark as not completed and make changes  Step 14. Complete Returning Student Verification (Required) By completing Returning Student Verification, you are confirming that the Steps below have been finished. Are you sure you want to complete Returning Student Verification for Donald?  Review Returning Student Verification Steps Step 1) Instructions: How to Complete Online Student Verification Step 2) Verify Student Information No Requested Changes exist for Step 2.	B. 14. Ve	Click on step 14 . Complete Returning Student
Returning Student Verification       Print       Mark as not completed and make changes         Donald (North Shore Senior High 2018-2019)       Print       Mark as not completed and make changes         Step 14. Complete Returning Student Verification (Required)       By completing Returning Student Verification, you are confirming that the Steps below have been finished.         Are you sure you want to complete Returning Student Verification for Donald?       Review Returning Student Verification Steps         Step 1)       Instructions: How to Complete Online Student Verification       skipped         Step 2)       Verify Student Information       Completed 07/10/2018 2:54pm         No Requested Changes exist for Step 2.       For Step 2.	С.	Click Print
Donald (North Shore Senior High 2018-2019)       Print       Mark as not completed and make changes         Step 14. Complete Returning Student Verification (Required)       By completing Returning Student Verification, you are confirming that the Steps below have been finished. Are you sure you want to complete Returning Student Verification for Donald?         Review Returning Student Verification Steps       Step 1)       Instructions: How to Complete Online Student Verification       skipped         Step 2)       Verify Student Information       Completed 07/10/2018 2:54pm         No Requested Changes exist for Step 2.       Exist Step 2.	Returning Stud	dent Verification
Step 14. Complete Returning Student Verification (Required)         By completing Returning Student Verification, you are confirming that the Steps below have been finished.         Are you sure you want to complete Returning Student Verification for Donald?         Review Returning Student Verification Steps         Step 1)       Instructions: How to Complete Online Student Verification         Step 2)       Verify Student Information         No Requested Changes exist for Step 2.	Donald (North Sho	ore Senior High 2018-2019) Print Mark as not completed and make changes
Review Returning Student Verification Steps         Step 1)       Instructions: How to Complete Online Student Verification         Step 2)       Verify Student Information         No Requested Changes exist for Step 2.	Step 14. Comp By completing Ret Are you sure you you	<b>blete Returning Student Verification (Required)</b> turning Student Verification, you are confirming that the Steps below have been finished. want to complete Returning Student Verification for Donald?
	Review Return Step 1) Instruct Step 2) Verify No Requested C	ning Student Verification Steps         ctions: How to Complete Online Student Verification       skipped         Student Information       Completed 07/10/2018 2:54pm         Changes exist for Step 2.       Completed 07/10/2018 2:54pm

El padre/tutor ingresa al sitio web de GPISD para iniciar el proceso. Un enlace a la página de "Skyward Family Access" se encuentra en la página de inicio. Enlace a GPISD: <u>www.galenaparkisd.com</u>

### Para ingresar a Inscripción Estudiantil

A. Localice y haga clic en el icono de "Skyward Family Access" que se encuentra en la página de inicio.



Sera dirigido a la próxima pantalla:

SKYWARD	
Galena Park ISD	_
Login ID:	
Password:	
Sign In	
Forgot your Login/Password?	05 45 00 00 04

#### Inicio de Skyward y Contraseña

A. Ingrese su nombre de usuario y contraseña de Skyward.

S K Y W A R D°
Galena Park ISD
Login ID:
Password:
Sign In Forgot your Login/Password?

#### Paso 1: Verificación de Estudiantes Actuales

B. Haga clic en "Returning Student Verification" o escoja el estudiante directamente de la lista.



#### Paso 2

C. Use el enlace proveído para verificar y completar la información estudiantil.



#### Paso 2a

Verification

- A. Empiece la verificación haciendo clic en "Student Information".
- B. Haga los cambios necesarios.
- C. Haga clic en "Complete Step 2a and move to Step 2b."

a Student Information	General Information	
	First Disney	Middle:
b. Family Address	Last: Mouse	Suffix:
c. Family Information	Birthday: 08/02/2000	Gender: Female
d. Emergency Information	Language: ENGLISH	Race:
e. Emergency Contacts	Home Phone: Ext.	
nrollment Form	Ext:	
ilitary Connected	Liene Email	
Foster Care	Birth County: Harris	
ledia Release	Birth State: TX - TEXAS	$\checkmark$
otice of Parent and Student ts	Birth Country: USA	
tudent Acceptable Use (AUP)	Allow Publication of Student's Name for: ?	
uancy Notice	Military Use: Yes ♥ Highe	Local Use: Yes V Public Use: Yes
Student and Parent nowledgment	C Complete Step	2a and move to Step 2h
Migrant Form		
Complete Returning Student		

#### Paso 2b

- A. Haga clic en "Family Address"
- B. Verifique su dirección o haga los cambios necesarios.
  - Note: <u>El cambio de domicilio hecho en esta sección no será visible hasta que presente la documentación apropiada y sea aprobado por la escuela.</u>
- C. Haga clic en "Complete Step 2b and move on to Step 2c."

	a. Student Information	Step 2b. Verify Student Informa	tion: Family Address		Complete
A	b. Family Address	(Required)	•		
	c. Family Information	Address Preview Address			
	d. Emergency Information	Street Number: 1234	Street Dir:	Street Name:	Woodforest Blvd
	e. Emergency Contacts	SUD:	#:	P.O. Box:	
	3. Enrollment Form	Address 2:			
	4. Military Connected	Zip Code: 77015	Plus 4:	City/State:	Houston, TX
	5. Foster Care	County:			
	6. Media Release				1
	7. Notice of Parent and Student Rights	C	Complete Step 2b and move	to Step 2c	
	8. Student Acceptable Use (AUP)				
	9. Truancy Notice				
	10. Student and Parent Acknowledgment				
	11. Migrant Form				
	12. Complete Returning Student Verification				

#### Paso 2c

- A. Haga clic en "Family Information".
- B. Verifique y/o actualice los números de teléfono.
- C. Haga clic en "Complete Step 2c and move on to Step 2d."

A a. Student Information Stop 2a Variati Studen	t Information: Family	Information	(u.,
b. Family Address (Required)	it information: Family	information	Und
c. Family Information Family Options			
d. Emergency Information Home	Language: ENGLISH		
e. Emergency Contacts Guardian Number: 1		Primary Phone:	Ext:
f. Health Information Relationship:	oofy Dog		Ext
3. Enrollment Form			Ext:
4. Military Connected	Constate Char	2. and more to Star 2.4	
5. Foster Care	Complete Step	2c and move to Step 2d	
6. Media Release	,		
7. Notice of Parent and Student Rights			
8. Student Acceptable Use (AUP)			
9. Truancy Notice			
0. Migrant Form			
11. Student and Parent Acknowledgment			
12. Special Programs Questionnaire			
13. Household Information Survey			
14. Complete Returning Student Verification			

### Paso 2d

- A. Haga clic en "Emergency Information".
- B. Agregue o cambie la información de emergencia.
- C. Haga clic en "Complete Step 2d and move to Step 2e."

c. Family Information	B Physician:	
d. Emergency Information	Dentist:	
e. Emergency Contacts	Hospital:	
	Insurance:	
	Policy:	

#### Paso 2e

- A. Haga clic en "Emergency Contacts".
- B. Actualice la información de los contactos de emergencia.
- C. Haga clic en "Complete Step 2e and move on to Step 2f."

	Mickey (North Shore Senior High 2015-20	16)	
3. Enrollment Form	Step 2e. Verify Student Information: (Required)	Emergency Contacts	
			Change Emergency Contact C
	Contact Number: 1		Delete this Emergency Co
	First: Maria	Primary Phone:	Ext:
	Middle:	$\sim$	Ext:
	Last: Mouse	✓	Ext:
	Relationship: Mother		
	Comment		,

#### Paso 3

A. Haga clic en "enrollment form"

Se. Emergency Contacts
3. Enroliment Form

4. Military Connected

В

Galena Park Independent School District/Distrito Escolar Independiente de Galena Park 2018-2019 Enrollment Verification Form/ 2018-2019 Formulario de Verificación de Inscripción

Student Name/Nombre del estudiante: Disney Mouse	
Current Address/Domicilio actual:	
234 Woodforest Blvd Houston TX 77015	/
hone Number/Número de teléfono:	Home Language/Lenguaje: ENGLISH
Phone Number/Número de teléfono: Date of BirthFecha de nacimiento: 08/02/2000	Home Language/Lenguaje: ENGLISH V Student Grade Level/Grado escolar del estudiante: 10

En cuanto se habrá el formulario, por favor verifique la información que aparece en el reporte.

- Ingrese su nombre en el área de Firma.
- Si encuentra algún error:
  - Haga clic en el botón. Previous Step
  - Regrese al área de "Verify Student Information.

  - Corrija el Paso. Ejemplo: Edit Step 2c
  - Ya que los cambios estén hechos, recuerde hacer clic en el botón "Complete Step".
  - Ejemplo: <u>Complete Step 2e and move to Step 2f</u>

Nota: Si su dirección ha cambiado, el cambio no aparecerá en la forma hasta que la escuela apruebe el cambio.

Vuela abrir el formulario para ver los cambios.

M	avt	St	an
14	ext	20	ep

#### Paso 4 - 13

# Todos los formularios funcionan en manera parecida a los ejemplos. Favor de leer cada uno detenidamente.

<ul> <li>A. Su firma digital es requerida en cada formulario.</li> <li>➢ Ingrese su nombre en el área de firma.</li> </ul>	e : Marie Mouse
Ingrese la fecha en el área de Fecha. *Date/Fecha :	
Paso 14	
<ul> <li>A. El Paso 14 es un resumen de todos los cambios hechos al expediente de su hijo.</li> <li>B. Cuando los cambios estén completos, haga clic en "Submit Returning Student Verification.</li> </ul>	2. Verify Student Information Completed 07/10/2018 2:54pm a. Student Information b. Family Address
A       Returning Student Verification         Mickey (North Shore Senior High 2015-2016)       Print         Step 6. Complete Returning Student Verification (Required)       By completing Returning Student Verification, you are confirming that the Steps below have been finished. Are you sure you want to complete Returning Student Verification for Mickey?	Image: Contract of the second seco
Review Returning Student Verification Steps         Step 1)       Link to Instructions: How to Complete Online Verification       skipped         Step 2)       Verify Student Information       Completed 07/22/2015 1:55pm         Requested Changes Pending Approval by the District:       Area       Field       Requested For         Stu Info       Home Phone       Mickey Mouse       (713) 555-5555	3. Enrollment Form Completed 07/10/2018 2:58pm 4. Military Connected Completed 07/10/2018 2:57pm 5. Foster Care Completed 07/10/2018 2:58pm
* If a Requested Change is denied by the district, Returning Student Verification for this student will be marked as INCOMPLETE. Step 3) Enrollment Form Completed 07/22/2015 3:08pm Step 4) Military Connected Completed 07/22/2015 3:09pm Step 5) Foster Care Completed 07/22/2015 3:23pm Guardian Address: 555 Main St	6. Media Release
B B B B B B B B B B B B B B B B B B B	<ol> <li>Student Acceptable Use (AUP)</li> <li>Completed 07/10/2018 2:59pm</li> <li>Truancy Notice</li> <li>Completed 07/10/2018 3:00pm</li> </ol>
Nota Importante:	10. Migrant Form Completed 07/10/2018 3:01pm 11. Student and Parent Acknowledgment Completed 07/10/2018 3:01pm
Todos los pasos, 2-13, deben de tener una palomita verde antes que la Verificación pued ser procesada. Si le falta una palomita, haga clic en ese paso, verifique la información y haga clic en el Botón <u>Complete Step 2e and move to Step 2f</u>	a 12. Special Programs Questionnaire √ Completed 07/10/2018 3:02pm 13. Household Information Survey
En cuanto los pasos 2-13 tengan una palomita, usted puede remitir la Verificación.	14. Complete Returning Student Verification Previous Step Next Step

Close and Finish Later

#### Paso 15

Por Favor imprima la página de confirmación.

A. Haga clic en "Go back to review completed steps"

Home		
New Student Online Enrollment Returning Student Verification	Returning Student Verification was successfully completed and submitted to the district for on Mon Jul 10, 2017 11:46am by a     Go back to review completed steps     Mark Returning Student Verification as not completed and make changes	

B. Haga clic en el paso 14.



C. Haga clic en "Print."



- Step 1) Instructions: How to Complete Online Student Verification
- Step 2) Verify Student Information

No Requested Changes exist for Step 2.

skipped Completed 07/10/2018 2:54pm