

# School District of Beloit

1500 Fourth St. Beloit, WI 53511

(608) 361-4000

In Skyward Family Access you will have the option to complete your Student's Registration online. This tab is displayed at the top of the menu on the left-hand side right above Calendar.

Please make sure to click *Complete Step \_\_\_\_ and move to step \_\_\_\_* after you complete each step.

1. Verify Student Information
  - a. Student Information: Review and update your student's phone numbers and home email address. There are a few technology and military questions as well.
  - b. Family Address: Review and make changes to your physical and mailing address. These changes will not be approved until the proper documentation is emailed to the Central Enrollment Office at [enrollment@beloitschools.net](mailto:enrollment@beloitschools.net). Or upload the attachment in step 2. Some examples of approved proof of residency include current utility, cable, landline phone bill, or lease agreements.
  - c. Family Information: Update phone numbers and email addresses for guardians listed in Skyward. This is important since this information is used for all district communication. If you need to add, delete or replace a guardian, please email a copy of the student's birth certificate or any legal court documents to the Central Enrollment Office at [enrollment@beloitschools.net](mailto:enrollment@beloitschools.net) or upload the attachment in step 2.
  - d. Emergency Information: Verify or update your preferred physician, dentist, hospital and insurance information.
  - e. Emergency Contact: Verify, make changes, delete, or replace emergency contacts for your student. You can choose up to three individuals that the school can contact in your absence.
2. Upload required documentation for address change request and/or to add, delete, or replace a guardian.
3. Complete the Emergency Medical and Dental Form.
4. Complete the Signature Form by acknowledging and answering all questions.
5. (Optional) Add a Food Service Application
6. (Optional) Make Fee Payments through RevTrak. If you don't have an account, the system will walk you through how to create one.
7. Any other additional school related documents.
8. Once all the required steps are completed click ***Submit Current Student Online Registration***. If the option is greyed out, you will not be able to complete the process until all steps have been completed.

Thank you for your continued patience and understanding as we look to safely provide a quality education for all our students.