

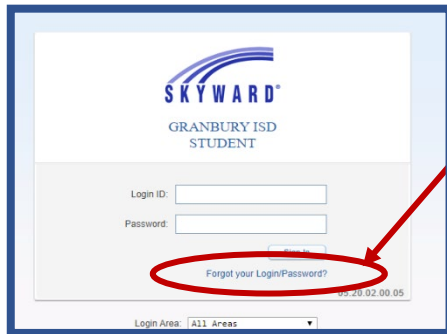
GRANBURY ISD 2021-2022  
REGISTRATION FOR STUDENTS NEW TO GRANBURY ISD

**ACCESSING ONLINE NEW STUDENT ENROLLMENT**

**DO YOU HAVE A STUDENT CURRENTLY ENROLLED IN GRANBURY ISD?**

**YES**

Go to [Skyward Family Access](#) and log in with your Family Access credentials. If you do not remember your login, click **Forgot your Login/Password?**



Once you are in the system, click on **NEW STUDENT REGISTRATION**



**NO**

Go to the [Skyward Account Request](#) page. Complete the information. You will receive an email with your Skyward login and password. You will immediately receive an email from Skyward with your login information.

Follow the instructions in your email to being enrolling your child for the 2020-2021 School Year.

# GRANBURY ISD 2021-2022 REGISTRATION FOR STUDENTS NEW TO GRANBURY ISD

## STEP 1: STUDENT INFORMATION

You will see Step 1: Student Information

Every field with an \* is a required field.

Be sure to enter your student's name **exactly as it appears on his/her birth certificate.**

Pay close attention to the Expected Grade Level. Be sure it is the grade level your student will be in for the 2020-2021 school year. It should either be Kindergarten or Pre-K.

Read each question carefully. If you need clarifying information, click on the ? for clarification.

Once this step is complete, click on Complete Step 1 and move to Step 2.

The screenshot shows the 'Step 1: Student Information' form. At the top, there are buttons for 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. The form includes fields for 'Last Name', 'First Name', 'Middle Name', 'Name Suffix', 'Name Prefix', 'Gender', 'Age', 'Birth City', and 'Birth State'. There are also checkboxes for 'I authorize this person to...', 'Does this guardian have custody of the child?', and 'Is this guardian allowed to pick up the student from school?'. A dropdown menu for 'Expected Grade Level' is highlighted with a red box. At the bottom, there are buttons for 'Complete Step 1 and move to Step 2: Family/Guardian Information' and 'Complete Step 1 Only'.

## STEP 2: FAMILY/GUARDIAN INFORMATION

For the guardian listed, complete any remaining fields related to the student.

The screenshot shows the 'Step 2: Family/Guardian Information' form. It includes fields for 'Last Name', 'First Name', 'Middle Name', 'Name Suffix', and 'Relationship to Child'. There are also checkboxes for 'Does this guardian have custody of the child?' and 'Is this guardian allowed to pick up the student from school?'. At the bottom, there are buttons for 'Yes, I want to Add a Legal Guardian who lives at a Different Address', 'No, Complete Step 2 and move to Step 3: Medical/Dental Information', and 'No, Complete Step 2 Only'.

If you have a student in GISD, your information will import. If this is your first student, please enter all information. It is important to include all guardians living at the address.

If the student has a parent/guardian that lives at a different address, be sure to complete that information at this time.

## STEP 3: MEDICAL/DENTAL INFORMATION

The screenshot shows the 'Step 3: Medical/Dental Information' form. It includes fields for 'Allergy/Medical Condition', 'Physician Last Name', 'Physician First Name', 'Physician Middle Name', 'Name Suffix', 'Name Prefix', 'Physician Phone', 'Insurance', and 'Insurance Policy Number'. There is a checkbox for 'Is this condition critical info that staff should be alerted to?'. At the bottom, there are buttons for 'Complete Step 3 and move to Step 4: Emergency Contact Information' and 'Complete Step 3 Only'.

Please enter the basic medical information requested here. You will complete a more detailed form for the nurse in Step 6.

# GRANBURY ISD 2021-22 REGISTRATION FOR STUDENTS NEW TO GRANBURY ISD

## STEP 4: EMERGENCY CONTACT INFORMATION

Step 4: Emergency Contact Information Edit View Only Save Save and Collapse Step

**Instructions for completing Emergency Contact Information**  
Contacts listed as Emergency Contacts will be allowed to pick your student up from school.

Do you have other Emergency Contacts to add for this student?

Yes, I want to Add another Emergency Contact Record No, Complete Step 4 and move to Step 5: Requested Documents No, Complete Step 4 Only

Emergency Contacts are important. These are the people that can pick your child up from school! They may also be called if the nurse cannot get in touch with you.

## STEP 5: REQUESTED DOCUMENTS

The following documents are necessary for enrolling your students in GISD. An official copy of your child's birth certificate, immunization record, and proof of residency are all required. Submitting documents through Skyward is a secure process. These records will remain attached to your student's file.

Step 5: Requested Documents Edit View Only Save Save and Collapse Step

**Instructions for completing the Requested Documents**  
Use the Browse buttons to locate a file to upload that corresponds to the description on the same line.

Birth Certificate:	<input type="button" value="Choose File"/>	No file chosen
Immunization Record:	<input type="button" value="Choose File"/>	No file chosen
Other Legal Document:	<input type="button" value="Choose File"/>	No file chosen
Parent Driver's Lic:	<input type="button" value="Choose File"/>	No file chosen
Proof of Income:	<input type="button" value="Choose File"/>	No file chosen
Proof of Residency:	<input type="button" value="Choose File"/>	No file chosen

Complete Step 5 and move to Step 6: Additional District Forms Complete Step 5 Only

## STEP 6: ADDITIONAL DISTRICT FORMS

Step 6: Additional District Forms View Only Collapse Step

**Instructions for completing the Additional District Forms**  
The buttons below each link to an additional form that must be completed in order to complete application. All forms are required for enrolling your student. You may be required to enter multiple forms. We appreciate your cooperation.

Asterisk (\*) denotes a required form

- \* Required Form: 2020-2021 STUDENT RESIDENCY QUESTIONNAIRE  This form has not been completed
- \* Required Form: 2020-2021 OCCUPATIONAL SURVEY  This form has not been completed
- \* Required Form: 2020-2021 ETHNICITY AND RACE VERIFICATION  This form has not been completed
- \* Required Form: 2020-2021 HOME LANGUAGE SURVEY  This form has not been completed
- \* Required Form: 2020-2021 MILITARY CONNECTED/FOSTER FORM  This form has not been completed
- \* Required Form: 2020-2021 HEALTH SERVICES LETTER  This form has not been completed
- \* Required Form: 2020-2021 MEDICAL INFORMATION CARD  This form has not been completed
- \* Required Form: 2020-2021 SCHOOL TELEMEDICINE  This form has not been completed
- \* Required Form: 2020-2021 HANDBOOK RECEIPT  This form has not been completed
- Optional Form: 2020-2021 SCHOOL MEAL BENEFITS  This form has not been completed


These forms will open in a new window. You may be required to enter the same information on multiple forms. We appreciate your cooperation. Typing your name on these forms is your electronic signature. All forms are date and timed stamped. You will not be able to complete these forms on a cell phone.

## ADDITIONAL STEPS:

After completing the registration process, you will have the opportunity to enroll another student, review your application, and track the application process. You will receive a confirmation email and will be contacted by the campus if they need additional information.

LISSA OLIVER Go To Family Access Exit

**SKYWARD** PRE-K & KINDERGARTEN ROUNDUP



**Summary Page**

Your Un-submitted Applications  
There are no un-submitted applications to list. Click to Enroll Additional Students

Your Submitted Applications  
There are no submitted applications to list.