

2016-17 White Oak High School
REQUIRED Online Registration
For Students
Will be performed via WOISD Skyward Family Access

Dear Parents,

The White Oak ISD Online Registration System allows parents and /or guardians to complete registration forms electronically, eliminating thousands of paper copies, saving parents' time and increasing staff efficiency. **Beginning July 25**, families may begin the registration process through their WOISD Skyward Family Access account. Families may verify and update contact emergency information for each child as well as complete the required forms and review policies.

A Skyward Family Access account is **necessary** to complete the back-to-school Online Registration process for each child. **You will not be able to complete the necessary forms using your student's Skyward account.** Your one Family Access account will access all your children's information on all campuses.

The online registration process is REQUIRED FOR ALL RETURNING WOISD STUDENTS (paper copies will not be provided). Online Registration will open for all campuses beginning on July 25, 2016. Online registration must be completed before the In Person Registration in August can be completed.

IMPORTANT DATES

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|-------------------------|---------------------------|------------------------|
| • July 25 th | Online Registration Opens | |
| • August 1st | Senior Registration | 9:00-12:00 & 1:00-3:00 |
| • August 2nd | Junior Registration | 9:00-12:00 & 1:00-3:00 |
| • August 3rd | Sophomore Registration | 9:00-12:00 & 1:00-3:00 |
| • August 4th | Freshman Registration | 9:00-12:00 & 1:00-3:00 |
| • August 4th | Evening Registration | 5:00 – 7:30 |

What should I do now?

Please access your account prior to the last day of school and verify that you have access to all of the children in your family. You will not be able to login using your student's Skyward account. If you do not have access, please contact the high school registrar at 903-291-2022 or barrettp@woisd.net

How do I get a login and password?

All parents should have received the login information for their Skyward Family Access account at the beginning of the 2013-14 school year or at the time of your student's enrollment. This same login and password will be used for Online Registration for the 2016-17 school year. If you cannot remember your login information, contact the high school registrar at 903-291-2022 or barrettp@woisd.net.

Which parent can complete the online registration process?

Either parent in the first family listed in Skyward Family Access can complete the online registration process. In joint custody situations, the parent listed in the second family may contact the campus registrar for a login and password to update their contact information; **however, only a parent in the first family will be able to complete the full Online Registration process.**

Will Online Registration take care of all paperwork?

Proof of Residence documentation **must** be presented at In Person Registration in order to complete the registration process. *Documents must be connected to the residence.* **Acceptable forms of Proof of Residency are: Current or Previous Month's Utility Bill (NO cut off notices will be accepted), Lease or Buyer's Agreement (interim document only until resident can provide a bill), or Current Property Tax Receipt or Statement. Proof of auto insurance is NOT acceptable.**

What do I do if I do not have access to a computer?

The High School campus will provide computers at the In Person Registration in order to accommodate parents without computer access. Please make sure you bring your Proof of Residency documentation with you to the In Person Registration.

To access Skyward Family Access/Online Registration

Go to White Oak ISD's website, www.woisd.net. Click on the link to the Skyward login page that you will see when you scroll down the home page of the website. Type in your Login ID and Password. If you have problems, you may need to turn off your pop up blockers.

Once you have logged into your account, there are a few housekeeping items you will need to take care of before you are ready for the **Required Online Registration.**

1. Verify that you have access to all the children in your family by clicking the dropdown box located at the top of the page titled "Student". If you are unable to access all of your enrolled students, please call the student's campus as soon as possible.
2. Enter your correct email address by clicking "Account Info" at the top right of screen. If the email address is incorrect, click the "Change My Email" box at the right and enter the correct address.

Instructions for completing the Online Registration will be posted to Family Access and on the High School blog (www.wohs.wonecks.net) before July 25.

Please call or email Mrs. Barrett at the High School campus with any questions or concerns at 903-291-2022 or barrettp@woisd.net.

Thank you and have a great summer!