2015-2016 Online Registration Instructions
Thomas Metcalf School

Online registration for the 2015-2016 school year opens on Monday, July 27th at 8 a.m. and runs through Friday, August 7th. All Metcalf families are required to register their child(ren) electronically through Skyward. There are 14 steps to complete the registration process. After each required step, please check “I have completed this step”. You may skip optional steps that are not applicable to your family.

Please Make Special Note:
*Only the guardian listed as #1 in Skyward will be able to complete registration for the student.
*If you have lost your username and/or password, please click on the “Forgot your login/password?” link underneath the Skyward Sign In button. Follow the prompts to reset your account.

Once you logon to Skyward, click on “Metcalf School Online Registration” located directly underneath the Home tab. This brings up a “Welcome” message and displays the name(s) of your child(ren). You will need to register each child separately; however, you will be able to pay all fees for your family in a single transaction.

Metcalf School Online Registration Steps:

Step 1 – Verify Student Information: Required step—Here you will be asked to verify/update your student’s information, family address, family information, emergency information, and emergency contacts.

Step 2 – Verify Ethnicity/Race: Required step—Please verify your child’s race and ethnicity.

Step 3 – Verify Skylert Information: Required step—Please verify/update how you would like to receive notifications from Skyward.

Step 4 – Metcalf School Handbook: Required step—You must click on the handbook link in order to complete this step.

Step 5 – Student/Parent Laptop Agreement: Required step—You must click on the agreement link in order to complete this step. Only students in 3rd thru 8th grade will receive a laptop; however, this is a required step for ALL students.

Step 6 – Medical/Dental/Vision Exam Requirements, Medication Authorization Form, and Food Allergy Action Plans: Optional step—Please read the requirements to determine what forms are applicable to your child(ren). Forms can be turned in to the main office or Cindy Drew during Metcalf Move-In.
Step 7 – Letter from Parking & Transportation and Permit Registration Form: **Optional step**—If purchasing a parking permit from ISU, please print out the permit registration form and bring it to Metcalf Move-In or bring it directly to the Office of Parking and Transportation.

Step 8 – Application Acknowledgement Form: **Required step**—You must click on the form in order to complete this step.

Step 9 – Photography Opt-Out Form: **Optional step**—Complete this step if you DO NOT give Metcalf School permission to photograph your child.

Step 10 – PTO Directory Opt-Out Form: **Optional step**—Complete this step if you DO NOT give Metcalf School PTO permission to include your information in the directory.

Step 11 – Free/Reduced Instructional Materials/Activity Fees and Lunch Fees: **Optional step**—Print out the form on page 3 and submit it to the main office or turn it in to Heather Marshall during Metcalf Move-In.

Step 12 – Online Store for Instructional Materials/Activity Fees & Technology Fees: **Optional step**—Please visit this link to pay your fees online. TouchNet will send you a separate email confirming your payment.

Step 13 – Online Store for Food Services Payment: **Optional step**—Please visit this link if you would like to put money on your child’s food service account. TouchNet will send you a separate email confirming your payment.

Step 14 – Complete Metcalf School Online Registration: **Required step**—Once all **required steps** have been completed and all **optional steps** applicable to your family have also been checked complete, please click on “Submit Metcalf School Online Registration” found at the bottom right side of your screen. All guardians in the primary family will receive an email from Skyward confirming your registration.