

“2018-2019 Online Registration Instructions Thomas Metcalf School

Online registration for the 2018-2019 school year opens on Monday, July 23rd at 8 a.m. and runs through Friday, August 3rd. All Metcalf families are required to register their child(ren) electronically through Skyward.

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.

To Register: Once you log-in to Skyward, click on “**Metcalf School** Online Registration” located below 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. *Please begin by clicking on 1. a. “Student Information” on the right-hand menu.*

There are 16 steps to complete the registration process. After each **required step**, please click “Complete Step” and *then scroll to bottom* and click “Next Step” at the right of the screen to move on. Some steps (such as the Student Handbook Acknowledgement) require you to open the document and view it before moving to the next step.

You may skip **optional steps** as some are not applicable to all families or are not required at registration. Simply scroll to the bottom and click next step to move on.

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. *Please make special note to provide a “non-parent” emergency contact. Parents will always be contacted first and providing a “non-parent” emergency contact will allow for additional contacts should the need present itself.*

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. Make special note of the Student/Parent Laptop Agreement at the end of the Handbook. This defines the responsibilities of Chromebook usage for students in grades 3-8.

Step 5 – Application Acknowledgement Form: Required step—You must click on the form in order to complete this step.

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 Thursday, August 16th from 3:00 pm-5:00 pm.

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

Step 9 – PTO Directory Opt-Out Form: Optional step—Complete this step **only** if you DO NOT give Metcalf School PTO permission to include your information in the directory.

Step 10 – Music Academy Registration Form: Optional step—Complete this step **only** if your student wishes to participate in the Music Academy during the Fall Semester.

Step 11 – PTO Membership: Optional step—Please consider becoming a member of the Metcalf PTO. Membership dues help subsidize the activities sponsored by the PTO.

Step 12 – Fee Waiver Program: Optional step—If your family meets guidelines for Free-Reduced Lunch and Fees, 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 13 – Online Store for Preschool Tuition: Optional step—Please visit this link to pay your preschool tuition online. TouchNet will send you a separate email confirming your payment. At least one-tenth of the tuition amount must be paid before Metcalf Move-In with equal payments made monthly (Full Pay and Semester Pay options are also available).

Step 14 – Online Store for K-8 Registration Fees: Optional step—Please visit this link to pay your fees online. TouchNet will send you a separate email confirming your payment. *Full payment is preferred*; however, Semester and Monthly Pay options are available should there be a need. The first installment of either payment plan must be paid prior to Metcalf Move-In. A minimum of one-tenth of the registration fee amount must be paid prior to Metcalf Move-In with equal payments made monthly and remain current throughout the school year (Semester Pay options also available).

Step 15 – 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. Funds may be placed on your student(s) lunch account for purchases. The food service account should remain at a positive balance throughout the school year.

Step 16 – 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.

**Any forms generated during the registration process may be returned to the school at Metcalf Move-In or turned in to the main office.