




DEERFIELD COMMUNITY SCHOOL DISTRICT

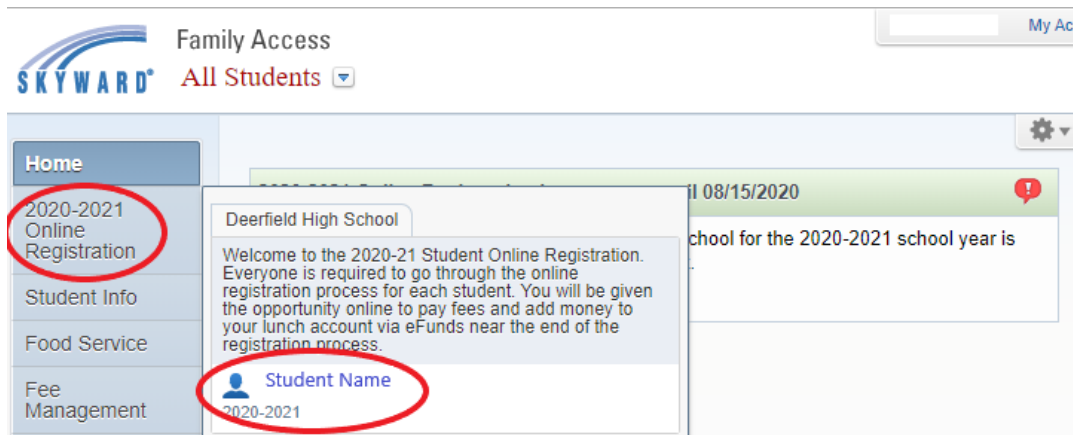
Instructions for completing online registration

Online registration is the process by which families register for the upcoming school year. Through online registration families can update student and family information, complete annual forms, and make food service and fee payments.

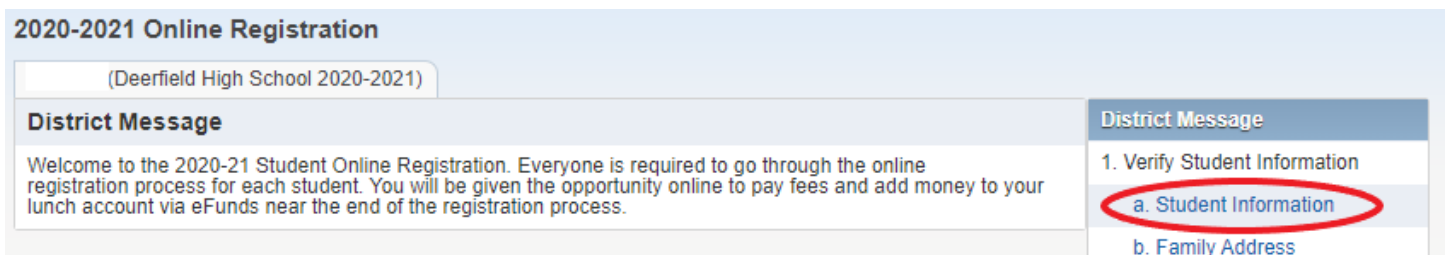
To access online registration:

- Go to the Deerfield Community School District website www.deerfield.k12.wi.us
- Click the Skyward icon on the right side menu 
- Log in with your Family Access username and password. (Please use the Forgot your Login/Password? link if you do not know your login information.)

Once you log into Family Access, you will see a message at the top letting you know that Online Registration is open. Click on 2020-2021 Online Registration in the left hand menu and then select the student you wish to register. Registration needs to be completed for each student attending the district.



The next screen displays the welcome message as well as the list of steps to be completed during registration. Start by clicking on step 1.a. Student Information.



Make any necessary changes to the student information.

NOTE: The “Has Internet” field provides the district with vital information to try and close the digital divide. Please check the box if you have Internet access that allows your student to access educational resources readily from their district issued technology device.

Once changes have been made, or if changes are not needed, click the Complete Step 1a and move to Step 1b button at the bottom.

Proceed through steps 1 through 4 updating information as needed, and clicking the Complete Step button. Please note, in Step 4, we send out text messages and phone calls for School Hours Emergency and Non-School Hours Emergency only. Enter information if you would like to receive these communications.

Steps 5 through 7 are custom forms, and appear differently. When step 5 opens it might not fully display on your screen. Clicking the "View Full Screen" button in the upper right corner will allow you to see the complete form.

2020-2021 Online Registration

(Deerfield High School 2020-2021)

Step 5. Annual Health Form (Required)

Print

DEERFIELD COMMUNITY SCHOOL DISTRICT
Annual update by parents/guardians required.

HEALTH SURVEY/INFORMATION: This information must be updated annually to ensure our

Student Name: Date of birth:

Please check all that apply and type your name below. Completed form required for all students health status.

Severe reaction to insect stings. Cause/Reaction:

Food allergies. Cause/Reaction:

Other allergies. Cause/Reaction:

*Epi-pen at school: In School Health Office With Student

Asthma (check one): Mild Moderate Severe
Cause/Reaction:

* Inhaler at school: In School Health Office With Student

View Full Screen

District Message

1. Verify Student Information
Completed 07/28/2020 1:02pm
2. Verify Ethnicity/Race
Completed 07/28/2020 1:02pm
3. Home Language Survey
Completed 07/28/2020 1:03pm
4. Verify Skylert Information
Completed 07/28/2020 1:03pm
- 5. Annual Health Form**
6. Annual Custody Form
7. Student Acceptable Use of Technology
8. Add a Food Service Application
9. Make a Fee/Lunch Payment
10. Complete 2020-2021 Online Registration

Previous Step Next Step

Close and Finish Later


Complete Step 5 and move to Step 6

Please fill out this digital version of our standard health form, making sure to scroll to the bottom to type in your name and the date. When in full screen mode the complete step button moves to the top of the page. You can either exit full screen mode to show the steps again, or remain in full screen mode to complete steps 5 through 7.

Step 8 is an optional step where families can apply to the Free/Reduced Price Meal program. If your child(ren) currently qualifies for other state benefits, they may automatically qualify for free/reduced meals and you do not need to complete the application form.

PLEASE COMPLETE ONE APPLICATION PER FAMILY! If you have multiple students, complete the application under only one submission, the benefits will be applied to the entire household.

Step 9 is a link out to our payment processor eFunds. Step 9 appears for each student being registered; however, you can choose to complete the step just once for the whole family by adding all the fees together in your eFunds cart.

- In E-funds, click the 3 lines in the upper left and select Login if you have an account or Create an Account (Student IDs are found in Skyward Family Access on the Student Info tab in the Other ID field)
- Click Pay for Student Fees – if no fee information appears for your student(s) click the Refresh  button next to Select Student to Continue (not the browser refresh at the top of the page)
- Select the student-Add All or choose fees individually and Add to Cart
- From the 3 line menu, click Fund Lunch if you wish to deposit money in the lunch account for this student
- Repeat for each student
- Once you have added fees (and lunch payments) to your cart for all of your students, you are ready to Check Out

After fees have been paid, please close the eFunds pop up, and click the Complete Step 9 button back in Skyward.

Step 10 is a summary of the registration process, and will notify you of any missed steps. If you are satisfied that everything has been completed properly click the Submit 2020-2021 Online Registration button. Congratulations, you have finished registering your student! Please complete these steps for each student you need to register.