

DEERFIELD COMMUNITY SCHOOL DISTRICT

4K-12 Fall Registration is August 7th 2:00-7:00pm @ Deerfield Elementary School

ALL STUDENTS WILL HAVE THEIR PICTURE TAKEN AT REGISTRATION

(package options/prices can be found on the website under Student Registration)



July 2018

Dear Parents/Guardians of Students 4K-12th Grade,

We are excited about some new features for registration this year that we think you'll appreciate.

Parents/Guardians are encouraged to pay fees online with our improved **E-Funds** system:

- **NO SERVICE FEE** for paying online using Direct Debit from your bank account (**NEW** this year!)
(Service fee still applies if using a credit card)
- **NO FEE SHEETS!** Bring your receipt to registration and you will bypass the fee tables (**NEW** this year!)
- The ability to **VIEW YOUR ACCOUNT BALANCE** at any time through Skyward Family Access

WHAT IS E-FUNDS? It's an online tool used to pay school fees and make deposits in lunch accounts.

E-Funds lunch payments are credited to the student's account within minutes of completing the transaction.

If you choose **not** to pay fees online through E-Funds before coming to registration, you will need to complete a fee sheet for each student. At registration you may pay with cash, check, CREDIT or DEBIT CARD (**NEW** this year!)

As in years past, we strongly encourage you to complete the **TWO** required student forms and pay fees online prior to coming to registration to save you time. The purpose of attending registration is to have your student's picture taken, talk with the school nurse, pick up Bridges information, talk with representatives from the PTO and Deerfield Community Center and pay fees if you didn't use the online payment option.

NEW this year – elementary students' homeroom teacher assignments can be found in Skyward Family Access on the **Student Info** tab.

If you don't have internet access at home we encourage you to visit the Deerfield Public Library or the Deerfield School District Office to use a computer prior to registration on August 7th. The district office is open from 8:00-3:00 Monday through Thursday and is located at 300 Simonson Blvd. Enter through the main doors and follow the sign to the district office.

Don't hesitate to contact Molly Poirier, enrollment coordinator, or Angie Haag, district secretary, at 764-5431 if you have questions or need Skyward Family Access assistance.

See you August 7th at Deerfield Elementary School,

Michelle R. Jensen
District Administrator


Brad Johnsrud
Deerfield Middle/High Principal

Melinda Kamrath
Deerfield Elementary Principal

TURN OVER FOR EASY REGISTRATION STEPS

PAY FEES ONLINE BEFORE COMING TO REGISTRATION

Go to the district website-www.deerfield.k12.wi.us

1. Under 2018-2019 Student Registration-Complete an ANNUAL HEALTH & CUSTODY FORM for EACH student-**PRINT, SIGN, BRING TO REGISTRATION.** If student is 4K or 5K & you already filled these out you do NOT need to do it again. Go to #2.
2. Log in to Skyward Family Access (*See Skyward FA FAQ below to help you obtain your login ID and password*)
 - Verify and update each student's information under the **Student Info** and **Skylert** tabs
 - Click **Fee Management** tab, choose **Add A Fee**. Select all fees for that student, click **Back (top right of page)**
 - Repeat for each student
 - Click **Make A Payment** (this will open E-Funds)
 - In E-funds, **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**)
 - From the left menu, click **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 left 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**
3. **IMPORTANT:** Print your receipt and bring it to registration

PAY FEES AT REGISTRATION

Go to the district website-www.deerfield.k12.wi.us

1. Under 2018-2019 Student Registration-Complete an ANNUAL HEALTH & CUSTODY FORM for EACH student-**PRINT, SIGN, BRING TO REGISTRATION.** If student is 4K or 5K & you already filled these out you do NOT need to do it again. Go to #2.
2. Under 2018-2019 Student Registration-Complete a STUDENT FEE SHEET for EACH student-**PRINT AND BRING TO REGISTRATION.** Cash, check or credit/debit card will be accepted. We are able to accept one check for fees and lunch payments.
3. Log in to Skyward Family Access (*See Skyward FA FAQ below to help you obtain your login ID and password*)
 - Verify and update each student's information under the **Student Info** and **Skylert** tabs

SKYWARD FAMILY ACCESS FAQ

What is Skyward Family Access? It's the student management software used by our district. Students are entered into Skyward and families are given a login ID and password to be used for as long as your family remains in our school district. You use it to update your address, phone numbers, emergency contacts and e-mail. Notifications from the district are sent via e-mail through Skylert. This has been an invaluable tool to keep parents connected to their child's progress & be informed about school events. **It is very important that your contact information & e-mail address are kept updated.** Skyward Family Access is available to parents 24/7 via the district website.

We are new to the district -- do we have a Skyward Login ID and Password? If you are new to our district you should call Molly Poirier at 764-5431 to obtain your login ID and initial password. You will be able to change your password at any time after you've logged in the first time and you will use the same login ID for as long as your child(ren) is enrolled in Deerfield Schools.

We are NOT new to the district -- do we get a new Skyward Login ID and Password each year? No, you should use the same login information you used last year. If you don't remember your login ID and/or password, click on **Forgot your Login/Password?** on the Skyward login screen.