

Family Access *Online Update* Kindergarten Registration Parent/Guardian Guide

Welcome to **Online Update** through Family Access. This process will replace the paper version of registering your student for Kindergarten. The information provided is very important to us and will be used to care for your child in case of an emergency as well as notify you of school closings and important announcements. The guide below will assist you in completing the **Online Update**.

- **Primary families** will be able to update their student, guardian, email, address, phone and emergency contact and health information in addition to completing the required six steps.
- **Secondary families** will be able to update their email, address, phone and emergency contact information online. When all information has been verified/updated, please click "Exit" to submit your online update.

Login to Family Access. If you have multiple students, select the student you will be registering for Kindergarten. Next, click on "Go to **Online Update** for (student name)".

Family Access
John TestStudent1

BOB TESTSTUDENT1 My Account Contact Us Email History Exit

Home
Online Update
Calendar
Gradebook
Attendance

Online Update is now open until 02/18/2019

Online Update at STARR ELEMENTARY for the 2019-2020 school year is now open, yet has not been completed for John.
[Go to Online Update for John](#)

No messages were found.

Upcoming Events Calendar

Today, Mon Feb 18, 2019
SCHOOL DAY - SNOW MAKE UP DAY
STARR ELEMENTARY

Thu Feb 21, 2019
EARLY OUT - P/T CONFERENCES
STARR ELEMENTARY

The Welcome to Online Update Page will open. There are six steps that must be completed by the **primary family** for your student to be officially registered for Kindergarten. Start with Step 1a.

Family Access
John TestStudent1

BOB TESTSTUDENT1 My Account Contact Us Email History Exit

Home
Online Update
Calendar
Gradebook
Attendance
Student Info
Conferences
Health Info

Online Update

John (STARR ELEMENTARY 2019-2020)

Welcome to Online Update for 2019-2020

Primary families:
Will be able to update their student, guardian, email, address, phone, emergency contact and health information online for the school year by completing the required steps. A green check mark indicates the step is complete as you move through the process.

Secondary families:
Will be able to update their email, address, phone and emergency contact information online. When all information has been verified/updated, please click "Exit" to submit your online update.

This information is very important to us and will be used to care for your child in case of an emergency as well as to notify you of school closings and important announcements. Thank you for completing the 2019-2020 Online Update.

Welcome to Online Update for 2019-2020

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Contacts
2. Health Information
3. Additional Student Information
4. Acceptable Use Agreement
5. Transportation Form
6. Complete Online Update

Next

Close and Finish Later

To fully complete a step and move forward to the next step you must click on "Complete Step". A green check mark indicates the step is complete as you move through the process. Proceed through all steps.

Family Access
John TestStudent1

BOB TESTSTUDENT1 My Account Contact Us Email History Exit

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Online Update
John (STARR ELEMENTARY 2019-2020)

Step 1b. Verify Student Information: Family Address (Required) Undo

**PLEASE NOTE:
Step 1d. Emergency Contacts
Parents/Guardians are automatically contacted first in case of an emergency. Please add someone other than parents/guardians.
When secondary families have verified and updated information, please click "Exit" to submit online update.

Address Preview Address
Street Number: 701 Street Dir: Street Name: E 11TH ST
SUD: # P.O. Box:
Address 2:
Zip Code: 54017 Plus 4: City/State: NEW RICHMOND, WI
County:

Mailing Address Same as Address
Street Number: Street Dir: Street Name:
SUD: # P.O. Box:
Address 2:
Zip Code: Plus 4: City/State:

Complete Step 1b Only Complete Step 1b and move to Step 1c

Welcome to Online Update for 2019-2020
1. Verify Student Information
✓ a. Student Information
b. Family Address
c. Family Information
d. Emergency Contacts
2. Health Information
3. Additional Student Information
4. Acceptable Use Agreement
5. Transportation Form
6. Complete Online Update
Previous Step Next Step
Close and Finish Later

Click "Complete" to move to the next step.

Some steps will have ***required** fields that must be completed before you can move on to the next step (*primary family*).

Family Access
John TestStudent1

Home
Online Update
Calendar
Gradebook
Attendance
Student Info
Conferences
Health Info

Online Update
John (STARR ELEMENTARY 2019-2020)

Step 2. Health Information (Required) Print View Full Screen

Required fields must be filled in to complete form and move to the next step.

HEALTH INFORMATION

Student: John TestStudent1 Date of Birth: 01/01/2009
*Reason for this form: Kindergarten Registration
List any serious illness and/or injury - include date. (For returning students, list new illnesses or injuries that occurred since last update.)
Medical Alert information we currently have on record for returning student. (This field will be blank if the student has no medical alert information on record.)

Welcome to Online Update for 2019-2020
1. Verify Student Information
✓ Completed 02/18/2019 12:45pm
✓ a. Student Information
✓ b. Family Address
✓ c. Family Information
✓ d. Emergency Contacts
2. Health Information
3. Additional Student Information
4. Acceptable Use Agreement
5. Transportation Form
6. Complete Online Update
Previous Step Next Step
Close and Finish Later

Steps 1-5 must all have a green check mark before you can “Submit the Online Update” in Step 6 (*primary family*).

When the window opens for Step 6, click on “Submit Online Update” to officially register your student for Kindergarten.

The screenshot displays the 'Family Access' portal for 'John TestStudent1'. The main content area is titled 'Online Update' and shows the progress of a registration process for a student named John (STARR ELEMENTARY 2019-2020). The progress bar indicates that all six steps are completed, each marked with a green checkmark and a completion time. Step 6, 'Complete Online Update (Required)', is the current step. A 'Submit Online Update' button is prominently displayed at the bottom of the main content area, with a black arrow pointing to it from the text above. The guardian's name is listed as BOB TESTSTUDENT1 and the address as 701 E 11TH ST, NEW RICHMOND, WI 54017. A sidebar on the left contains navigation links for Home, Online Update, Calendar, Gradebook, Attendance, Student Info, Conferences, and Health Info. A top navigation bar includes links for My Account, Contact Us, Email History, and Exit. A right sidebar provides a summary of the steps and their completion status, along with 'Previous Step', 'Next Step', and 'Close and Finish Later' buttons.

Step	Step Name	Status	Completion Time
1	Verify Student Information	Completed	02/18/2019 12:45pm
a	Student Information	Completed	
b	Family Address	Completed	
c	Family Information	Completed	
d	Emergency Contacts	Completed	
2	Health Information	Completed	02/18/2019 12:47pm
3	Additional Student Information	Completed	02/18/2019 12:49pm
4	Acceptable Use Agreement	Completed	02/18/2019 12:49pm
5	Transportation Form	Completed	02/18/2019 12:50pm
6	Complete Online Update	Required	

Thank you, the Online Update for Kindergarten Registration is now complete. Changes will be reviewed by the office and you will be notified of approvals and denials. If a request is denied, the reason will be indicated.