

Dear Parents and Guardians:

It's almost time to register your returning student for the 2018-19 School year. Registration begins on April 4, 2018 and must be completed on or before May 7, 2018. For your convenience, Addison District 4 is excited to offer an online registration option for all returning students. This online registration process will help expedite the registration process and assist with planning for the 2018-19 School Year.

In addition to completing the registration for your child each year, a requirement in Addison School District 4 is to provide proof of residency. Registration will not be complete until you have completed proof of residency at each school your child attends. We also ask parents to complete a paper copy of the Student Health Form for each child to maintain up-to-date health information. Finally, all incoming 6th grade students must have a physical/immunization form completed prior to the start of the 2018-19 School Year.

All proof of residency documents, health forms, and physical/immunization forms can be dropped off at your child's school office. School offices will also have extended hours on the following dates to complete registration and/or proof of residency:

- Thursday, April 26, 2018: 4:00 PM – 7:00 PM---all schools
- Saturday, May 5, 2018: 10:00 AM – 2:00 PM at Fullerton School. Registration/Residency documents will be accepted for all schools on this date.

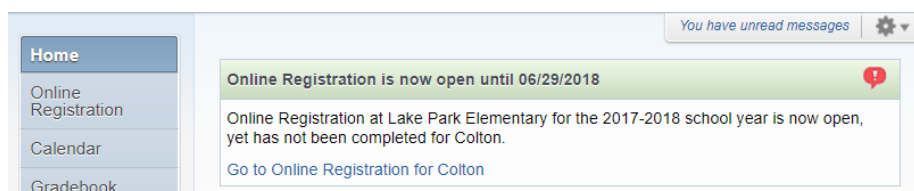
Computers will be set-up for families to complete registration online and school staff will be available to complete proof of residency at each school and on these special dates.

To access online registration, you must login to Skyward Family Access from a browser on a computer, tablet, or mobile device. Please note that registration is not an available function in the Skyward mobile app. Upon logging into Skyward Family Access with your district-issued username and password, please follow these instructions:

1. Visit the Skyward website at <http://bit.ly/SkywardASD4>. Login with your Family Access Login ID and Password.



2. Once you are logged in, please click on Go to Online Registration for (Student). This process needs to be completed for each student in your family.



3. Follow the prompts to complete the process. To pay for fees by credit card, please access your RevTrak account. Payment by cash or check must be completed at each school. Once you have submitted all of the necessary information and paid the registration fees, a confirmation email will be sent to the email address you have on file in Skyward and to the school office. Some information in the registration portal will need to be approved. You will receive an email notification if anything needs to be changed or corrected.

If you have any questions about online registration or about residency, please contact your school office.