

Log-in to Skyward.

You will see a message about 2016-2017 Graduation Tickets at the top. CLICK on the link "Fill out Online Form"

Family Access SKYWARD STUDENT NAME		My Account Exit		
Home New Student	An Online Form is now available to fill out	You have unread messages ♥	Description     Calendar       Thu Mar 9, 2017     Calendar	
Online Enrollment Online Forms	2016-2017 GRADUATION TICKETS is now available not been completed for this due by Fill out Online Form Select fill out Or		Part 9 Fri Mar 10, 2017	

**II.** *Read the important message* and then **click on 1. Custom Form** in the upper right hand corner.

DULLES H S)		
District Message	Select step 1 Custom	District Message
Congratulations on your student's according process carefully:	omplishment! Please read these important points about the ticketing	1. Custom Form
-Each senior may request 10 tickets. F should work with non-primary and/or o	lease request only the number of tickets your family needs. (Families the guardians to ensure all parents are included.)	2. Complete 2016-2017 Graduation Tickets
-Tickets are required for every guest ov	rer the age of two. No one will be admitted without a ticket.	Next
-Graduating seniors do not require a ti	cket.	Close and Finish Later
-If you need additional tickets beyond t to be added to a waiting list. Please do	he allotted number, you may request more in the second field on this form o not fill in the second field if you are not requesting additional tickets.	
-You may make changes online to you	r request through Friday, April 21.	
-After the requested tickets have been redistributed to those on the waiting lis Every effort will be made to accommon	fulfilled for the graduating class, any tickets not claimed will be st. Seniors will be notified of the additional tickets allotted to them on May 5. late requests.	
-NOTE: Requesting additional tickets (	does not guarantee that you will receive more than the allotted number.	
-DO NOT LOSE YOUR TICKETS - The Smart Financial Centre without a ticket	re will be no replacement tickets issued. You will not be able to enter the	
the graduation ceremony at the Smart you plan to ride the shuttle bus, you ne	e to park for free at their student's home campus and ride an FBISD bus to Financial Centre. The buses will also bring you back after the ceremony. If ed to fill out the section for this service on the ticket form. (Students will be y and will receive more information about those details from their	

# **III.** You will see this **form**.

Cl	ick on "	View Fu	ll Screen"				
Print					View Full Screen	1. Custom Form	
			ED			2. Complete 201 Graduation Ticke	6-2017 ets
			ЬR	SD)		Previous Step	Next Ste
			INSPIRE + EQ	JIPIIMAGINE			
	CL	ASS OF 20	17 GRADUATI	ON TICKET	IS REQUEST		Lutor
Student Nar	me Your stud	ent's name		E	ntity:		
			TICKET IN	FORMATION			
Smart Finan	icial Centre						
Each After ti	senior may requi he requested tick	est up to eight (8) tic ets have been fulfill	the age of two (2) to be a kets for general seating ed for the graduating clas	in the Smart Finan	cial Cont		
Indicate the	number of tickets						
lf available, l	would like 0	additional tickets.					
There	is no guarantee	that we will be able	to accomodate requests	for extra tickets.			
			uates the opportunity to ta inity, please fill out the inf		o the Smart Financial		
0-2 years of	ld (parents will b	e required to provid	le car seats) 0				
3-4 years of	ld (special needs	buses will be used	l in order to provide a se	atbelt for the chile	dren in this age range		
		Complete	Step 1 and move to Step 2			and select com move to step 2	plete
GNAT	URE: PI	ease type	e in your na	me.			

# Fill out form:

- Check that the name is your/your child's name.
- Next to "Indicate the number of tickets," click on the down arrow and select the number of tickets you would like. *Please only order the number of tickets you need, up to the allowed number.*
- If you need additional tickets above the allotted number, type in that number in the second field.

## SHUTTLE SERVICE REQUEST:

 If you would like to ride a free shuttle bus from your campus to the Smart Financial Centre, please indicate in the next 3 fields how many people will be riding so we can have enough buses ready.

If you would like to park at the Smart Financial Centre, the parking fee is \$10.00.

Click on "Complete Step 1 and move to Step 2"

# **Step 2. Order Review and Submission**

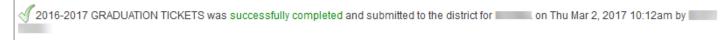
2016-2017 GRADUATION TICKETS

#### To close, you have the option to:

- Click on Previous Step
- Close and Finish Later
- Submit 2016-2017 Graduation Tickets

	Submit 2010 2017 Graduation nekets
(DULLES H S)	Print
Step 2. Complete 2016-2017 GRADUATION TICKETS (Re	equired) District Message
By completing 2016-2017 GRADUATION TICKETS, you are confirming th Are you sure you want to complete 2016-2017 GRADUATION TICKETS fo	at the Steps below have been finished. 1. Custom Form
Custom Form     Completed 03/02/2017 10	2. Complete 201 -2017 GRADUATION TI VETS
Guardian Name: Guardian Address:	Previous Step Next Step
	Close and Finish Later
Submit 2016-2017 GRADUATIC TICKETS	Select Submit 2016-2017 Graduation Tickets

### After the form is submitted you will get a confirmation message:



## You still have the option to:

- "Go back to review completed steps" or
- "Mark 2016-2017 Graduation Tickets as not completed and make changes." This is where you will click if you log back in at a later time and want to make changes.

2016-2017 Graduation Tickets was successfully completed and submitted to the dist	trict for on Thu Mar 30, 2017 10:10am by
Go back to review completed steps <	Select this field if changes need to be make to the form after it's submitted

- If you get back to the original page and want to change the number of tickets but it is grayed out, click on "Edit Step 1" at the bottom. It will then allow you to change your ticket number.
- You may make changes until this form is pulled from Skyward at the end of the day on **April 21**.

#### YOU WILL BE NOTIFIED BY YOUR CAMPUS ON FRIDAY, MAY 5 OF THE NUMBER OF EXTRA TICKETS THAT WILL BE ALLOTTED TO YOU.

\*\*\*We will make every effort for you to have the number of tickets you need.

Step 1. Custom Form (Required)	√ Completed 03/30/2017 10:09am	District Message
Print	View Full Screen	1. Custom Form Completed 03/30/201
F	BISD	2. Complete 2016-20 Graduation Tickets Previous Step
CLASS OF 2017 GRADU	ATION TICKETS REQUEST	Close and Finish
Student Name:	Entity:	
TICK	ET INFORMATION	
Smart Financial Centre		
Each senior may request up to eight (8) tickets for general se After the requested tickets have been fulfilled for the graduati Indicate up number of tickets 02 -		
If available, would like 0 additional tickets.		
• There is to guarantee that we will be able to accomodate red	quests for extra tickets.	
FBISD would like to offer the families of our graduates the opportun If you would like to the advantage of this opportunity, please fill out		
0-2 years old (parents vill be required to provide car seats)	0	
3-4 years old (special need buses will be used in order to provid	le a seatbelt for the children in this age range	
Edit Step 1		