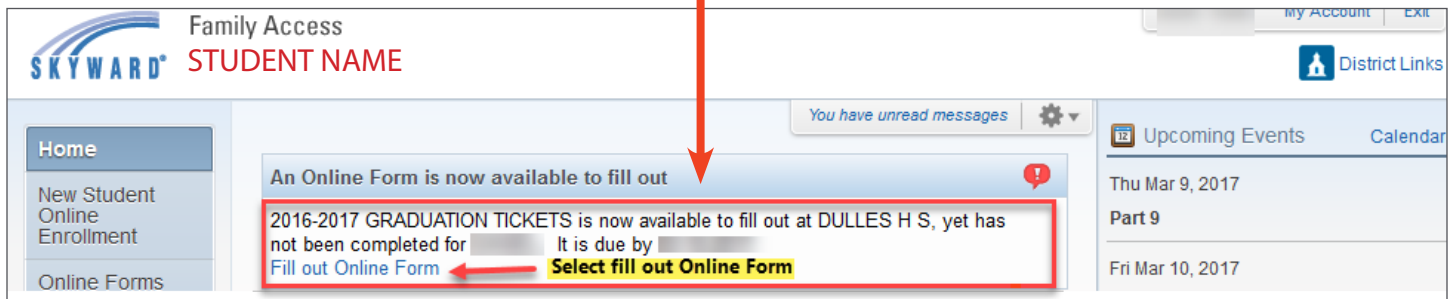


Step-by-Step Guide for ordering Graduation Tickets

I. Log-in to Skyward.

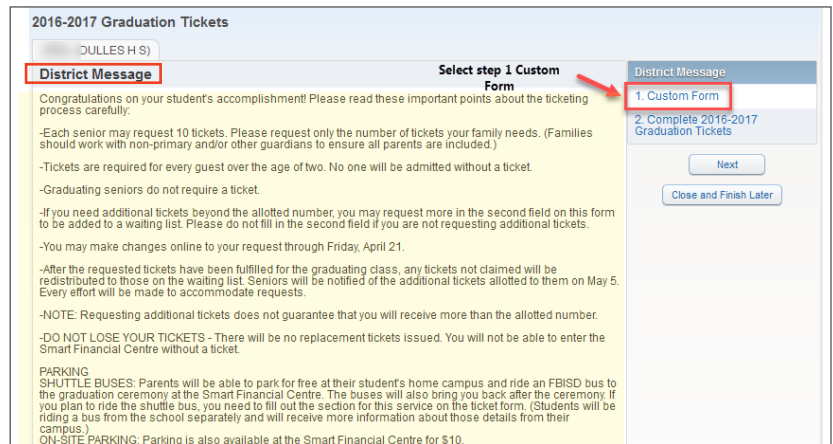
You will see a message about 2016-2017 Graduation Tickets at the top.

CLICK on the link "Fill out Online Form"



II. Read the important message and then

click on 1. Custom Form in the upper right hand corner.



III. You will see this form.

Click on "View Full Screen"

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.

SIGNATURE: Please type in your name.

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

Step 2. Order Review and Submission

To close, you have the option to:

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

2016-2017 GRADUATION TICKETS

(DULLES HS) Print

Step 2. Complete 2016-2017 GRADUATION TICKETS (Required)

By completing 2016-2017 GRADUATION TICKETS, you are confirming that the Steps below have been finished. Are you sure you want to complete 2016-2017 GRADUATION TICKETS for [redacted]?

Review 2016-2017 GRADUATION TICKETS Steps

Step 1) Custom Form Completed 03/02/2017 10:07am

Guardian Name: [redacted] Guardian Address: [redacted]

Submit 2016-2017 GRADUATION TICKETS

Select Submit 2016-2017 Graduation Tickets

District Message

1. Custom Form Completed 03/02/2017 10:07am

2. Complete 2016-2017 GRADUATION TICKETS

Previous Step Next Step

Close and Finish Later

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

✓ 2016-2017 GRADUATION TICKETS was **successfully completed** and submitted to the district for [redacted] on Thu Mar 2, 2017 10:12am by [redacted]

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 district for [redacted] on Thu Mar 30, 2017 10:10am by [redacted]

[Go back to review completed steps](#)

[Mark 2016-2017 Graduation Tickets as not completed and make changes](#)

Select this field if changes need to be made 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

FBISD
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CLASS OF 2017 GRADUATION TICKETS REQUEST

Student Name: [redacted] Entity: [redacted]

TICKET INFORMATION

Smart Financial Centre

- Tickets are required for every person over the age of two (2) to be able to attend graduation.
- Each senior may request up to eight (8) tickets for general seating in the Smart Financial Centre.
- After the requested tickets have been fulfilled for the graduating class, any tickets not claimed will be redistributed.

Indicate the number of tickets

If available, I would like additional tickets.

- There is no guarantee that we will be able to accommodate requests for extra tickets.

FBISD would like to offer the families of our graduates the opportunity to take a free shuttle to the Smart Financial Centre. If you would like to take advantage of this opportunity, please fill out the information below.

0-2 years old (parents will be required to provide car seats)

3-4 years old (special needs buses will be used in order to provide a seatbelt for the children in this age range)

Edit Step 1