

Tips/Steps for REGISTRATION
FACE TO FACE Summer School for Original Credit
Summer School Session 1 and 2
Summer 2024
To be held at Marshall HS

The process for taking classes for original credit in the Face-to-Face format during Summer 2024 involves three steps. Students who wish to take **Health, PE, or Professional Communications** (the courses offered in Face-to-Face format for summer 2024) should complete the following steps.

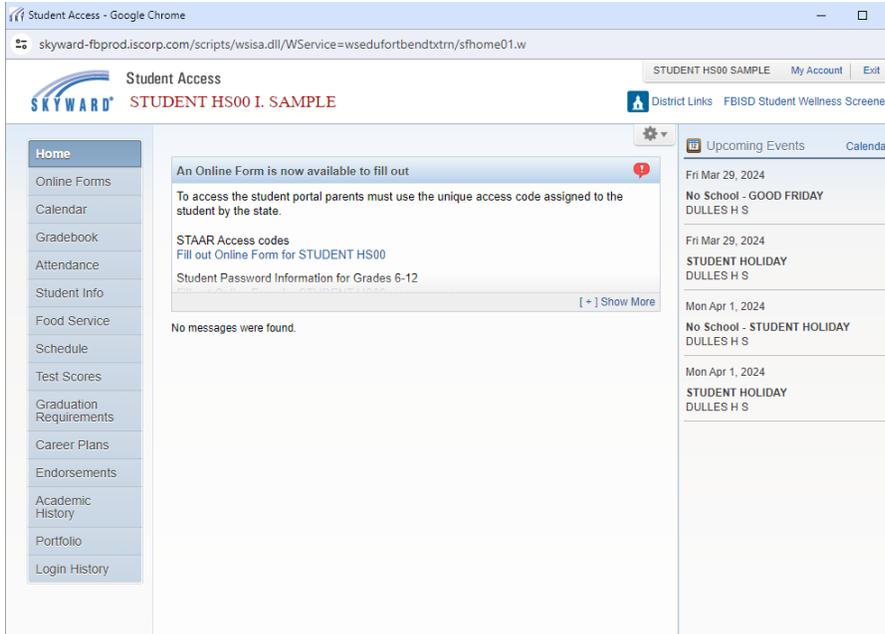
- A. Complete the registration form in Skyward according to the instructions in this tip sheet.**
- B. Wait for the campus Counselor and Registrar to enroll you into the course.**
- C. Check back in RevTrak periodically – once step B is completed, you will be able to pay in Skyward Family Access/RevTrak. You will not receive any notification of part B being completed, which is why checking back is required. Nonpayment for courses will result in the student’s registration being dropped.**

1. Login to Skyward

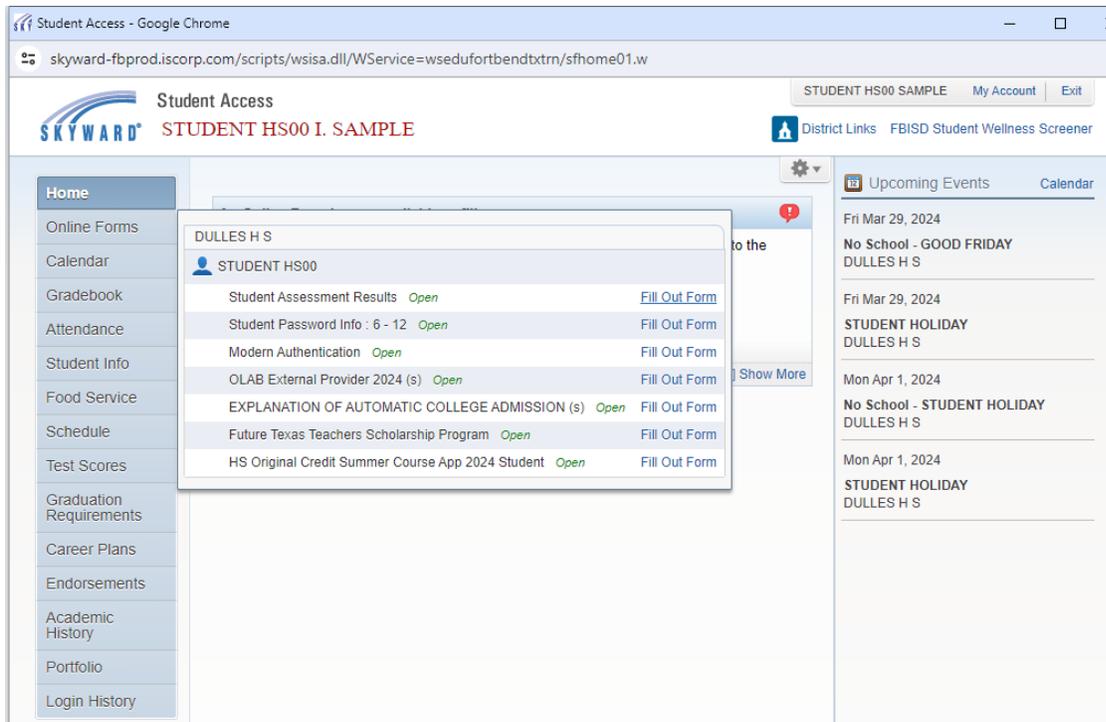


The screenshot displays the Skyward login interface. At the top, the Skyward logo is shown above the text 'FORT BEND INDEPENDENT SCHOOL DISTRICT'. Below this, it indicates the page was 'Refreshed 02/11/2024' and is a 'TRAINING ENVIRONMENT'. The login section includes a 'Login ID:' field with a light green background, a 'Password:' field with a light purple background, and a 'Sign In' button. A link for 'Forgot your Login/Password?' is positioned below the password field. At the bottom of the login area, there is a button labeled 'Sign in using Microsoft (Staff and Students)'.

2. Click Online Forms on the Left



3. Click Fill Out Form next to HS Original Credit Summer Courses App 2024 Student



(NOTE: registration forms for Summer OLab and External providers are DIFFERENT than this Face to Face form. If you are intending to register for OLab or External providers, please do not use this Face to Face form).

4. Read the General information on this form,
5. In the box on the right, click on **1. HS Original Credit Summer Course Application Student**

The screenshot shows the 'Student Access' website interface. At the top, there is a navigation bar with the Skyward logo, 'STUDENT HS00 I. SAMPLE', and links for 'District Links' and 'FBISD Student Wellness Screener'. The main heading is 'HS Original Credit Summer Course App 2024 Student'. Below this, there is a list of instructions for the form, including steps for entering student information, course details, and program selection. On the right side, there is a sidebar with two main steps: '1. HS Original Credit Summer Course Application Student' and '2. Complete HS Original Credit Summer Course App 2024 Student'. A 'Next' button is visible below the sidebar.

6. A green box will pop up. Click **Yes** to fill out the Application for Summer School

This screenshot shows the same website interface as the previous one, but with a pop-up dialog box. The dialog box is titled 'Skyward' and contains the text: 'The form has not yet been completed. Would you like to complete it now?'. There are two buttons at the bottom of the dialog: 'Yes' and 'No'. The background content is dimmed, showing the 'Step 1. HS Original Credit Summer Course Application Student (Required)' section and a table with '0 records displayed'.

7. The application opens. Fill in the requested information (yellow boxes). Be sure to indicate if you need district bus transportation. You MUST request transportation, if needed, at time of registration.

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Original Credit Summer School Application (Student)

PART I - Student and Course Information

Name: [Name]	ID: [ID]	Grade: 09	Date: 03/07/2024
Campus: CLEMENTS H S	Email: [Email]		
In-District Program: Original Credit	Name of Course: Professional Communications		
Summer Session: [Dropdown]	Transportation: [Dropdown]		

PART II - GUIDELINES

- This opportunity is only for students who will be in 9th - 12th grade in the upcoming school year.
- Students must attend with no more than 2 absences. Must attend 9/11 days of each session

8. SCROLL to bottom of the application and enter your signature/name. Click complete Step 1 and move to Step 2

skyward-fbprod.iscorp.com/scripts/wsisa.dll/WSservice=wsedefortbendtxtrn/sfonlinereg001.w

Academic History
Portfolio
Login History

Summer Session : Session 1

PART II - GUIDELINES

- This opportunity is only for students who will be in 9th - 12th grade in the upcoming school year.
- Students must attend with no more than 2 absences. Must attend 9/11 days of each session
- To earn credit students must have an average of 70 or higher.

PART III - COST & PAYMENT

ORIGINAL CREDIT IS LIMITED TO TWO SEMESTERS PER STUDENT.

PAYMENT SHOULD NOT BE MADE PRIOR TO COUNSELOR APPROVAL OF THIS APPLICATION.

Costs

- Full Price \$200 per .5 credit
- Reduced Lunch \$125 per .5 credit
- Free Lunch \$100 per .5 credit

Paying For Your Course

- Once your course is approved and added by your counselor, payment will be made in Skyward Family Management section.
 - Select - **Fee Management**
 - Find the Summer HS Original Credit Fee and select - **Make a Payment**
 - Select - **Add to Cart**
 - Select - **Checkout**
 - Continue to follow the steps to submit the payment.

PART IV - Approvals

Parent Signature for Approval of Online Coursework: [Signature] Date : [Date]

Parent Contact Info - Phone# : [Phone] Email: [Email]

Signature of Student Applicant: Erica P [Signature] Date: 03/19/2024

Counselor Verification of Criteria for Participation/Prerequisite: [Signature] Date : [Date]

Decision: [Dropdown]

Complete Step 1 and move to Step 2

9. Finalize registration by clicking **Submit HS Original Credit Summer Course App** at the bottom of the page.

The screenshot shows a web browser window titled "Student Access HS Original Credit Summer Course App 2024 Student - Google Chrome". The URL is "skyward-fbprod.iscorp.com/scripts/wsisa.dll/WService=wsedufortbendbxtrn/sfonlinereg001.w". The page header includes the Skyward logo, "Student Access", and "STUDENT HS00 I. SAMPLE". There are links for "STUDENT HS00 SAMPLE", "My Account", and "Exit". A "District Links" button and "FBISD Student Wellness Screener" link are also present.

The main content area is titled "HS Original Credit Summer Course App 2024 Student". It includes a "Print" link and a "STUDENT HS00 (DULLES H S)" dropdown menu. A prominent message reads: "Step 2. Complete HS Original Credit Summer Course App 2024 Student (Required)". Below this, it states: "By completing HS Original Credit Summer Course App 2024 Student, you are confirming that the Steps below have been finished. Are you sure you want to complete HS Original Credit Summer Course App 2024 Student for STUDENT HS00?".

A "Review HS Original Credit Summer Course App 2024 Student Steps" section shows a progress bar with two steps: "Step 1) HS Original Credit Summer Course Application Student" (Completed 03/19/2024 10:18am) and "Step 2) Complete HS Original Credit Summer Course App 2024 Student" (Current step). A "Previous Step" button is visible.

Student information is displayed: "Student Name: STUDENT HS00 I. SAMPLE" and "Student Address: 700 PLANTATION DR, RICHMOND, TX 77406". A large blue button at the bottom center says "Submit HS Original Credit Summer Course App 2024 Student". To the right, there are "Next Step" and "Close and Finish Later" buttons.

A sidebar on the left contains navigation links: Home, Online Forms (selected), Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, Test Scores, Graduation Requirements, Career Plans, Endorsements, Academic History, Portfolio, and Login History.

10. Final Screen—Verifies successful registration in Skyward.

The screenshot shows the same web browser window as above. The main content area now displays a confirmation message: "HS Original Credit Summer Course App 2024 Student was successfully completed and submitted to the district for STUDENT HS00 on Tue Mar 19, 2024 10:19am by STUDENT HS00 SAMPLE." Below the message are two links: "Go back to review completed steps" and "Mark HS Original Credit Summer Course App 2024 Student as not completed and make changes".

The sidebar on the left remains the same as in the previous screenshot.

- 11. NEXT STEPS:** The counselor will receive notification of your application; you do not need to do anything further. You DO need to check back in Rev Track daily to pay for the course once your registration is approved. Your counselor will not phone each student. Please log back into Skyward Family Access/RevTrak a couple of days after submission of your registration form to receive the go ahead to pay.