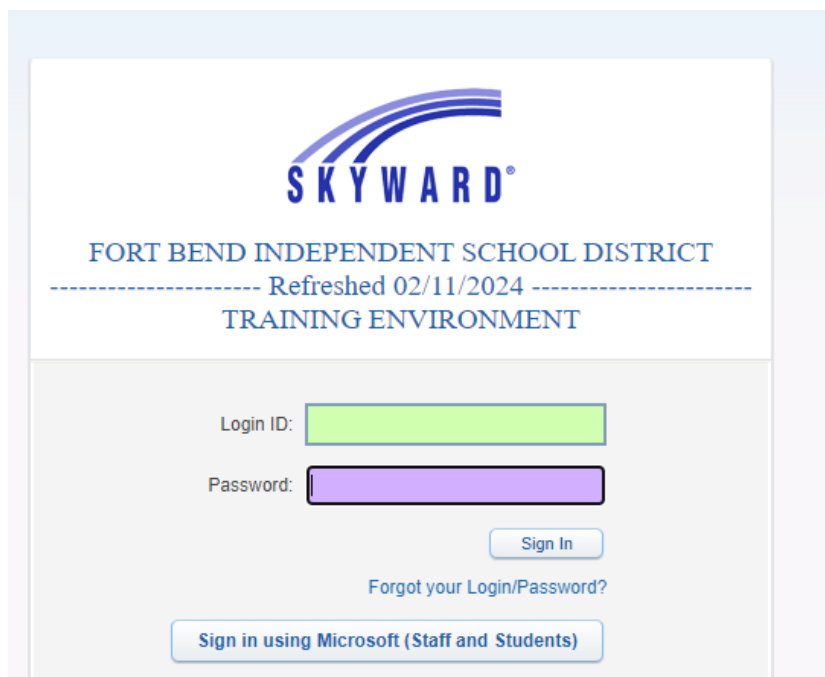


Tips/Steps for REGISTRATION
FACE TO FACE Summer School for Original Credit
Summer School Session 1 and 2
Summer 2024
To be held at Marshall HS

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.

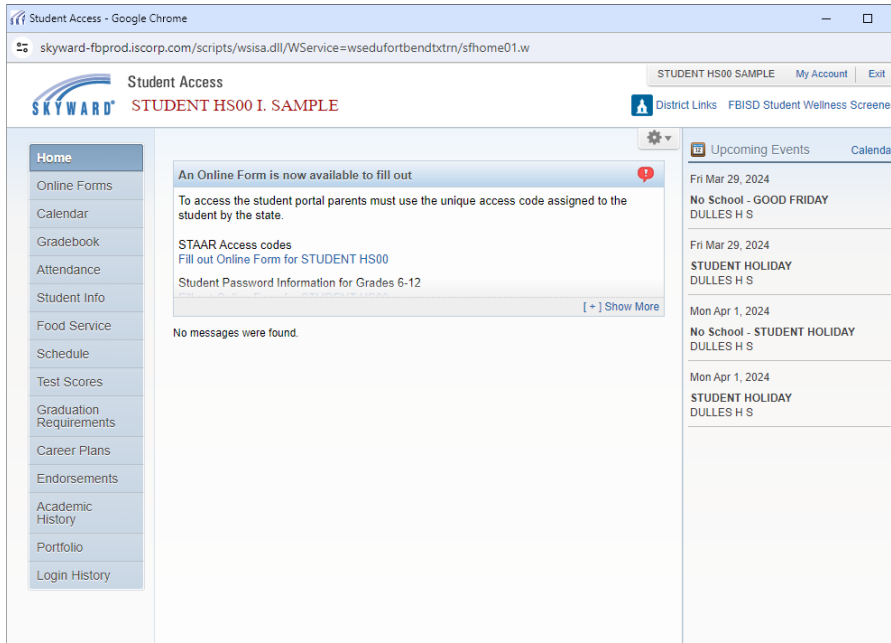
- A. Complete the registration form in Skyward according to the instructions in this tip sheet.**
- B. Wait for the campus Counselor and Registrar to enroll you into the course.**
- C. Check back in RevTrak periodically – once step B is completed, you will be able to pay in Skyward Family Access/RevTrak. 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

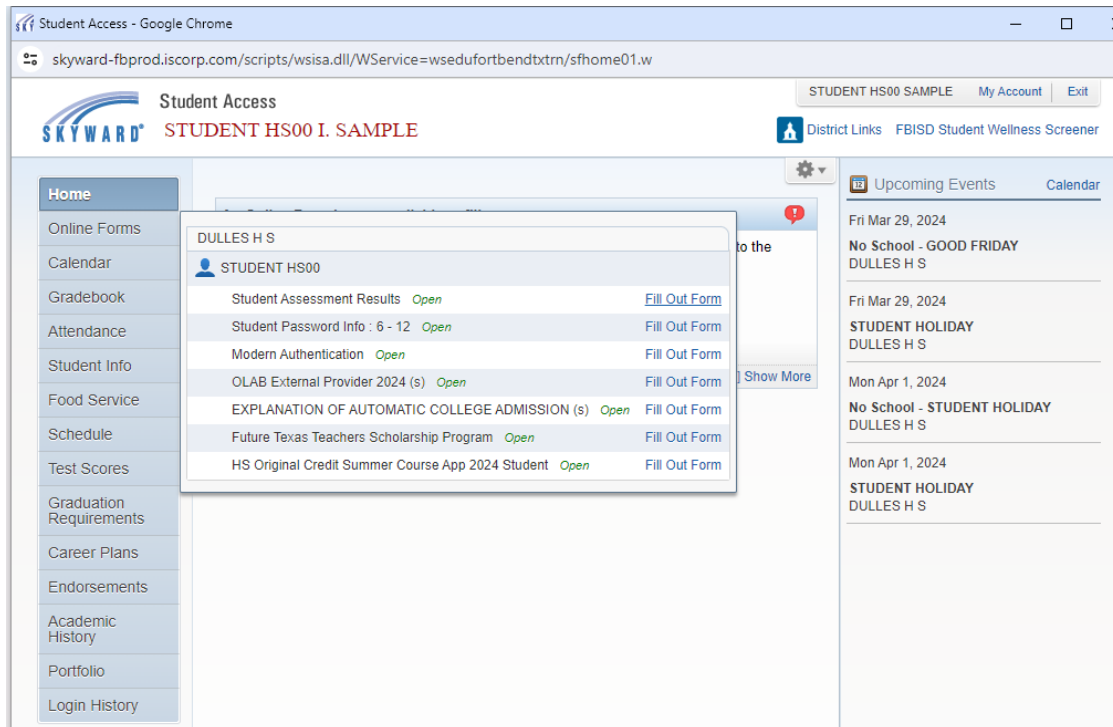


The screenshot shows the Skyward login interface. At the top is the Skyward logo, a stylized blue arc above the word 'SKYWARD'. Below the logo, the text reads 'FORT BEND INDEPENDENT SCHOOL DISTRICT', followed by 'Refreshed 02/11/2024' and 'TRAINING ENVIRONMENT'. The login form consists of two input fields: 'Login ID' (highlighted in light green) and 'Password' (highlighted in light purple). Below these fields is a 'Sign In' button. Underneath the button is a link that says 'Forgot your Login/Password?'. At the bottom of the form 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 Course 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 a web browser window with the URL `skyward-fbprod.iscorp.com/scripts/wsisa.dll/WService=wseufortbendtxtrn/sfonlinereg001.w`. The page title is "Student Access HS Original Credit Summer Course App 2024 Student". The user is logged in as "STUDENT HS00 SAMPLE".

The main content area is titled "HS Original Credit Summer Course App 2024 Student" and contains the following instructions:

1. This form is for students entering grades 9-12 only.
2. This form is for students seeking to earn ORIGINAL CREDIT in the FACE TO FACE setting during summer school.
3. Verify that the prepopulated information is correct
 - a. Name of student
 - b. ID
 - c. Grade
 - d. Date
 - e. Campus
 - f. Email
 - g. In District Program
4. Complete all the sections that are required (highlighted in yellow):
 - a. Name of Course
 - b. Summer Session you are registering for
 - c. District Transportation needed?
5. Review all information on the form related to cost of attendance
6. Click on Complete Step 1, move to Step 2 button at bottom of form
7. Submit Step 2

The sidebar on the right contains the following steps:

1. HS Original Credit Summer Course Application Student
2. Complete HS Original Credit Summer Course App 2024 Student

Buttons for "Next" and "Close and Finish Later" are visible.

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

The screenshot shows the same web browser window as the previous image. The page title is "Student Access HS Original Credit Summer Course App 2024 Student". The user is logged in as "STUDENT HS00 SAMPLE".

The main content area is titled "Step 1. HS Original Credit Summer Course Application Student (Required)". It contains a table with the following text:

There are no records to display; check your filter settings.

Buttons for "Add", "Edit", and "Delete" are visible. A "View Full Screen" button is also present.

The sidebar on the right contains the following steps:

1. HS Original Credit Summer Course Application Student
2. Complete HS Original Credit Summer Course App 2024 Student

Buttons for "Previous Step", "Next Step", and "Close and Finish Later" are visible.

A green pop-up dialog box is displayed with the following text:

Skyward

The form has not yet been completed.
Would you like to complete it now?

Buttons for "Yes" and "No" are visible.

At the bottom of the page, a button for "Complete Step 1 and move to Step 2" is visible.

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

1. This opportunity is only for students who will be in 9th - 12th grade in the upcoming school year.
2. 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/WService=wsedufortbendtxtrn/sfonlinereg001.w

Academic History
Portfolio
Login History

Summer Session : Session 1

PART II - GUIDELINES

1. This opportunity is only for students who will be in 9th - 12th grade in the upcoming school year.
2. Students must attend with no more than 2 absences. Must attend 9/11 days of each session
3. 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.
 1. Select - **Fee Management**
 2. Find the Summer HS Original Credit Fee and select - **Make a Payment**
 3. Select - **Add to Cart**
 4. Select - **Checkout**
 5. 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.

STUDENT HS00 (DULLES H S)

Step 2. Complete HS Original Credit Summer Course App 2024 Student (Required)
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?

Review HS Original Credit Summer Course App 2024 Student Steps
Step 1) HS Original Credit Summer Course Application Student Completed 03/19/2024 10:18am

Student Name: STUDENT HS00 I. SAMPLE Student Address: 700 PLANTATION DR RICHMOND, TX 77406

Submit HS Original Credit Summer Course App 2024 Student

HS Original Credit Summer Course Application Student
1. HS Original Credit Summer Course Application Student Completed 03/19/2024 10:18am
2. Complete HS Original Credit Summer Course App 2024 Student

Previous Step Next Step
Close and Finish Later

10. Final Screen—Verifies successful registration in Skyward.

STUDENT HS00 (DULLES H S)

✓ 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.
Go back to review completed steps
Mark HS Original Credit Summer Course App 2024 Student as not completed and make changes

- 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.