

Viking Families,

I know that many of our families are anxiously awaiting information on the start of the school year, so I am writing with a brief update following recent meetings with the FBISD Board of Trustees and the “Live Checking in with Charles” events.

This week, FBISD shared the plan to **start the school year 100% online on August 17** in order to protect the well-being of our students and staff. Instruction will be delivered online for a minimum of four weeks. FBISD will continue to consult with a COVID-19 advisory group and local health officials to determine when it will be appropriate to begin face-to-face instruction. As the advisory group continues its work, the District will be publicly sharing the measures and metrics that will be used to determine when schools will open for face-to-face instruction.

In order for our staff to prepare to instruct your student, it is important that the **Enrollment Verification Form be completed in Family Access for each student in the household**. The Enrollment Verification Form is how you will notify the campus of your technology needs at home. It is important that this form be completed for each student **by August 3** in order for the campus to assist with technology needs prior to the start of the school. Through Enrollment Verification, parents can verify their contact information and fill out required forms. This year, parents will complete the following new forms:

- Back to School Readiness - Indicate your family’s needs associated with connectivity, childcare, and transportation.
- Lending Library Parent Agreement & Lending Library Technology Use
- Student BYOD (Bring Your Own Device) Use Agreement

As the communication begins to shift from the District to the campus level, here is what you can expect.

- Monday morning campus newsletters will resume on July 27 and continue weekly.
- Automated phone messages will be utilized if a communication is time sensitive, or requires action on your part, in addition to the campus email.
- In addition, all communication from the school messaging system will be posted on the campus website for you to access at any time.

Be assured that we are hard at work to ensure we are well prepared for August 17. In the meantime, our staff is available to assist you and your student. Feel free to call our main line at 281-634-5750 or email any of the following staff members below.

*Dee Knox, Principal* [dee.knox@fortbendisd.com](mailto:dee.knox@fortbendisd.com)

*Diane Zalewski, Executive Assistant II to Principal* [diane.zalewski@fortbendisd.com](mailto:diane.zalewski@fortbendisd.com)

*Sylvia Salinas, Associate Principal* [Sylvia.salinas@fortbenrisd.com](mailto:Sylvia.salinas@fortbenrisd.com)

*Trina Reed, Administrative Assistant to Associate Principal* [trina.reed@fortbendisd.com](mailto:trina.reed@fortbendisd.com)

*Alexia Alexopoulos, 6<sup>th</sup> Grade Assistant Principal* [alexia.alexopoulos@fortbendisd.com](mailto:alexia.alexopoulos@fortbendisd.com)

*Michelle Garoni, 6<sup>th</sup> Grade Counselor* [michelle.garoni@fortbendisd.com](mailto:michelle.garoni@fortbendisd.com)

*Dr. Henry Stevenson, 7<sup>th</sup> Grade Assistant Principal* [henry.stevenson@fortbendisd.com](mailto:henry.stevenson@fortbendisd.com)

*Jennifer Ohanaja, 7<sup>th</sup> Grade Counselor* [jennifer.ohanaja@fortbendisd.com](mailto:jennifer.ohanaja@fortbendisd.com)

*Gwendolen Chenier, 8<sup>th</sup> Grade Assistant Principal* [Gwendolen.chenier@fortbendisd.com](mailto:Gwendolen.chenier@fortbendisd.com)

*Vicky Smith, Lead/8<sup>th</sup> Grade Counselor* [Vicky.smith@fortbendisd.com](mailto:Vicky.smith@fortbendisd.com)

Sincerely,

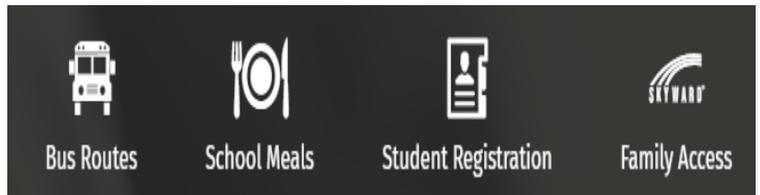
Dee Knox, Principal

# Fort Bend Independent School District Enrollment Verification Process

Begin by clicking Skyward - Family Access, located at the bottom of your screen.

Then click on Login to Family Access

When the login screen opens, type in your Family Access login and password, and click on the Sign In button.



SKYWARD FAMILY ACCESS

[Login to Family Access](#)

*The process is not compatible using the Skyward mobile app. However, the process can be completed using a mobile device via a web browser (i.e. Firefox or Chrome).*



FORT BEND INDEPENDENT SCHOOL DISTRICT  
FBISD PRODUCTION

A screenshot of the Skyward login interface. It features a light grey background with a white login form. The form has two input fields: 'Login ID:' with a purple highlight and 'Password:'. Below the fields is a blue 'Sign In' button. A link for 'Forgot your Login/Password?' is positioned below the button. The version number '05.13.10.00.03-10.2' is displayed in the bottom right corner of the form area. At the bottom of the page, there is a 'Login Area:' label and a dropdown menu currently set to 'Family/Student Access'.

# Fort Bend Independent School District Enrollment Verification Process

There are two (2) areas to begin the Enrollment Verification process.

- Click on "Go to Enrollment Verification for STUDENT NAME" or
- Click on "Enrollment Verification" tab located on the left menu bar. Then select your child's name. (Process needs to be completed for each child).

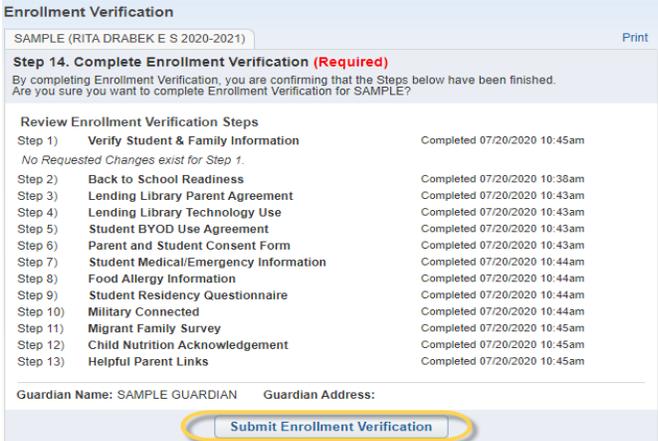
The top screenshot shows the 'Family Access' portal for 'SAMPLE STUDENT'. The left navigation menu includes 'Home', 'New Student Online Enrollment', 'Enrollment Verification', 'Student Info', and 'Food Service'. A green notification banner at the top states 'Enrollment Verification is now open until 08/04/2020'. Below the banner, a message explains the 2020-21 school year online enrollment process. A red circle highlights the link 'Go to Enrollment Verification for SAMPLE'.

The bottom screenshot shows the 'Enrollment Verification' page. The left menu has 'Enrollment Verification' highlighted with a green circle 'A'. A dropdown menu shows the student 'SAMPLE 2020-2021' with a green circle 'B' next to it. A 'Next' button is visible at the bottom of the page.

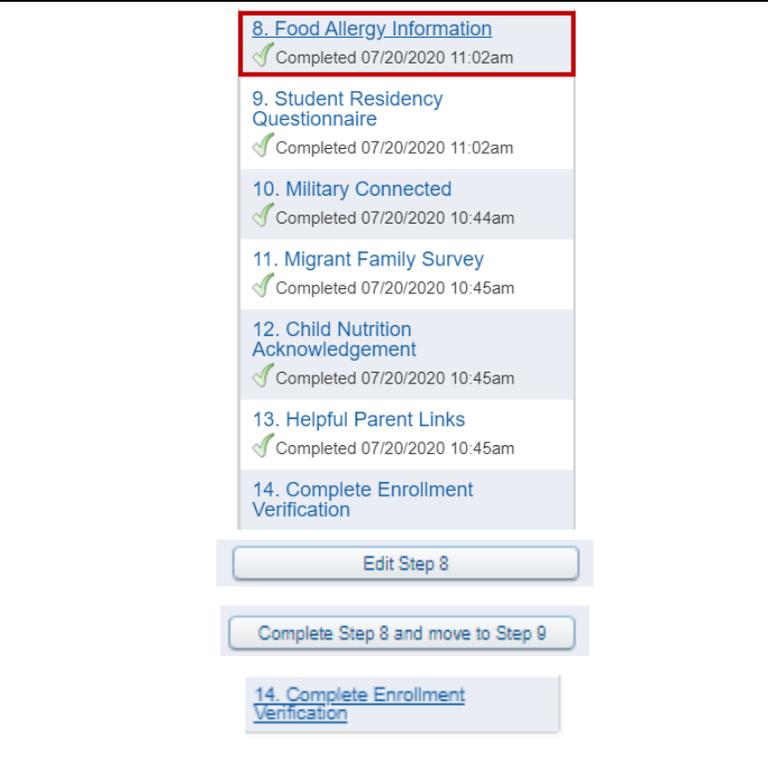
- Click "Next" to start the process.
- Once you have entered your child's information, click "Complete Step and Move to Step." A check will appear to confirm completion.

The screenshot shows a list of 14 enrollment verification steps. Step 1, 'Verify Student & Family Information', is expanded to show sub-steps: 'a. Student Information' (highlighted with a red circle), 'b. Family Address', 'c. Family Information', and 'd. Emergency Contacts'. Step 10, 'Military Connected', is marked as 'Completed 07/20/2020 8:54am'. A green circle 'B' highlights the button 'Complete Step 1a and move to Step 1b'. A green circle 'A' highlights the 'Next' button at the bottom of the list.

# Fort Bend Independent School District Enrollment Verification Process

<p>Click "View Full Screen" to expand. This will allow you to view all available buttons to complete the process.</p> <p><i>Note: The Complete Step and Move Step button will be located at the top of the screen.</i></p>	
<p><b>Print</b> option is available for your records.</p>	
<p>Only complete Steps 3 &amp; 4, if you are requesting a FBISD device.</p> <p>If a device is not being requested, check the box: "I do not wish to fill out this optional form."</p>	
<p>Step 14: Verify that each step has been completed, then click "Submit Enrollment Verification."</p>	

# Fort Bend Independent School District Enrollment Verification Process

<p>To make changes once completed, click on "Mark Enrollment Verification as not completed and make changes."</p>	
<ul style="list-style-type: none"> <li>• Click on the step you would like to change. Example: Step 8</li> <li>• Click on "Edit Step."</li> <li>• After completing the change(s), click "Complete Step and Move to Step."</li> <li>• Once you have completed all changes, click on Step 14 to submit the updates.</li> </ul>	
<p>If you are not able to complete all steps, there is an option to "Close and Finish Later."</p> <p>Click on "Go back to complete steps" to finish the Enrollment Verification Process.</p>	