

Residency and Family Access for Returning PK-5 Students

Due May 23rd

Open Labs available May 11 or May 18 2:30-4:30 or May 23 4:30-6:30. Also by appointment and June 1-14 Monday-Thursdays (call ahead)

Step 1: Find proof of residency (copy of tax statement, lease, deed or current utility bill with the parent/guardian name and address that matches student address). If you can make a copy and list your student's name, ID and birth date and your phone/email that will speed up the process. You must provide a copy for each campus you may have a student. We will make a copy or you can fax it or send it in. If you already have family access, log in and make sure all your family emergency information is up to date and you have opted in to receive messages from skylert. **Please provide residency by May 23rd if possible.**

Step 2: Bring your state ID and residency (call the campus to find out alternatives to state ID) and fill out the form requesting family access. Forms are attached and will be available on campus and on the website under parents.

Step 3: Make sure you know your email address. If you don't have one, the campus will have labs open during family access registration May 11 or May 18 2:30-4:30 or May 23 4:30-6:30 to help you create an email address.

Step 4: Go to the campus on our family access registration dates (Elementary or Intermediate- Seale & RHS dates TBA). May 11 or May 18 2:30-4:30 or May 23 4:30-6:30. We will have computers and will walk you through the whole process.

Step 5: In July complete your online enrollment through family access. This is the old process where you stood in line and filled out the same information every year on form after form. This will be done at your convenience and save you a trip to campus. You will receive dates for our labs to assist you with official online enrollment. If you don't need assistance, you will log into skyward family access from any internet device and electronically complete the registration process any time after it is open. Then you can attend Meet the Teacher night and be ready to attend school.

Here is the [link to our website with more information](#) and directions for Skyward Family Access. A registration schedule is attached.

[New Students to RISD for 17-18.pdf](#)