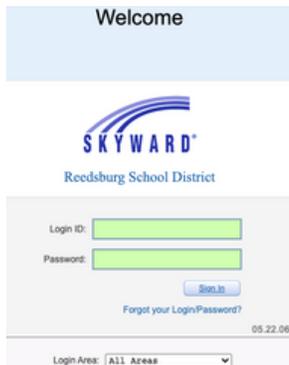


## STEP-BY-STEP STUDENT RE-ENROLLMENT INSTRUCTIONS

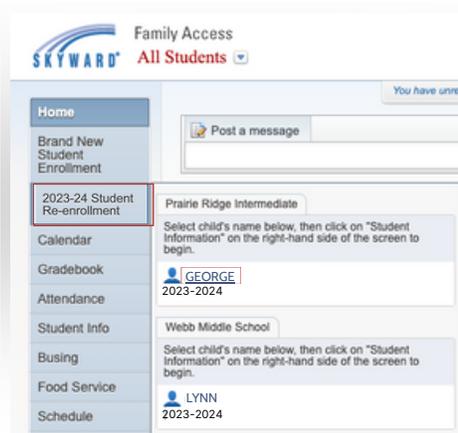
- 1) Go to [www.rsd.k12.wi.us](http://www.rsd.k12.wi.us)
- 2) Click the Skyward Family Access icon in the upper right corner:



- 3) Enter your Family Access login ID and password:



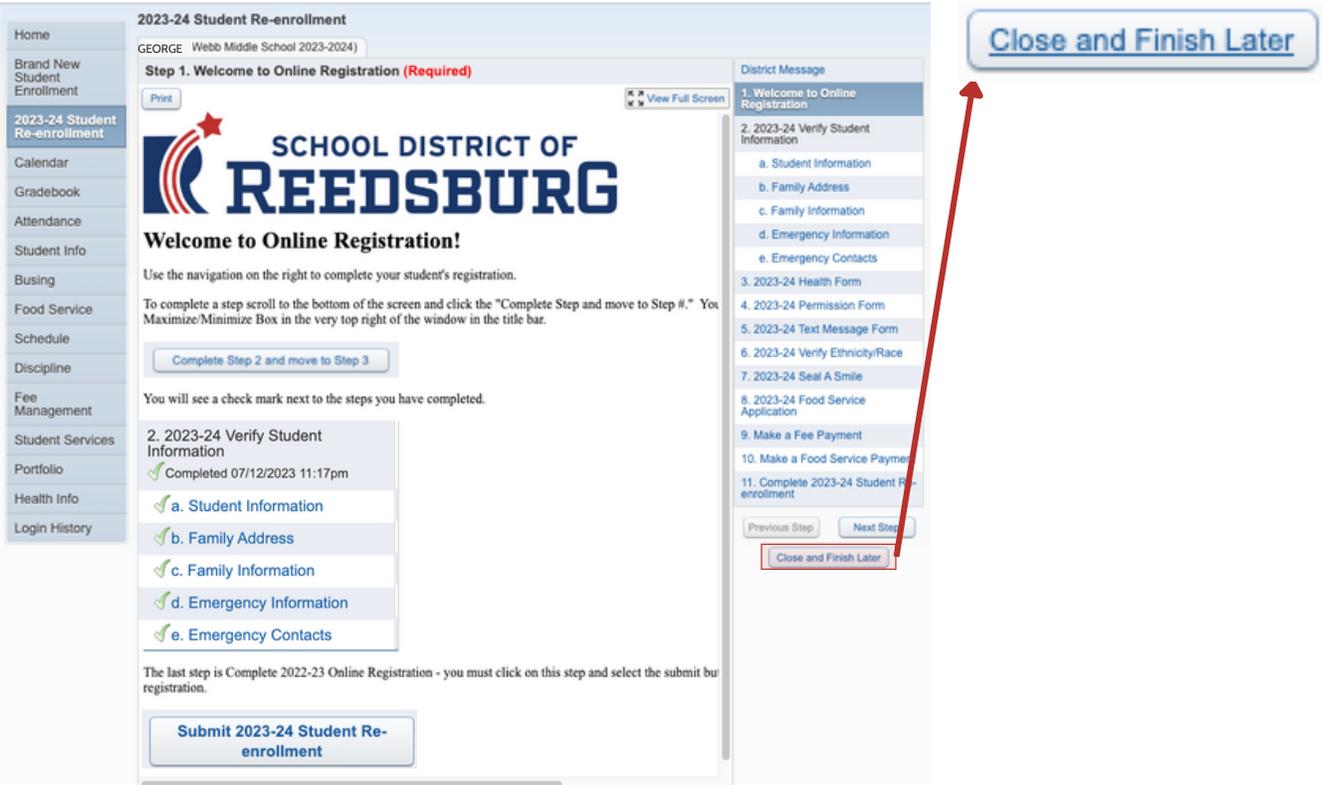
- 4) Click on the 2023-24 Student Re-enrollment button near the top of the left column, then select the first child you will register and click their name to begin.



- 5) Once you have entered the 2023-24 Student Re-enrollment, you must complete all steps. A check mark will appear next to the step once it's complete, along with a date and time stamp.

2. 2023-24 Verify Student Information  
✔ Completed 07/12/2023 11:17pm

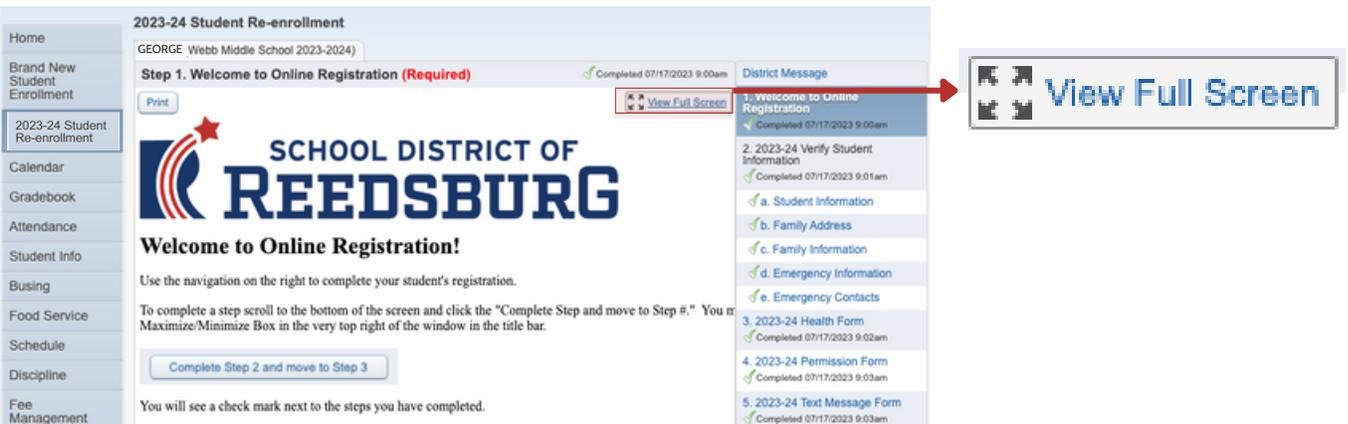
6) If you need to stop during the online registration process, click the "Close and Finish Later" button on the bottom right of page.



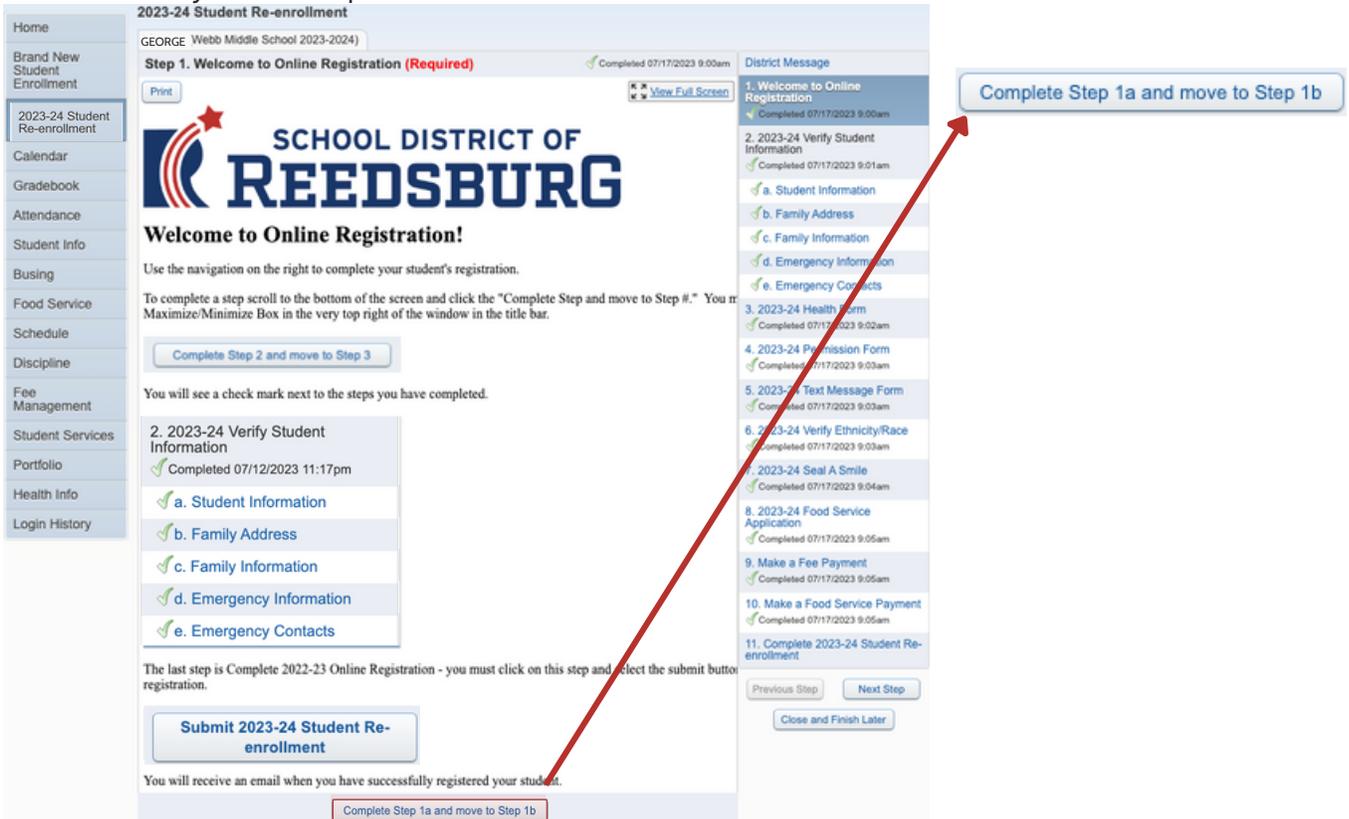
7) You will see a confirmation message that your registration is saved but not complete.



8) On some of the pages you will see a "View Full Screen" button in the upper right corner. This will expand the page for you to view all the details on the page and be able enter information on that page.



9) All of your steps are listed in the right-hand column. Please complete all of the information within each step and click the "Complete Step # and Move To Step #" button at the bottom to move to the next step. There will be boxes to click, information that must reviewed, and information that much be typed within many of the steps:



2023-24 Student Re-enrollment

GEORGE Webb Middle School 2023-2024

Step 1. Welcome to Online Registration (Required) Completed 07/17/2023 9:00am

Print View Exit Screen

**SCHOOL DISTRICT OF REEDSBURG**

**Welcome to Online Registration!**

Use the navigation on the right to complete your student's registration.

To complete a step scroll to the bottom of the screen and click the "Complete Step and move to Step #." You must Maximize/Minimize Box in the very top right of the window in the title bar.

[Complete Step 2 and move to Step 3](#)

You will see a check mark next to the steps you have completed.

2. 2023-24 Verify Student Information Completed 07/12/2023 11:17pm

- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts

The last step is Complete 2022-23 Online Registration - you must click on this step and select the submit button registration.

[Submit 2023-24 Student Re-enrollment](#)

You will receive an email when you have successfully registered your student.

[Complete Step 1a and move to Step 1b](#)

District Message

- 1. Welcome to Online Registration Completed 07/17/2023 9:00am
- 2. 2023-24 Verify Student Information Completed 07/17/2023 9:01am
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
- 3. 2023-24 Health Form Completed 07/17/2023 9:02am
- 4. 2023-24 Permission Form Completed 07/17/2023 9:03am
- 5. 2023-24 Text Message Form Completed 07/17/2023 9:03am
- 6. 2023-24 Verify Ethnicity/Race Completed 07/17/2023 9:03am
- 7. 2023-24 Seal A Smile Completed 07/17/2023 9:04am
- 8. 2023-24 Food Service Application Completed 07/17/2023 9:05am
- 9. Make a Fee Payment Completed 07/17/2023 9:05am
- 10. Make a Food Service Payment Completed 07/17/2023 9:05am
- 11. Complete 2023-24 Student Re-enrollment

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

10) The Verify Student Information step includes several sub-steps (a-e) that must all be completed before the full Student Information step is complete. You will see check marks next to each sub-step once they are completed:



2. 2023-24 Verify Student Information Completed 07/12/2023 11:17pm

- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts

11) The 2023-24 Food Service Application step includes an option to complete the Free or Reduced-Price Meals form or check the box "I do not qualify for benefits or do not wish to complete an application":

**Please Note:** The federal government allowed schools to offer free meals to all students during the pandemic, but Congress did not extend this benefit for the next school year. Families that are eligible for free or reduced-price meals **MUST APPLY** to receive them, and all other students must pay full price for their meals during the 2023-24 school year.



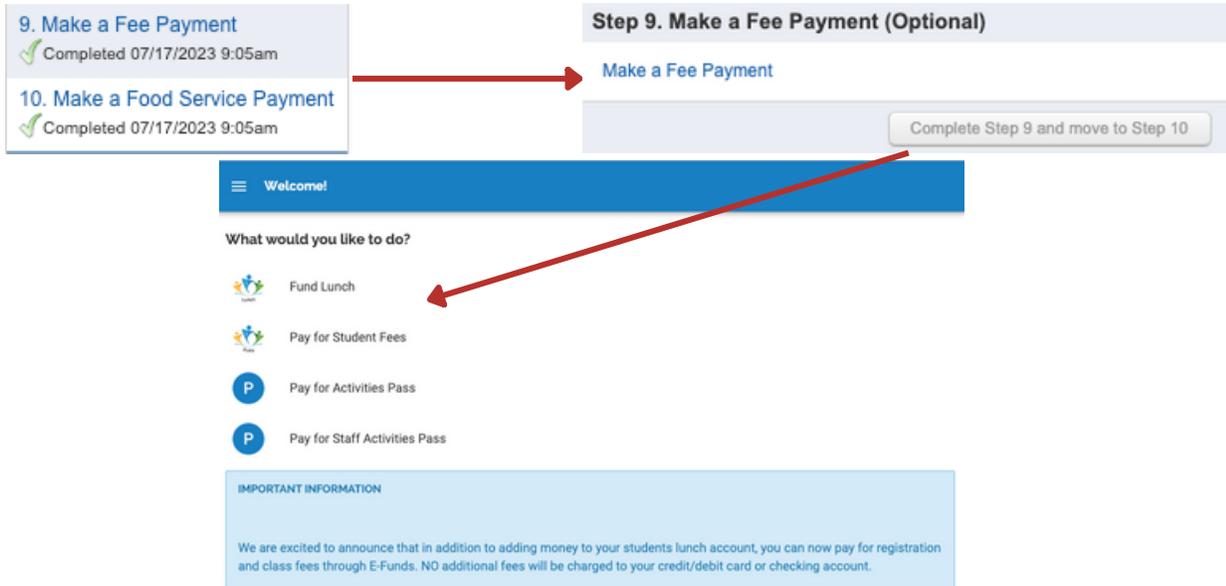
Choose one of the following options:

2023-24 Food Service Application

--OR--

do not qualify for benefits or do not wish to complete an application

12) The Make a Fee Payment and Make a Food Service Payment steps will bring you to the eFunds for Schools payment page for you to pay your child's school fees and add money to your child's food service account.



9. Make a Fee Payment  
✔ Completed 07/17/2023 9:05am

10. Make a Food Service Payment  
✔ Completed 07/17/2023 9:05am

Step 9. Make a Fee Payment (Optional)  
Make a Fee Payment

Complete Step 9 and move to Step 10

Welcome!

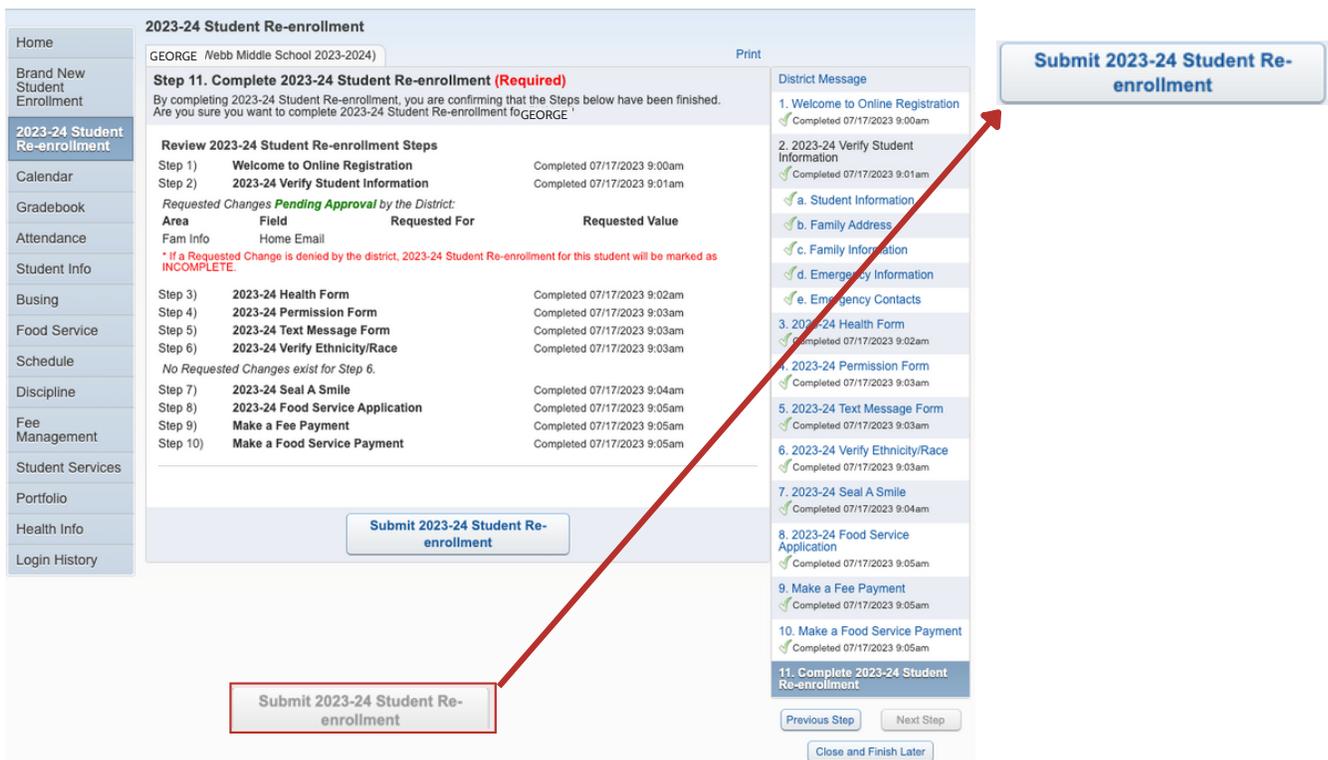
What would you like to do?

- Fund Lunch
- Pay for Student Fees
- Pay for Activities Pass
- Pay for Staff Activities Pass

IMPORTANT INFORMATION

We are excited to announce that in addition to adding money to your students lunch account, you can now pay for registration and class fees through E-Funds. NO additional fees will be charged to your credit/debit card or checking account.

13) Once you have completed all of the steps, you must click the "Submit 2023-24 Student Re-enrollment" button at the bottom of the last page to formally submit your registration. If you are missing a step or would like to edit a step simply click back to the step in the right-hand column. You must complete all of the required steps before a clickable "Submit" button will appear.



2023-24 Student Re-enrollment

GEORGE Webb Middle School 2023-2024

Print

**Step 11. Complete 2023-24 Student Re-enrollment (Required)**  
By completing 2023-24 Student Re-enrollment, you are confirming that the Steps below have been finished. Are you sure you want to complete 2023-24 Student Re-enrollment for GEORGE?

Review 2023-24 Student Re-enrollment Steps

Step	Step Name	Completed	
Step 1)	Welcome to Online Registration	Completed 07/17/2023 9:00am	
Step 2)	2023-24 Verify Student Information	Completed 07/17/2023 9:01am	
Requested Changes Pending Approval by the District:			
Area	Field	Requested For	Requested Value
Fam Info	Home Email		
* If a Requested Change is denied by the district, 2023-24 Student Re-enrollment for this student will be marked as INCOMPLETE.			
Step 3)	2023-24 Health Form	Completed 07/17/2023 9:02am	
Step 4)	2023-24 Permission Form	Completed 07/17/2023 9:03am	
Step 5)	2023-24 Text Message Form	Completed 07/17/2023 9:03am	
Step 6)	2023-24 Verify Ethnicity/Race	Completed 07/17/2023 9:03am	
No Requested Changes exist for Step 6.			
Step 7)	2023-24 Seal A Smile	Completed 07/17/2023 9:04am	
Step 8)	2023-24 Food Service Application	Completed 07/17/2023 9:05am	
Step 9)	Make a Fee Payment	Completed 07/17/2023 9:05am	
Step 10)	Make a Food Service Payment	Completed 07/17/2023 9:05am	

Submit 2023-24 Student Re-enrollment

District Message

- Welcome to Online Registration  
✔ Completed 07/17/2023 9:00am
- 2023-24 Verify Student Information  
✔ Completed 07/17/2023 9:01am
- 2023-24 Health Form  
✔ Completed 07/17/2023 9:02am
- 2023-24 Permission Form  
✔ Completed 07/17/2023 9:03am
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- 2023-24 Food Service Application  
✔ Completed 07/17/2023 9:05am
- Make a Fee Payment  
✔ Completed 07/17/2023 9:05am
- Make a Food Service Payment  
✔ Completed 07/17/2023 9:05am
- Complete 2023-24 Student Re-enrollment

Submit 2023-24 Student Re-enrollment

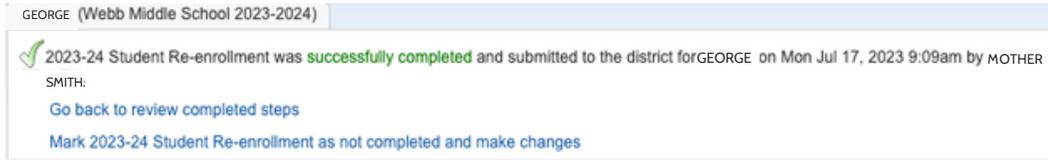
Submit 2023-24 Student Re-enrollment

Submit 2023-24 Student Re-enrollment

Previous Step Next Step

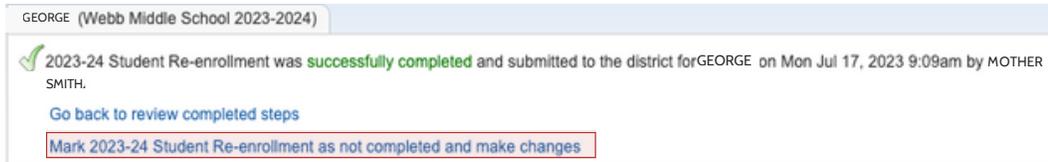
Close and Finish Later

14) If you successfully completed registration, you will receive a confirmation email from the School District of Reedsburg. You will also see a confirmation message with online Skyward Family Access:



15) If you need to make changes to your Online Registration after you have submitted, you can click the "Mark 2023-24 Student Re-enrollment as not completed and make changes" link, but please be aware:

- You must make your changes and again click the "Submit 2023-24 Student Re-enrollment" button, explained on the previous page. Your revisions will not be submitted until you click this button.
- You will only be able to make changes during the Online registration period, which ends on August 8, 2023.



16) Please repeat this process for each of your children attending the School District of Reedsburg for the 2023-24 school year.

17) Once you have completed Online Re-enrollment for all of your children, don't forget to attend the in-person District-Wide Registration event on either Thursday, August 3rd, or Tuesday, August 8th. Doors will open promptly at 1 p.m. each day and runs through 7 p.m.

- All students should attend as they will be photographed, including seniors. The District is working with Strawbridge Studios, to access their online ordering system, visit the district website, under school pictures, and follow the instructions.
- Students in Grades K-2nd will be using iPads in the classroom and will NOT pick up a device at registration.
- Students in Grades 3rd-5th will be using Chromebooks in the classroom and will NOT pick up a device at registration, but details about device insurance and responsibilities will be available at registration.
- Students in Grades 6th-12th WILL pick up their Chromebooks in the large gym during In-person Registration. Details about device insurance and responsibilities will be available at registration.

If you have questions or need assistance, please call (608) 524-2016 or visit the Central Office Building.