

# BOYLAN

CATHOLIC HIGH SCHOOL

January 29, 2019

Dear Parents:

This week your student will be meeting with the Counseling department to discuss registration for the 2019-2020 school year. This letter contains information about the registration process. You can view tuition information for the 2019-2020 school year at [www.boylan.org/tuition](http://www.boylan.org/tuition).

In preparation for the registration season, we would like to remind you of the revisions made to the process. In the past all parents and students were required to meet face-to-face with a faculty advisor to complete registration. This year Boylan will again offer the opportunity to opt out of the face-to-face registration. Please select one of the following two options.

## Option One:

You agree with the placements made by teachers for your student's course selections for the 2019-2020 school year.

- Sign the opt out line on the bottom of the colored pre-registration form and have your student turn it in to his/her first period teacher.
- The \$100.00 registration fee can be paid via SMART.
- Complete all Student Information Update forms through Skyward Family Access. **(See page 2.)**
- **No course requests will be entered until Family Access forms have been updated. Updates must be completed by Feb. 14, 2019.**

## Option Two:

You would like to discuss your student's placement and possibly complete a Parent Placement Request. Student's pre-registration forms must be completed prior to the appointment, including teacher signatures. Students may not secure signatures the night of registration.

- Sign the "I will attend the face-to-face registration meeting" on the bottom of the colored pre-registration form and have your student turn it in to his/her first period teacher.
- Attend one of the following dates below.

Last Names A-L: Thursday February 14, 2019 between 5:30-7:00 pm

Last Name M-Z: Tuesday February 19, 2019 between 5:30-7:00 pm

If you are unable to attend your assigned night, you can attend the other night listed. You do **not** need to call the Main Office.

- The \$100.00 registration fee is due at registration or can be paid via SMART.
- Complete all Student Information Update forms through Skyward Family Access. **(See page 2.)**
- **No course requests will be entered until Family Access forms have been updated. Updates must be completed by Feb. 14, 2019.**

Thank you for your support of Boylan Catholic.

## Directions for Completing Online Forms

**Primary Parents/Guardians must complete Student Information Update forms via Skyward Family Access. This process is not available on a mobile device. Students will complete the colored course pre-registration form with their teachers. Primary Parents/Guardians should follow the pathway below to complete these required forms prior to registration. Online forms are due Feb. 14, 2019.**

When you open each form, you will see pre-populated information auto-filled into the forms to make the process easier. Primary Parents/Guardians need to make sure that the information that is pre-populated is up to date and correct. In order to do this, primary Parents/Guardians have the ability to update certain information within Family Access. At the beginning of each school year or when any family information changes, the primary Parent/Guardian must correct it within the Family Access Portal.

**Step One:** To verify and update student information, follow the directions listed below.

1. Login to Family Access using your PARENT LOGIN (found on the right side of [www.boylan.org](http://www.boylan.org)). **If you forgot your password, you can have it emailed to you.** Click on “forgot my password” at login.
2. Click **Student Info button** (located on the left menu)
3. Select the **Request Changes for “Your Student’s Name”** located at the top right to get the following sub menus. Please enter information in ALL CAPITAL LETTERS with no punctuation. Save after each page.
  - a. **Student Information**
  - b. **Family Address**
  - c. **Family information:** Please note PARENT or GUARDIAN are the only options for relationships
  - d. **Emergency Information:** View and if you need a change, contact the main office with changes to specific medical conditions.
  - e. **Emergency Contact/Add Emergency Contact:** Note that you may add up to 3 emergency contacts. This process must be completed for each student.
4. Once all corrected information has been entered, the proper information should be pre-populated in the Online Forms.

**Step Two:** Return to the Main Menu, click on **Online Forms** found on the left side of the screen under **Home**. All primary Parents/Guardians of current freshmen, sophomores, and juniors must complete the **Student Information Update** forms.

1. For each form, click “Fill out Form.” All blanks need to be completed.
  - a. Click “View Full Screen.”
  - b. When done, click “Complete Step # only” to move to the next form.
2. Forms to be completed:
  - a. Student Information Update 19-20
  - b. Erate Form 19-20
  - c. Previous School / Religious Affiliation Information 19-20
  - d. Student/Parent Agreement and Releases 19-20
  - e. Student Directory Information 19-20
  - f. Acceptable Use Policy for the Technology System 19-20
  - g. Tuition and Fees Account Information 19-20
  - h. Chromebook Payment Information 2019-20
3. Once all forms are complete, you will see a green check next to each form.
4. Click “**Submit all forms.**” An email will be sent to you to verify that the process is complete. If you miss the deadline, print the email and bring it with you to registration.
5. Due Date: **Student Information Update forms are due February 14, 2019. No course requests will be entered until these forms have been completed.**

Thank you for your patience in completing these online forms. Please contact the Main Office (815-877-0531) with questions or concerns.