

2015-2016 FASD Online Registration Process

Dear Parents/Guardians,

Greetings from the Freedom Area School District (FASD). We are writing today to share some exciting information with each of you regarding the rollout of the district's new online registration process that will take place this summer. The online registration process can be completed from home, or parents can come to the school to participate in our Walk-In Registration process.

Registration (Online & Walk-In) will be completed on the computer. There will be no paper forms. Computer support will be provided for those individuals or families who may need assistance.

It is possible to complete all forms and make payment (see instructions below) from home, but students (6-12th grade) will still need to attend Walk-In Registration for pictures and pick up of other items.

Walk-In Registration – Place, Dates, & Times

All Walk-In Registration (Grades 4K-12) will take place in the FHS Green Gym and surrounding hallways at Freedom High School (*Located just inside the FHS front doors).

Dates/Times: Monday, August 10, 2015 (8:00 AM – 5:00 PM)
Tuesday, August 11, 2015 (1:00 PM – 7:00 PM)
Wednesday, August 12, 2015 (8:00 AM – 5:00 PM)

Please Note:

1. On Monday, August 10th only, sixth (6th) grade students and their parents may go to the middle school and meet with 7th grade students and staff members to tour the school and get help with their lockers if needed.
2. School pictures for students in grades (6-12) will be taken during the Walk-In Registration Days. If you cannot attend the Walk-In Registration Days, picture retakes will be given the first Friday of school. Elementary School pictures will be taken at FES in mid-September.
3. There will be multiple staff members present at the Walk-In Registration to help anyone that may need assistance.

Registration Information

1. All students (Grades 4K-12) will need to go through the on-line registration process.
2. If you completed Online Registration, Walk-In Registration is NOT needed, however, all students in grades 6 through 12 should attend Walk-In Registration to get their school pictures and their school ID pictures taken. Schedules and locker information for Grades (6-12) will be also be available at the Walk-In Registration, or students/parents can pick these up at a school office after Walk-In Registration days have passed.
3. New students to the Freedom Area School District are required to complete the registration process at the Registration Center (2nd Floor) in FASD District Office (Corner of Hwy 55 and County E) during regular business hours.

What You Need to Begin the Online Registration Process

1. You will need to access your **Skyward** account. A Skyward username and password is necessary to begin the online registration process.
*If you do not have (or have forgotten) a Skyward username or password, please **contact the main office** of your child's school, and they will provide you with this secure information.
2. Once you have obtained your Skyward username and password, please go to the **Freedom Area School District Website** (www.freedomschools.k12.wi.us) and click on the "**Skyward Access**" tab in the left column to open up the Skyward portal.
3. With Skyward open, click on "**Go to Online Registration for (Your Child's Name),**" and then follow the registration processes for each page.

Payment Options

Once you finished completing the steps in registration, you will have the following two payment options:

1. Pay with e~Funds (Optional).
2. Pay with Cash or Personal Check.

Pay with e~Funds (Secure Online Payment Portal)

If you would like to pay into your child's school fees and/or deposit money into your child's lunch account with e~Funds, you will need to create an e~Funds account (if you have not already done so). To create an e~Funds account, please go to the district website and click on the "e~Funds" link in the left column, and when the page opens, select the "e~Funds Instructions" link to begin creating your e~Funds account.

Note: There is a \$2.65 service fee per one hundred dollar transaction associated with the use of e~Funds for a credit card payment. If an e~Fund payment is taken from your checking account, there is a \$1.00 fee (unlimited amount) associated with the transaction. If you should chose to pay with e~Funds, it would be recommended to set up your personal e~Funds account prior to attending the Walk-up Registration.

Pay with Cash or Check

If you choose to pay with cash or a personal check, please complete the registration process and print out your child's "Fee Payment" page (*page that lists all of your child's fees/etc.). Once you have printed the "Fee Payment" page, please bring this sheet to the Walk-In Registration, or the main office of your child's school. Office staff will give you a receipt indicating payment. Staff will also be available to help print off this "Fee Payment" sheet should it become necessary.

Note: Items printed on the receipt (ie: Activity Pass, FMS/FHS PE shorts, FHS Parking pass, etc.) that have been paid for can be picked up in the Green Gym area during Walk-In Registration or at the FHS main office during business hours.

Online Registration Start Date

On **Monday, August 3, 2015**, the FASD Online Registration Program will be accessible to all district families who would like to complete the registration process from home. A FASD Helpline will also become available on this date for those who may have online registration questions or may need additional help. Assistance can be accessed by sending an email to ithelpdesk@freedomschools.k12.wi.us. Again, should you need computer access, or you are not comfortable with computers, we will have plenty of staff at the Walk-In Registration on August 10, 11, and 12 to help you out.

Please note:

1. If you would need your Skyward account access information, you can currently call your child's school during regular business hours to receive this information.
2. Parents and guardians can also create their e~Funds account (optional) at their convenience as this portal is currently open.

Again, we are excited to be able to offer our parents and guardians this online opportunity to register their child(ren) for the upcoming school year. We hope that this new opportunity makes registration more convenient for each of our families. We also wish each of you a very safe and enjoyable summer.

Respectfully,

FASD Administration and Staff