

## 2018-2019 FASD Online Registration Process – Summer Memo

Dear Parents/Guardians,

Summer greetings from the Freedom Area School District (FASD). We are writing today to share some important information with you regarding the district's online registration process that will take place in the next few weeks. 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 again 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 Library and Computer Lab at Freedom High School (\*Located just inside the FHS front doors).

**Dates/Times:            Tuesday, August 14, 2018 (1:00 PM – 7:00 PM)  
   Wednesday, August 15, 2018 (7:00 AM – 1:00 PM)**

#### Please Note:

1. **School pictures** for students in grades (6-12) will be taken during the Walk-In Registration Days. Student IDs will be generated on site and given to all students who have completed the registration process and have paid their fees (\*Please bring (print off) your payment receipt as this will allow students to have their picture taken and receive an ID). If you cannot attend the Walk-In Registration Days, absentee picture day will be September 12, 2018. **Elementary School pictures** will be taken at FES in mid-September.
2. 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 cards. 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 (2<sup>nd</sup> 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 login and password** is necessary to begin the online registration process.  
\*If you do not have (or have forgotten) a Skyward login 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 login and password, please go to the **Freedom Area School District Website** ( [www.freedomschools.k12.wi.us](http://www.freedomschools.k12.wi.us) ) and click on the "**Skyward Access**" tab at the top of the district webpage 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 process 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 "Parents" tab. With the "Parents" tab open, then click on the "Parent Resources" tab, and a list of options will become available on the left. Then select "e~FUNDS" and follow the "e~Funds Instructions" link to begin creating your e~Funds account. Once you have paid student fees with e~Funds, please remember to print out your payment receipt as this will need to be presented for student pictures.

**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-In 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 Library Computer Lab on Registration day, or at the FHS main office during business hours.

### **Online Registration Start Date**

On **Wednesday, August 1, 2018**, 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](mailto: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 14th and 15th 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 opportunity continues to make registration more convenient for each of our families. We also wish each of you the very best in the upcoming school year.

Respectfully,

FASD Administration and Staff