

**2016-17 Back-to-School**  
**REQUIRED Online Registration**  
**for Students**  
**Will be performed via WOISD Skyward Family Access**

Dear Parents,

The White Oak ISD Online Registration System allows parents and/or guardians to complete registration forms electronically, eliminating thousands of paper copies, saving parents' time and increasing staff efficiency. **Beginning July 25**, families may begin the registration process through their WOISD Skyward Family Access account. Families may verify and update contact and emergency information for each child as well as complete required forms and review policies.

A Skyward Family Access account is **necessary** to complete the back-to-school Online Registration process for each child. Your one Family Access account will access all your children's information on all campuses.

The online registration process **is REQUIRED for all returning WOISD students** (paper copies will not be provided). Online Registration will open for all campuses beginning on July 25, 2016. **Online registration must be completed before teacher placement/schedules will be given at In Person Registration on August 3 (8:30 AM - 4:30 PM) and August 4 (8:30 AM - 4:30 PM).**

**What should I do now?**

**Please access your account prior to the last day of school and verify that you have access to all of the children in your family.** If you do not have access to all children, please contact the student's campus.

**How do I get a login and password?**

All parents should have received the login information for their Skyward Family Access account if they completed online registration for the 2015-16 school year, or if it was requested during the year. This same login and password will be used for Online Registration for the 2016-17 school year.

**Which parent can complete the online registration process?**

Either parent in the first family listed in Skyward Family Access can complete the online registration process. In joint custody situations, the parent listed in the second family may contact the campus registrar for a login and password to update their contact information; **however, only a parent in the first family will be able to complete the full Online Registration process.**

**Will Online Registration take care of all paperwork?**

Proof of Residence documentation must be presented at In Person Registration in order to complete the registration process. *Documents must be connected to the residence.* **Acceptable forms of Proof of Residence are: Current or Previous Month's Utility Bill (NO cut off notices will be accepted), Lease or Buyer's Agreement (interim document only until resident can provide a bill), or Current Property Tax Receipt or Statement.**

### **What do I do if I do not have access to a computer?**

The Primary and Intermediate campuses will provide computers at In Person Registration in order to accommodate parents without computer access. Please make sure you bring your acceptable Proof of Residence documentation with you to In Person Registration. You will have to present your Proof of Residence documentation at the first station. If you do not have a **current acceptable** form of Proof of Residence with you, you will not be able to continue the In Person Registration until you present it.

### **To access Family Access/Online Registration:**

Go to White Oak ISD's website, [www.woisd.net](http://www.woisd.net). Click on the link to the Skyward login page that you will see when you scroll down the home page of the website. Type in your Login ID and Password. If you have problems, you may need to turn off your pop up blockers.



Once you have logged into your account, there are a few housekeeping items you will need to take care of before you are ready for the **Required Online Registration**.

1. Verify that you have access to all the children in your family by clicking the dropdown box located at the top of the page titled "Student". If you are unable to access all of your enrolled students, please call the campus office as soon as possible.
2. Enter your correct email address by clicking "Account Info" at the top right of screen. If the email address is incorrect, click the "Change My Email" box at the right and enter the correct address.

Instructions for completing the Online Registration will be posted on the Intermediate blog ([www.wois.wonecks.net](http://www.wois.wonecks.net)) and the Primary blog ([www.wops.wonecks.net](http://www.wops.wonecks.net)) before July 25.

Please call the Primary office (903-291-2160) or the Intermediate office (903-291-2101) if you have any questions or concerns. You may also email Pam Salter (Primary office) at [salterp@woisd.net](mailto:salterp@woisd.net) or Karen Drennan (Intermediate office) at [drennank@woisd.net](mailto:drennank@woisd.net).

Thank you and have a great summer!