



BOSCOBEL AREA SCHOOLS

District Office
 1110 Park Street
 Boscobel, WI 53805
 608-375-4164
 FAX 608-375-2378

Middle/High School
 300 Brindley Street
 Boscobel, WI 53805
 608-375-4161
 FAX 608-375-2640

Elementary School
 200 Buchanan Street
 Boscobel, WI 53805
 608-375-4165
 FAX 608-375-4197

July 13, 2021

Dear District Families,

We will be using the online registration process in Skyward Family Access for the 2021-2022 school registration. **This year's online registration opens on Wednesday, July 21st and closes on Wednesday, August 4th.** It is very important that all students are registered for the upcoming school year during the registration time period. **When registration is completed for your elementary child(ren), the elementary office will mail out their welcome letter from their elementary teacher. The middle/high school schedules (6th-12) will be mailed out the week of August 9th, only for students that already have a completed registration. Each student not registered by August 31st will be charged an additional \$25 late fee for the 2021-2022 school year.**

Having all students registered within the time period listed above allows us to have accurate numbers of students attending so we can best accommodate class sizes, transportation needs, food service quantities, etc... to the best of our ability. The online registration process will allow you to update your student/parent information, emergency/notification information to receive important alerts or messages throughout the school year (Skylert messages), pay fees, and fill out other important paperwork (some of which is listed below):

- Free & Reduced Lunch Application (It is very important/helpful for all families to complete this form)
- Student Insurance Waiver
- Transportation/Busing Form
- Health Conditions Form
- Computer Use Agreement Form
- Chromebook Agreement Form
- Chromebook Insurance (\$20.94 for grades 3rd-12th)

During this year's online registration process, we are excited to announce that we are now able to accept online payments for school related fees and food service payments. Starting on July 19th you will be able to go online 24/7 to pay fees. A convenience fee will apply to all payments made online. Please see the registration fees listed below (lunch/breakfast fees can be found on our school website (under Families, Fees)).

Elementary School (4K-5 th) Student Fee	\$15
Middle/High School (6 th -12 th) Student Fee	\$25
Free/Reduced Student Fee (if qualify)	\$0
Registration Late Fee (after Aug. 31 st)	\$25

You can find the online registration links on the school website at boscobel.k12.wi.us or on the Boscobel Area School's Facebook page. Please see the attached flyer for specific instructions and links that are appropriate for your child(ren) and a step-by-step guide to the online registration process.

If you do not have internet access or need help registering, please contact the school offices to schedule an appointment.

Elementary School 608-375-4165 Ext 2124
 Middle/High School 608-375-4161 Ext 2316

Thank you,

Lisa Wallin-Kapinus
 District Administrator

Current Boscobel Students

Students enrolled at Boscobel Area Schools at the end of the '20-'21 school year and returning to our district for the '21-'22 school year.

4K students that already completed the online 4K registration this last spring.

Go to:
www.boscobel.k12.wi.us

Choose:
Online Registration
Follow the guide for online registration

New Students to Boscobel

New 4K students enrolling for the 2021-22 school year that have not already completed online 4K registration.

New students transferring into Boscobel Area Schools for the first time. (Never been enrolled in the Boscobel District)

Go to:
www.boscobel.k12.wi.us

Choose:
Account Access Request
Follow the on-screen directions. Once you receive your account information, please follow the guide for "online registration".

Former Boscobel Students

Students not enrolled at Boscobel Area Schools at the end of the 2020-21 school year but have been enrolled here previously (*regardless of how long ago*).

Ex: Enrolled last fall but withdrew in January 2021 and now enrolling for the '21-'22 school year.

Ex: Enrolled 4 years ago, withdrew and now enrolling to attend for the '21-'22 school year.

Go to:
www.boscobel.k12.wi.us

Choose:
Online Registration

Enter previous login info or choose:
"Forgot your Login/Password?"

Follow the steps in the email to reset your account.
If you do not have access to your previous email.
Please contact the school office for assistance.

Once logged in, you will be asked to enter your child(ren)'s basic information and submit it. Once the district processes your request, you will receive another email letting you know that you can proceed. Follow the guide for "online registration".

Online Registration Guide

***You must complete the last step of your child's registration or it will not be submitted to the school offices (see directions at the bottom of this page).**

Use your Skyward family access login and password
If you do not remember your login information,
choose "Forgot your Login/Password?"
-You will be emailed a link to reset your account

Choose "**Online Registration**" in Red, next to your child's name.

Please read the guide/explanations listed at the top of each screen. There is important information and tips on completing each step.

Make sure to choose the "**Complete Step # and move to Step #**" at the bottom of each screen. This allows you to move to the next step correctly. You should then see a **green check mark** to the left side of each step you complete.

You **must** choose, "**Complete Online Registration**", (the last step) and then choose the, "**Submit Online Registration**" at the bottom of that screen for your child's registration to be complete and submitted to the school offices.

Important Information for Completing Online Registration

- **Why Is It Important For Families To Fill Out The Food Service Application?** Families that qualify will receive free or the reduced price for meals. Additionally, it can benefit the district as a percentage of completed forms potentially helps to increase district funding opportunities. All information submitted is kept confidential.
 - Only one food service application needs to be filled out per family, not one for each child.
 - An application must be completed and submitted to the school or you must mark,
 - “I do not qualify for benefits or do not wish to complete an application”, By doing this during the online registration process your child will be considered to have completed all forms and will avoid the additional \$25 late fee charged per student for an incomplete registration by August 31st.
 - If you have filled one out, you can choose the option, “I do not qualify for benefits or do not wish to complete an application”, for the rest of your children. Your completed application will still be submitted correctly.
- **What If My Child Has A Split Family, Meaning More Than One Family Listed In The Family Address Area?**
 - The first family listed will be the only parent(s)/guardians(s) able to complete the online registration process/forms.
 - Second families are only able to update their family information.
 - As the first family, if you are able to access the forms but not able to access the food service application, it is likely because a parent/guardian in the second family is listed as your child’s food service payor within our software. Unfortunately, this means a paper copy will be the only way for you and/or the second family guardians will be able to submit a food service application.
 - We apologize for any inconvenience in the above scenarios. Unfortunately, there are limitations within the Skyward software that we are unable to change.
- **How Do I Know What Information To Fill Out In The Forms?** As you go through the forms, the data that is required is outlined with a red box to help you quickly see at a glance what information is needed.
- **How Do I Use eFunds To Pay Fees?** A “Step-by-Step Guide for Parents” for starting an e-Funds account was included in the mailing. The guide has a label with your child’s Student ID#. You will need that # to set up your account to pay student related fees or lunch/breakfast fees online.
- **What If My Student Is New To The District?** If you are registering a new/first time student to Boscobel Area Schools, you will not be able to complete step 12, “Verify Skylert Information”.
 - Once your child’s registration is processed by the school office, you will receive an email confirmation so you can then go into Skyward Family Access to update your information for Skylert messages. Note: Use the same place and login information you used for online registration.
- **What Steps Are Required For Registration?** The first 9 steps (ECH-2nd), the first 11 steps (3rd-12th), and the last step (“Complete Online Registration)(all students) of the registration process are required. The remaining steps are optional. Every step should have a green check mark when complete. This helps us to know you did not “miss” the step/form but instead ensures that you have seen and acknowledged each step/form.
 - If you leave the online registration to add the food service application, make a fee payment, etc... you must return to the step you were previously on and choose the “Complete Step # and move to Step #” button at the bottom of the screen. By doing this the step will be flagged as complete (with a green check mark).



Step-by-Step Guide for Parents

Getting started with e-Funds for Schools

Sibling 1 Name	ID# 00000
Sibling 2 Name	ID# 11111



CREATING A NEW ACCOUNT

1. Visit the website provided by your school district.
2. Click on **Create an Account**.
3. Provide requested information.
4. Click **Create Account**.

ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read **Consent** and select **Add** to save information to account.

MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.

