

PARENTS: PLEASE KEEP FOR REFERENCE!

## 2018-19 Registration Instructions



Registration for the 2018-19 school year again will be handled online as much as possible to make the process more convenient. You will do Part 1 via Skyward, then complete registration by visiting a school office for Part 2.

**PART 1:** From Aug. 6-19, please pre-register your child for the 2018-19 school year online using Skyward Family Access. If you need access to a computer/printer, please contact your school.

1. Go to the Plymouth Website at [www.plymouth.k12.wi.us](http://www.plymouth.k12.wi.us).
2. Click on the SKYWARD FAMILY ACCESS link from the Students & Parents menu.
3. Log in with your *login* and *password*. (Please contact any school office if you need assistance.)
4. Click on your child's name in the drop down box.
5. Click on the school in the drop down box.
6. Click on the 2018-19 Registration box and follow the steps for Part I of registration.
  - a. Student info (update)
  - b. Address (update)
  - c. Family info (update)
  - d. Emergency info (update)
  - e. Emergency contacts (update)
  - f. Health Info (update)
  - g. Indicate ethnicity
  - h. Required forms (Please print & sign as indicated)

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**PART 2:** Complete registration by visiting a school office during any of the dates below to turn in required forms & pay fees. Lunch Envelopes and Free & Reduced Lunch Applications as well as insurance forms will be available in the school offices.

- **Aug. 6-17:** Riverview (7am-2:30pm) & PHS (7am-3:30pm) offices open to accept forms & fees.  
NOTE: Your oldest child's school can accept forms & fees for younger siblings – one stop for busy parents!
- **Wednesday, Aug. 22:** Freshman Orientation Night at Plymouth High School, plus Athletic Code meeting. The office will be open to accept forms, fees & lunch payments.
- **Wednesday, Aug. 29:** Sneak Peeks at elementary schools (3:30-5:30pm) and Riverview (4-6pm). Meet teachers & see classrooms! Schools will accept forms, fees & lunch payments. Parents also can sign up for Berry Branch & Extra Mile child care (elementary) and the Youth Center (middle school).

*If you have any questions, please contact your school office:*

*PHS: 893-6911 / Riverview: 892-4353*

*Fairview: 892-2621 / Horizon: 892-2225 / Parkview: 892-4076*