WISCONSIN RAPIDS PUBLIC SCHOOLS
510 Peach Street
Wisconsin Rapids, WI 54494
715-424-6700

Important Notice

As a WRPS parent/guardian, you have the ability to go into a program called "Family Access" which is an extension of our student information database management system. By going into Family Access, you can view and edit information regarding your student(s). You can also see demographic information (name, address, phone, etc.), attendance, report cards, school messages, food service, and fee activity related to your child.

Prior to the beginning of every school year, Wisconsin Rapids Public Schools uses **ONLINE ENROLLMENT VERIFICATION** in order to have the most up-to-date information possible on students – especially **address and telephone number changes, as well as emergency contact information**. Two other areas of particular importance for parents to verify include **Health Conditions & Concerns** for your student(s) as well as you granting your permission to administer **Over the Counter Medication.** All of this information that you update and verify each school year *is critical* in the event that we must contact you in an emergency situation, or if your child becomes ill or injured while at school.

You will be able to complete Online Verification prior to the beginning of each school year starting in early August. **The expectation is that this process be completed before your school's open house or orientation event.** If you have not completed the process by the time you and/or your student visit for orientation or open house in the fall, you can take care of this **requirement** when you arrive at your child's school to attend the welcome back/orientation activities.

A brochure explaining how to access your account to perform the Online Verification process for each of your student(s) is enclosed. Your login and password information remains the same (new families will receive their credentials in a separate mailing prior to the school year, or from their building office if they arrive during the school year). Your school office can answer any questions you have about your login credentials.

Thank you in advance for keeping your child's information up-to-date. It really does help us communicate better as we collaborate with you in helping your child achieve their greatest potential.

> **You can pay for any book and material (grades KG-12) or other fees that you owe online! Read more about this in the enclosed Online Enrollment Verification brochure.**

Don't have access to a computer?
Contact your child's school, or plan to take care of Online Verification **requirement** at one of the open houses/orientation sessions being held at various schools in August.
Local libraries also have computers that you can use.

Frequently Asked Questions

Do I have to apply for a new login and password every school year? No, once you receive the initial login information, it stays with your family until your youngest student graduates from high school.

What if I forget my password? Go to the *Family Access* login screen and click on the blue, underlined Forgot your login or password? On the screen that pops up, type in the Email address that you have on file with the school district and click the "Submit" button. Our system will match up your email address and automatically email your login information back to you.

Can I change my password? Yes. After you log in, simply click on the "My Account" button on the top right of your screen. After clicking on the "Change Password" box, fill in the information on the bottom of the pop-up box to change the password. Be sure to click the "Save" button to exit.

What if I don't have Internet access at home? You can access the website from any computer, from work, at our local library, or from a friend's computer.

Can I use my student's log in information to complete Online Enrollment Verification? Online Enrollment Verification is not available on Student Access. A parent/guardian must log into Family Access to complete it.
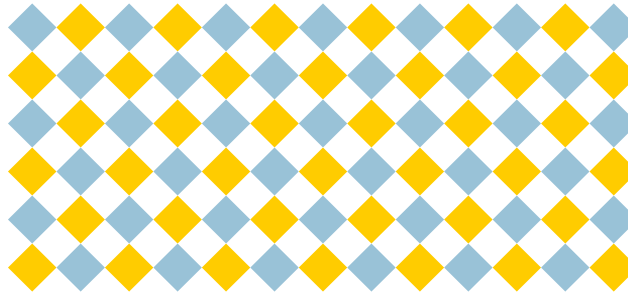
We are excited about this opportunity to partner with our WRPS families as we work to streamline school paperwork. Thanks for your continued support of our schools!

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WRPSDistrict

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@WRPS District

Wisconsin Rapids Public Schools
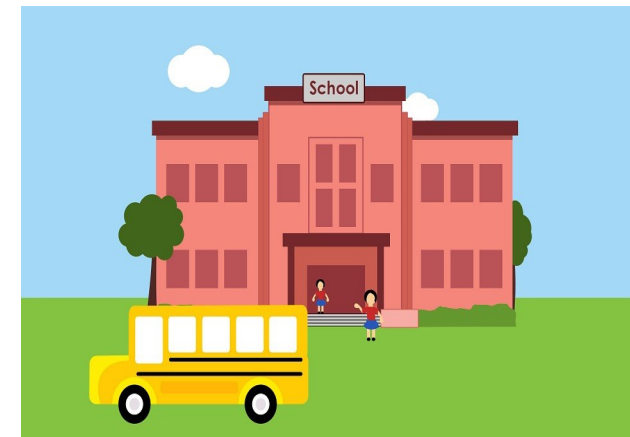510 Peach Street
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Working together with home and community, we are dedicated to providing the best education for every student, enabling each to be a thoughtful, responsible contributor to a changing world.

4K - 12
Online Enrollment
Verification
Information

Welcome to Online Verification

The Wisconsin Rapids Public School District requires Online Verification to be completed through the "Family Access" computer system for each of your current students. The expectation is that this process **be completed before orientation/open house.** If you haven't completed the process by that time you can take care of this requirement when you arrive at school for your child's orientation/open house.

To do this, you will use the login and password provided to you in the past. Your login credentials are one per family AND SHOULD NOT BE SHARED WITH YOUR STUDENT(S). (Students in grades 6-12 each have their own, individual Student Access logins which they use for schoolwork.) In other words, you will be able to see all of your students in the district from one login. This is the same login and password you use to view information about report cards, attendance, student fees/fines, etc.

To access - go to our district website at www.wrps.org. Click on the Skyward logo at the top right corner of the screen (black circle with white stripes.) Click Family Access on the screen that pops up and enter your login and password. If you don't know your login and password click on the "*Forgot your Login/Password?*" link and follow the instructions to receive your login information.

If your screen appears to go blank after you type in your login and password, make sure your popup blocker is DISABLED for our website.

Once you are logged in, you will see the "Online Enrollment Verification is now open" message (starting August 10th). Click on "Go to Online Enrollment Verification for (student's name)." You will need to complete the steps for each student listed.

Step 1 contains 4 different screens:
  A. Student Information
  B. Family Address
  C. Family Information
  D. Emergency Contacts

- Verify the information on each screen by clicking on the "A,B,C,D" links.
- Make any necessary changes.
- When finished, click the button "Complete Step # and move to Step # " at the bottom of each screen.

When you have completed all 4 screens in Step 1, proceed to Step 2—Medical Information.
- Complete the information required in the remaining steps and click the button "Complete Step # and move to Step # " at the bottom of each screen after each step.
- ***IF you have a student at LHS, RCHS, or WRAMS***, you will have additional steps depending on the student's grade level. Proceed through these additional steps by completing the required fields in each step and clicking on the "Complete Step # and move to Step#" at the bottom of each screen when the form is complete.
- The fee payment and food service payment steps are optional and give you the opportunity to pay your child's fees online. You can complete one transaction to include all of the students in your family. Once you pay any book/material or course

fees, print the receipt of payment and bring it to your child's school at orientation/open house.
- The final step will list the completion status of each step. If everything was properly completed you can click on "Submit Online Enrollment Verification." If a step is showing "not completed," go back and finish that step and then return to the "Submit" screen to perform the last step.

After you have clicked "Submit Online Enrollment Verification," complete your other students by clicking on the + sign on the left side of the screen, selecting Online Enrollment Verification, and then selecting the next student.

An email confirmation will be sent to the current email address we have on file for you once the Online Enrollment Verification has been successfully submitted.

To make changes to your student's information *during the school year*:

- Select "Online Enrollment Verification" from the left menu bar and select the correct student.
- Click on "Mark Online Enrollment Verification as not completed and make changes."
- Go to the step that needs changes and click on "Edit Step ( )" at the bottom of the screen.
- Make the necessary changes and then click on "Complete Step ( ) only."
- Go back to the final step and click on "Submit Online Enrollment Verification."