

## Online Enrollment Verification

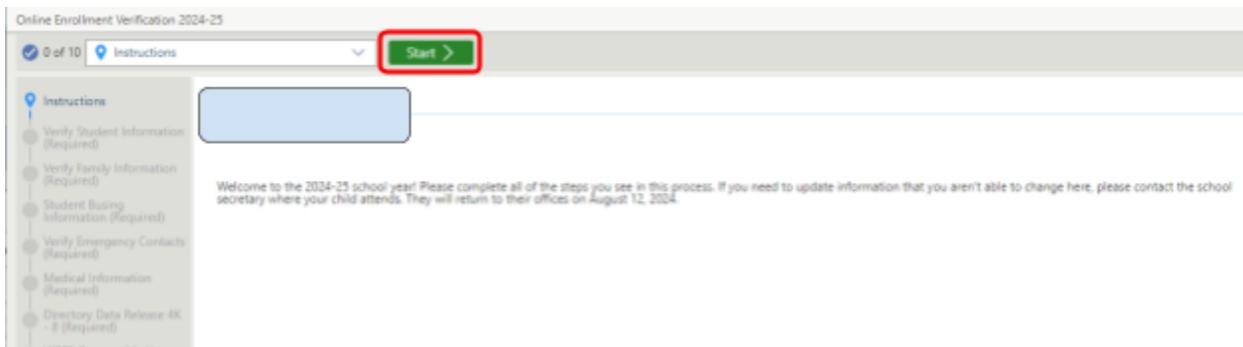
The Wisconsin Rapids Public School District requires Online Enrollment Verification to be completed through the Family Access portal for each of your current students. The expectation is that this process **be completed before orientation/open house**. If you haven't completed the process by that time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

To access the Family Access portal - go to our district website at [www.wrps.org](http://www.wrps.org). Click on the Skyward logo at the top right corner of the screen (black circle with white stripes.) Click Family/Student 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.

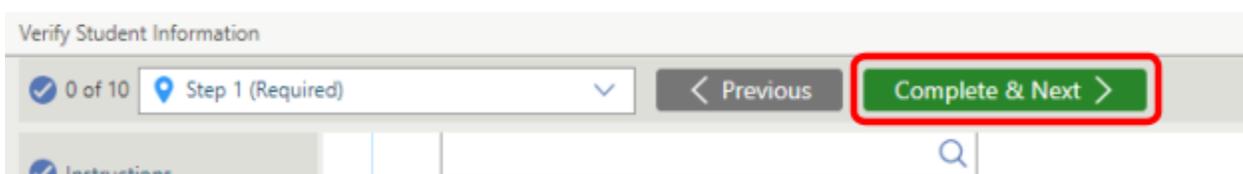
When you've gained access to the system, click on Online Form - Online Enrollment Verification 2024-25 (you will need to do this for each student):



The next screen will display all of the steps on the left side of the screen. Click on the Start button to begin the process:



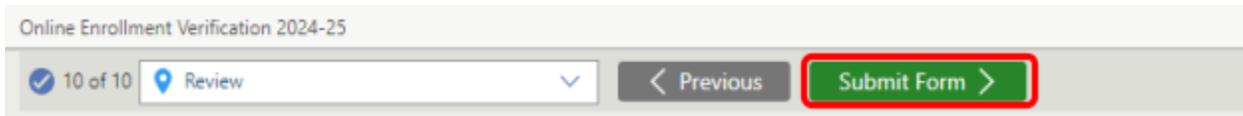
Continue through the steps by clicking Complete & Next at the top of the screen:



You will need to complete all required fields on the screen before continuing. Required fields are marked with a red asterisk.

If there are any fields you need to change throughout the process that you don't have the access to change, please contact your school office to make the necessary changes.

Once you have completed all of the required steps, you will see a Review screen. If all the information is correct, click on the confirmation box at the bottom of the screen. Then click on Submit Form at the top of the screen.



### **Removing Optional Fees**

For Secondary Families:

The Parking Fee and the Chromebook Care Program Fee are optional. If you do not need a parking permit or are not participating in the Chromebook Care Program you will need to remove those fees before making a payment in eFunds. To remove the fees, click on Fee Management in Skyward Family Access. Click on the dropdown in front of the payment you would like to remove and click on Remove Fee.

The screenshot shows the 'FEES' section of the Skyward Family Access interface. At the top, there are tabs for 'FEES' and 'PAYMENTS'. Below the tabs, it displays '2024-2025 LINCOLN HIGH SCHOOL' and summary statistics: 'Charge Amount: \$109.00', 'Paid and Waived Amount: \$0.00', 'Credit Amount: \$0.00', and 'Amount Due: \$109.00'. The main section is titled 'ASSIGNED CUSTOMER FEES' and contains a table with the following data:

Description	Fee Amount	Amount Due	Source Description	Comment
Material Fee	\$45.00	\$45.00		
09/03/2024 ChromeCare Program	\$25.00	\$25.00		

A dropdown menu is open for the 'Material Fee' row, showing a 'Record Options' menu with a 'Remove Fee' option highlighted.