

# TRI-COUNTY AREA SCHOOLS

## 2020-2021 RETURNING STUDENT ONLINE REGISTRATION DIRECTIONS

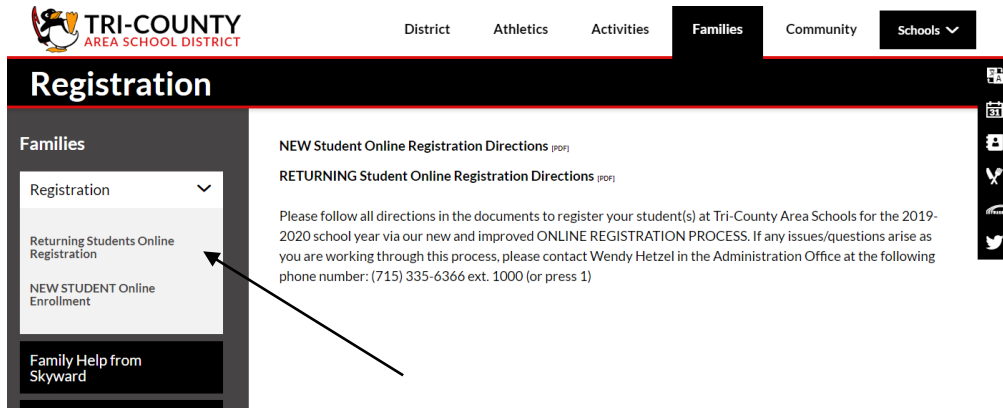
Please follow all directions below to register your student(s) at Tri-County Area Schools for the 2020-2021 school year via our new and improved **ONLINE REGISTRATION PROCESS**. If any issues/questions arise as you are working through this process, please contact Wendy Hetzel in the Administration Office at the following phone number:

**(715) 335-6366 ext. 1000 (or press 1)**

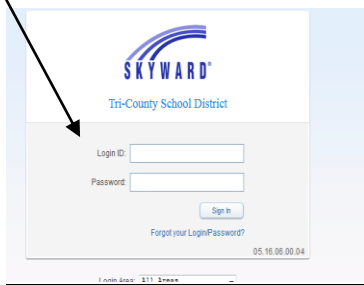
**PLEASE NOTE:** Family Address and Family Information will be transferred to each student in your household.

**1. Go to the school website at:** <http://www.tricounty.k12.wi.us/>

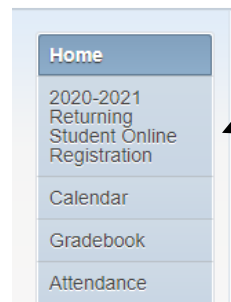
**2. Click on Families tab, Returning Online Registration**



**3. Login (Simply use your current Family Access login id and password)** - If you need help with acquiring a login/password, you can contact Wendy Hetzel at the number above, Joan Wallner McCarty at ext. 2910 (or press 2), or Mary Detlor at ext. 3900 (or press 3).



**4. Click on the returning online student registration and choose your child's name**



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5. **Follow the Steps:** Right side of page click on 1a and fill in student information.

Census Students

- 1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
  - f. Health Information
- 2. Verify Skylert Information
- 3. 20-21 Emergency Information
- 4. Add a Food Service Application
- 5. Complete 2020-2021 Returning Student Online Registration

\*\*Make sure you complete each section before moving on.  
**NOTE: YOU MUST click the "Complete Step..." button at the bottom of EACH SCREEN in order for progress to be saved. THIS BOX CAN BE DIFFICULT TO SEE, DEPENDING ON SCREEN/DISPLAY SETTINGS.**

Complete Step 1a and move to Step 1b

Now continue with 1. b-f in the same manner. **If you see a checkmark**, your information has been submitted successfully. If there is no checkmark it **HAS NOT BEEN COMPLETED!** (Minimize your screen if you cannot see the Complete Step Button). Next, completely fill out Skylert information and Complete Step 2 before moving on. Please proceed to Step 3 and Complete. In Step 4, **only 1 form is needed per family** for the free and reduced lunch application. This form is optional. If you do not fill this form out and/or don't qualify you will be accountable for your breakfast/lunch balance.

Census Students

- 1. Verify Student Information
  - ✓ Completed 07/07/2020 4:34pm
    - ✓ a. Student Information
    - ✓ b. Family Address
    - ✓ c. Family Information
    - ✓ d. Emergency Information
    - ✓ e. Emergency Contacts
    - ✓ f. Health Information
- 2. Verify Skylert Information
  - ✓ Completed 07/07/2020 4:35pm
- 3. 20-21 Emergency Information
  - ✓ Completed 07/07/2020 4:36pm
- 4. Add a Food Service Application
  - ✓ Completed 07/07/2020 4:36pm
- 5. Complete 2020-2021 Returning Student Online Registration

Food Service Application

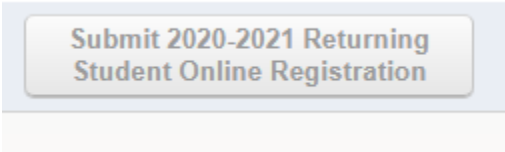
One application per family is all that is needed.

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### REGISTRATION DIRECTIONS

After you have completed each required Step, you will be able to Submit the registration. You should receive an email stating that your registration has been completed.



**This is the end result you are looking for.**

✔ 2020-2021 Returning Student Online Registration was **successfully completed** and submitted to the district for  Wed Jul 8, 2020  
8:56am by

[Go back to review completed steps](#)

[Mark 2020-2021 Returning Student Online Registration as not completed and make changes](#)

#### **Must haves for the 2020-2021 School Year**

Please make sure you have a current phone number, and it is updated throughout the year in Skylert and Family Access.

Make sure you have a current email, and it is updated throughout the year in Skylert and Family Access.

Make sure you have an Emergency Contact in your Returning Registration. Do they have permission to pick your child up if you are not available? Yes or No?

Skylert is connected to Messenger, if you want the most updated information from the school, you must fill in your Skylert information, phone number, email, and text numbers. IF this is not filled in you will not be alerted.

Any questions please call 715-335-6366 press 1, 2, 3 or 4 and we can all help you.