May 6, 2020

Dear Parents & Guardians –

We truly miss being able to see you and your children but are so happy that we have been able to connect with you through our weekly emails and phone calls! Thank you for your positive comments and the support you have provided your children and our schools during these unprecedented times.

We have some news to share with you! Due to all of the restrictions regarding social distancing, in order to prepare for next school year, we are going to be moving to Skyward Online Registration for our returning students, and Skyward Online Enrollment for our Kindergartners and new students to the district. This process will be available beginning Thursday, May 7, 2020. We are requesting that parents register their children by May 22nd, please. This will assist us in planning for next year.

**Online Registration for RETURNING Students & Families:**

1) We will be resetting parent Skyward Family Access login information for all families – parents will receive an automated email with their login information once this has been done. By clicking on the link in the email, this will take you directly to the login screen where you can enter your login and password – if you have forgotten your password, please click the “forgot password” link to create a new one.

2) Once you have your logged into Skyward, in your Family Access area, you will see links for both “Online Registration for Returning Students” and “Online Enrollment for New Students.”

3) Please click on the appropriate link to get started!

4) Follow the steps to edit the Student, Family, Emergency, etc. information for your child.

**Online Enrollment for NEW Students – Kindergarten through 12th Grade**

1) *Request a Skyward Account*: Please go to our website, kfschools.org. From the District homepage, scroll down to “School Links” on the right, and under “Parent Links”, select “Online Enrollment for New Students”. This will take you to a screen where you can request your Skyward account. This request process will send you an email with your login and password.

2) *To log in*: Retrieve your login and password from the email, then go back to the kfschools.org website, and from the District homepage, scroll down to “School Links” on the right, and under “Parent Links”, select Skyward. Enter your login and password.

3) *Enroll*: Once you are logged in, please complete the steps to submit an application to enroll your child.

4) In the future, to log into Skyward, please go to our website, kfschools.org, and from the District homepage, scroll down to “School Links” on the right, and under “Parent Links”, select Skyward.

We anticipate that many of your questions regarding registration will be answered as you move through this registration process, however, we are available to help! If questions, please call the school offices, Monday through Friday, between 8:30 and 10:30 a.m.  738-6625  Elem-ext. 299  MS-ext. 399  HS-ext. 499

Thank you for your understanding and assistance with our new registration process.

Stay safe and healthy! We look forward to the day when our schools and families can all be together again!

Kettle Falls School District Staff