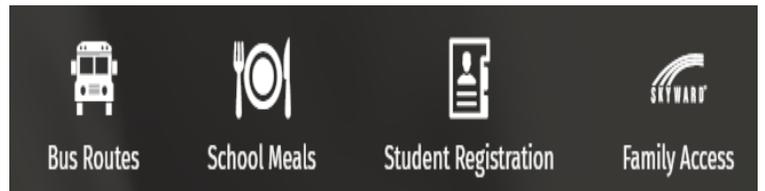# Fort Bend Independent School District
Enrollment Verification Process

Below is the job aid for parents showing how to complete the Enrollment Verification Process. This job aid is available on Skyward Family Access page under Helpful "How To" Documentation.

Begin by clicking Skyward - Family Access, located at the bottom of your screen. Then click on Login to Family Access	 **SKYWARD FAMILY ACCESS** **Login to Family Access** *The process is not compatible using the Skyward mobile app. However, the process can be completed using a mobile device via a web browser (i.e. Firefox or Chrome).*
When the login screen opens, type in your Family Access login and password, and click on the Sign In button.	

There are two (2) areas to begin the Enrollment Verification process.

- Click on "Go to Enrollment Verification for STUDENT NAME" or
- Click on "Enrollment Verification" tab located on the left menu bar. Then select your child's name. (Process needs to be completed for each child).
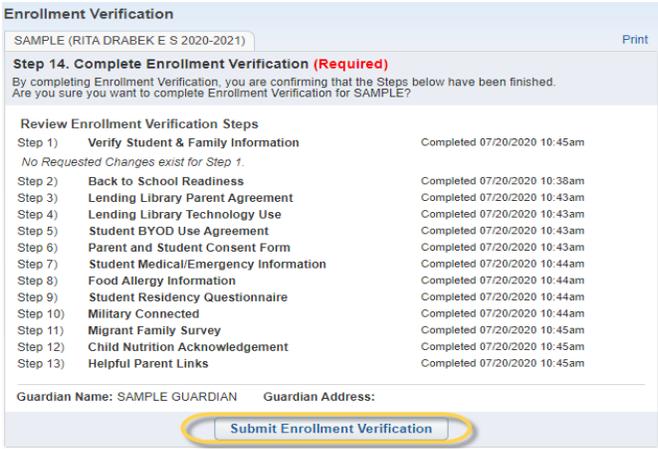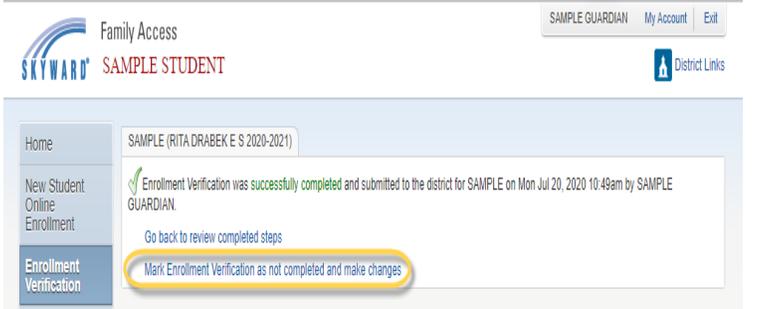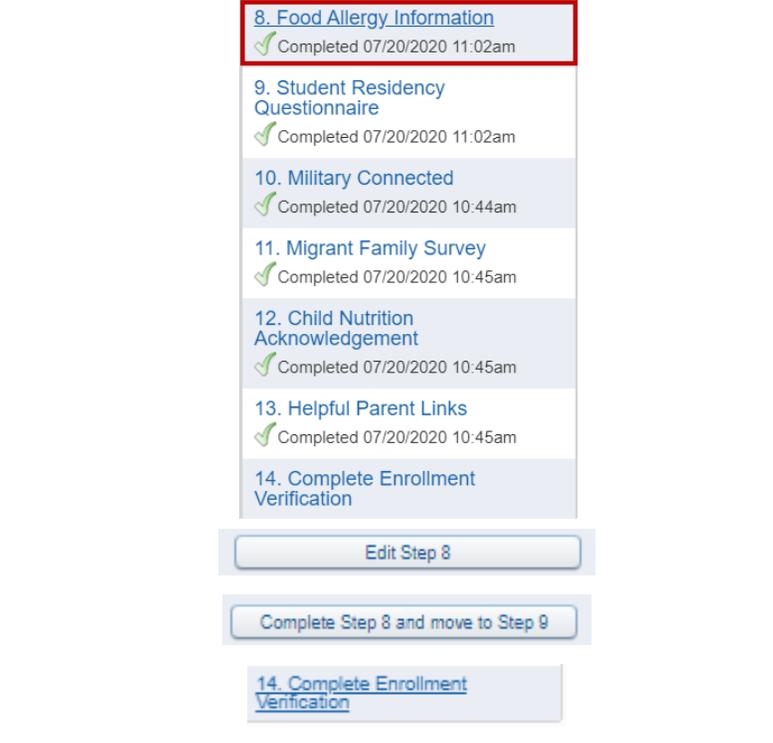

A. Click "Next" to start the process.
B. Once you have entered your child's information, click "Complete Step and Move to Step." A check will appear to confirm completion.

Click "View Full Screen" to expand. This will allow you to view all available buttons to complete the process. *Note: The Complete Step and Move Step button will be located at the top of the screen.*	**View Full Screen**
Print option is available for your records.	**Print**
Only complete Steps 3 & 4, if you are requesting a FBISD device. If a device is not being requested, check the box: "I do not wish to fill out this optional form."	3. Lending Library Parent Agreement 4. Lending Library Technology Use ☐ *I do not wish to fill out this optional form*
Step 14: Verify that each step has been completed, then click "Submit Enrollment Verification."	**Enrollment Verification** SAMPLE (RITA DRABEK E S 2020-2021) Print **Step 14. Complete Enrollment Verification (Required)** By completing Enrollment Verification, you are confirming that the Steps below have been finished. Are you sure you want to complete Enrollment Verification for SAMPLE? **Review Enrollment Verification Steps** Step 1) Verify Student & Family Information Completed 07/20/2020 10:45am *No Requested Changes exist for Step 1.* Step 2) Back to School Readiness Completed 07/20/2020 10:38am Step 3) Lending Library Parent Agreement Completed 07/20/2020 10:43am Step 4) Lending Library Technology Use Completed 07/20/2020 10:43am Step 5) Student BYOD Use Agreement Completed 07/20/2020 10:43am Step 6) Parent and Student Consent Form Completed 07/20/2020 10:43am Step 7) Student Medical/Emergency Information Completed 07/20/2020 10:44am Step 8) Food Allergy Information Completed 07/20/2020 10:44am Step 9) Student Residency Questionnaire Completed 07/20/2020 10:44am Step 10) Military Connected Completed 07/20/2020 10:44am Step 11) Migrant Family Survey Completed 07/20/2020 10:45am Step 12) Child Nutrition Acknowledgement Completed 07/20/2020 10:45am Step 13) Helpful Parent Links Completed 07/20/2020 10:45am Guardian Name: SAMPLE GUARDIAN Guardian Address: **Submit Enrollment Verification**

To make changes once completed, click on "Mark Enrollment Verification as not completed and make changes."	
• Click on the step you would like to change. Example: Step 8 • Click on "Edit Step." • After completing the change(s), click "Complete Step and Move to Step." • Once you have completed all changes, click on Step 14 to submit the updates.	
If you are not able to complete all steps, there is an option to "Close and Finish Later." Click on "Go back to complete steps" to finish the Enrollment Verification Process.	
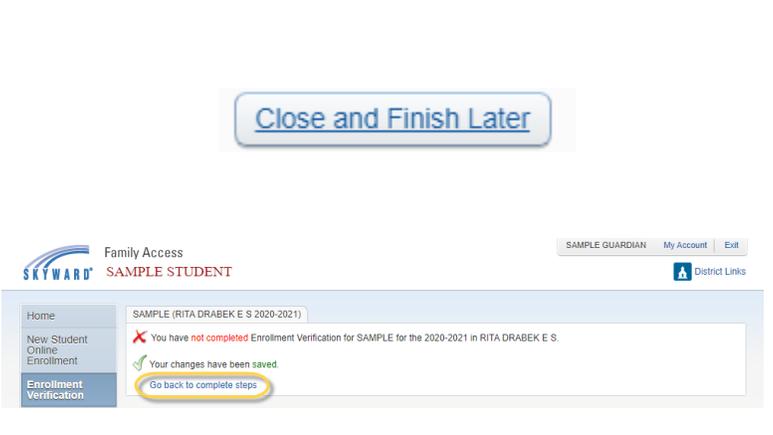
Fort Bend Independent School District
## Google Translate

Any **Google Chrome** Browser page, including Family Access, can be translated into different languages, such as Spanish, Ukrainian, Russian, and more, using the **Google Chrome** Internet Browser. It also works with Family Access Forms, Messages and most screens.
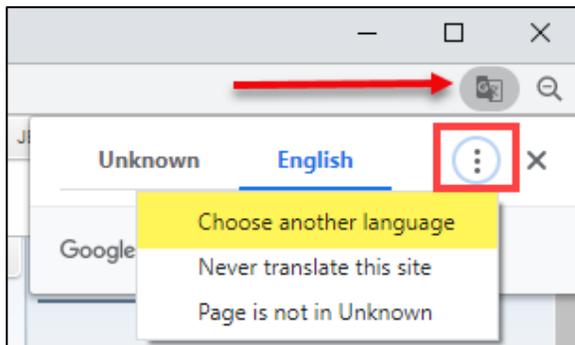
For use with **Google Chrome** Internet Browser.

Works on a Chromebook too!

From any page that needs translating, using the mouse **Right-Click** and choose **Translate to**
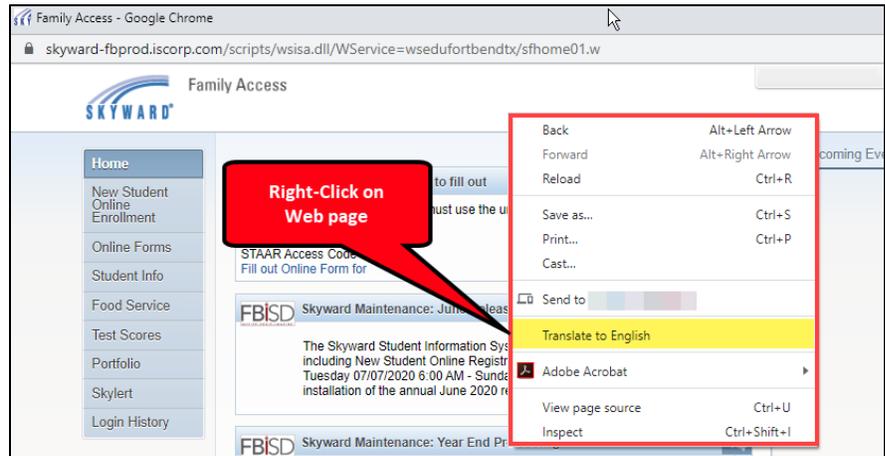
Note: the language displayed after Translate to is the last language translated. It might not be the desired language, but that can be changed in the next step.

After the page is translated, to change languages click the icon in the upper right corner and select **Choose Another Language**.

Scroll through the list of available languages, select the desired language to **Translate into** and click **Done**.