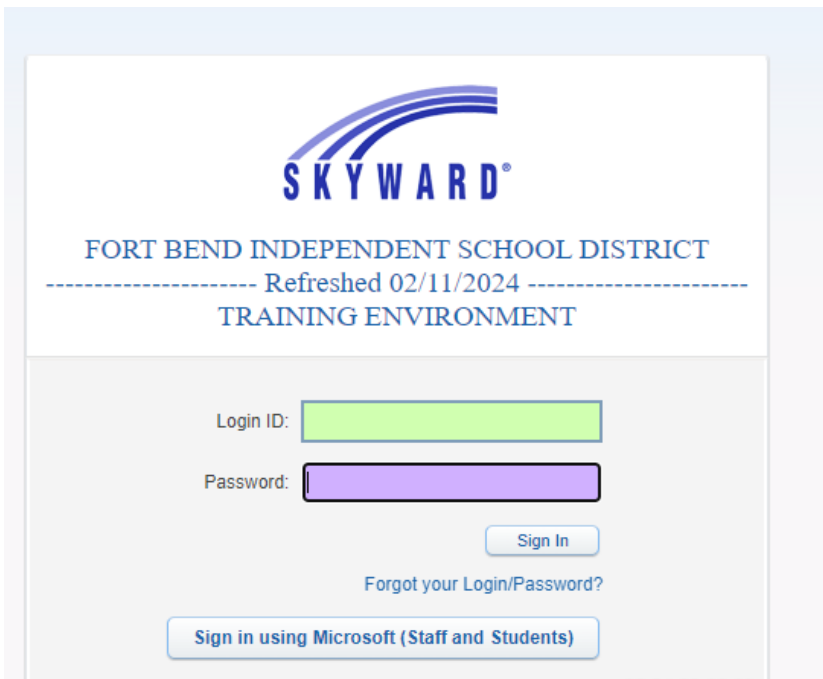



**Tips/Steps for REGISTRATION**  
**FACE TO FACE Summer School for Original Credit**  
**To be held at Austin HS**

The process for taking classes for original credit in the face to face format during Summer 2025 involves three steps. Students who wish to take **Health, PE, or Professional Communications** (the courses offered in Face to Face format for summer 2024) should complete the following steps.

- A. Complete the registration form in Skyward according to the instructions in this tip sheet.**
- B. Wait for the campus Counselor and Registrar to enroll you into the course.**
- C. Check back in RevTrak periodically – once step B is completed, you will be able to pay in Skyward Family Access/RevTrak. You will not receive any notification of part B being completed, which is why checking back is required. Nonpayment for courses will result in the student's registration being dropped.**

**1. Login to Skyward**



  
**SKYWARD®**

FORT BEND INDEPENDENT SCHOOL DISTRICT  
----- Refreshed 02/11/2024 -----  
TRAINING ENVIRONMENT

Login ID:

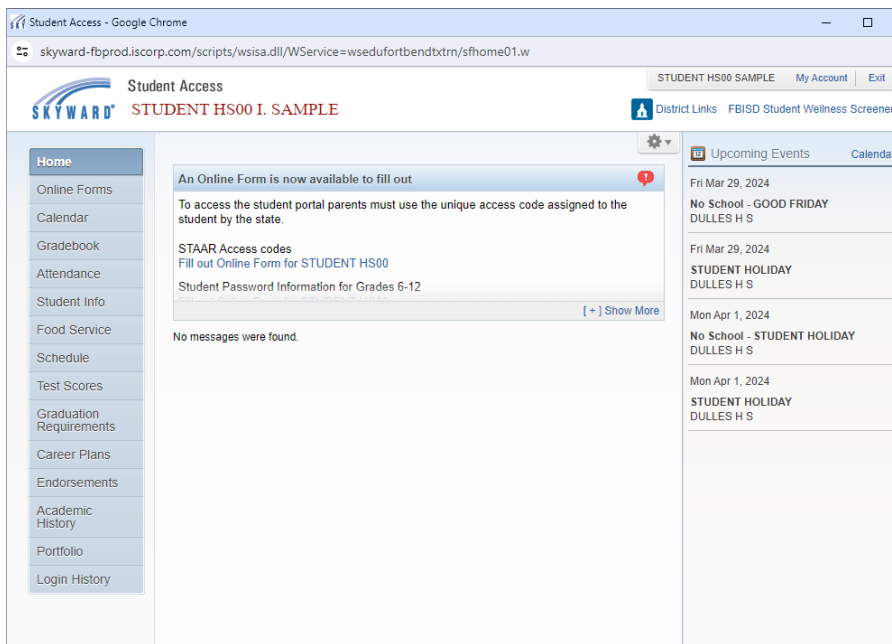
Password:

[Sign In](#)

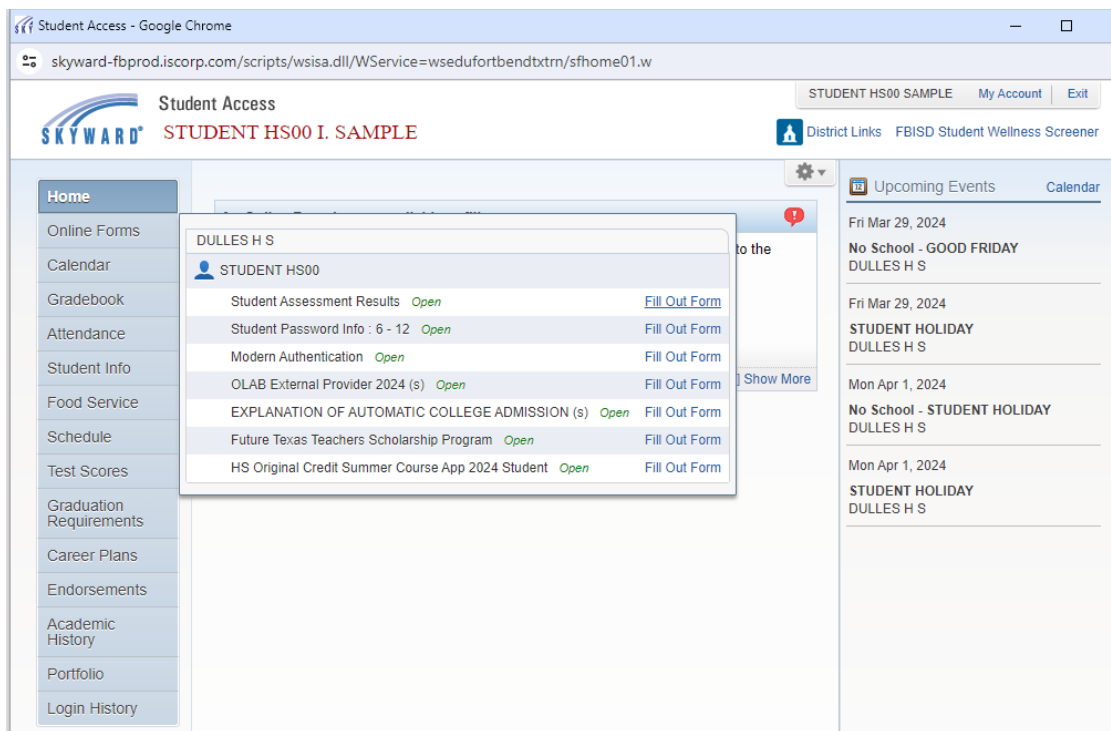
[Forgot your Login/Password?](#)

[Sign in using Microsoft \(Staff and Students\)](#)

**2. Click Online Forms on the Left**



### 3. Click **Fill Out Form** next to **HS Original Credit Summer Cours App 2025 Student**



(NOTE: registration forms for Summer OLab and External providers are DIFFERENT than this Face to Face form. If you are intending to register for OLab or External providers, please do not use this Face to Face form).

4. **Read** the General information on this form,
5. In the box on the right, click on **1. HS Original Credit Summer Course Application Student**

Student Access HS Original Credit Summer Course App 2024 Student - Google Chrome

skyward-fbprod.iscorp.com/scripts/wsisa.dll/WService=wsedufortbendtxtrn/sfonlinereg001.w

STUDENT HS00 SAMPLE My Account Exit

District Links FBISD Student Wellness Screener

### Student Access

## STUDENT HS00 I. SAMPLE

### HS Original Credit Summer Course App 2024 Student

STUDENT HS00 (DULLES H S)

#### HS Original Credit Summer Course Application Student

1. This form is for students entering grades 9-12 only.
2. This form is for students seeking to earn ORIGINAL CREDIT in the FACE TO FACE setting during summer school.
3. Verify that the prepopulated information is correct
  - a. Name of student
  - b. ID
  - c. Grade
  - d. Date
  - e. Campus
  - f. Email
  - g. In District Program
4. Complete all the sections that are required (highlighted in yellow):
  - a. Name of Course
  - b. Summer Session you are registering for
  - c. District Transportation needed?
5. Review all information on the form related to cost of attendance.
6. Click on Complete Step 1, move to Step 2 button at bottom of form
7. Submit Step 2

#### HS Original Credit Summer Course Application Student

1. HS Original Credit Summer Course Application Student
2. Complete HS Original Credit Summer Course App 2024 Student

Next

Close and Finish Later

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Test Scores

Graduation Requirements

Career Plans

Endorsements

Academic History

Portfolio

Login History

6. A green box will pop up. Click **Yes** to fill out the Application for Summer School

Student Access HS Original Credit Summer Course App 2024 Student - Google Chrome

skyward-fbprod.iscorp.com/scripts/wsisa.dll/WService=wsedufortbendtxtrn/sfonlinereg001.w

STUDENT HS00 SAMPLE My Account Exit

District Links FBISD Student Wellness Screener

### Student Access

## STUDENT HS00 I. SAMPLE

### HS Original Credit Summer Course App 2024 Student

STUDENT HS00 (DULLES H S)

#### Step 1. HS Original Credit Summer Course Application Student (Required)

View Full Screen

Add

Edit

Delete

There are no records to display; check your filter settings.

0 records displayed

Previous Step

Next Step

Close and Finish Later

Complete Step 1 and move to Step 2

Skyward

The form has not yet been completed.

Would you like to complete it now?

Yes

No

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Test Scores

Graduation Requirements

Career Plans


Endorsements

Academic History

Portfolio

Login History

7. The application opens. Fill in the requested information (yellow boxes). Be sure to indicate if you need district bus transportation. You MUST request transportation, if needed, at time of registration.



## Original Credit Summer School Application (Student)

**PART I - Student and Course Information**

|   |  |  |   |
|---|--|--|---|
| Name: <input type="text" value="VICTOR WJ"/>      | ID: <input type="text" value="0900000000"/>                              | Grade: <input type="text" value="09"/> | Date: <input type="text" value="03/07/2024"/> |
| Campus: <input type="text" value="CLEMENTS H S"/> | Email: <input type="text" value="victorwaj@gmail.com"/>                  |  |   |
| In-District Program: Original Credit              | Name of Course: <input type="text" value="Professional Communications"/> |  |   |
| Summer Session: <input type="text" value=""/>     | Transportation: <input type="text" value=""/>                            |  |   |

**PART II - GUIDELINES**

1. This opportunity is only for students who will be in 9th – 12th grade in the upcoming school year.

2. Students must attend with no more than 2 absences. Must attend 9/11 days of each session

8. SCROLL to bottom of the application and enter your signature/name. Click complete Step 1 and move to Step 2

skyward-fbprod.iscorp.com/scripts/wsisa.dll/WService=wseuofortbendtxtrn/sfonlinereg001.w

Academic History

Portfolio

Login History

Summer Session :

**PART II - GUIDELINES**

1. This opportunity is only for students who will be in 9th – 12th grade in the upcoming school year.

2. Students must attend with no more than 2 absences. Must attend 9/11 days of each session

3. To earn credit students must have an average of 70 or higher.

**PART III – COST & PAYMENT**

ORIGINAL CREDIT IS LIMITED TO TWO SEMESTERS PER STUDENT.

PAYMENT SHOULD NOT BE MADE PRIOR TO COUNSELOR APPROVAL OF THIS APPLICATION.

Costs

- Full Price \$200 per .5 credit
- Reduced Lunch \$125 per .5 credit
- Free Lunch \$100 per .5 credit

Paying For Your Course

- Once your course is approved and added by your counselor, payment will be made in Skyward Family Management section.
  1. Select – **Fee Management**
  2. Find the Summer HS Original Credit Fee and select – **Make a Payment**
  3. Select – **Add to Cart**
  4. Select – **Checkout**
  5. Continue to follow the steps to submit the payment.

**PART IV - Approvals**

Parent Signature for Approval of Online Coursework:  Date:

Parent Contact Info - Phone#:  Email:

Signature of Student Applicant:  Date:

Counselor Verification of Criteria for Participation/Prerequisite:  Date:

Decision:

Complete Step 1 and move to Step 2

9. Finalize registration by clicking **Submit HS Original Credit Summer Course App** at the bottom of the page.

Student Access  
STUDENT HS00 I. SAMPLE

STUDENT HS00 (DULLES H S)

**Step 2. Complete HS Original Credit Summer Course App 2024 Student (Required)**

By completing HS Original Credit Summer Course App 2024 Student, you are confirming that the Steps below have been finished.  
Are you sure you want to complete HS Original Credit Summer Course App 2024 Student for STUDENT HS00?

**Review HS Original Credit Summer Course App 2024 Student Steps**

Step 1) HS Original Credit Summer Course Application Student Completed 03/19/2024 10:18am

Student Name: STUDENT HS00 I. SAMPLE Student Address: 700 PLANTATION DR RICHMOND, TX 77406

**Submit HS Original Credit Summer Course App 2024 Student**

HS Original Credit Summer Course Application Student

1. HS Original Credit Summer Course Application Student Completed 03/19/2024 10:18am

2. Complete HS Original Credit Summer Course App 2024 Student

Previous Step Next Step

Close and Finish Later

# 10. Final Screen—Verifies successful registration in Skyward.

Student Access  
STUDENT HS00 I. SAMPLE

STUDENT HS00 (DULLES H S)

✓ HS Original Credit Summer Course App 2024 Student was **successfully completed** and submitted to the district for STUDENT HS00 on Tue Mar 19, 2024 10:19am by STUDENT HS00 SAMPLE.

[Go back to review completed steps](#)

[Mark HS Original Credit Summer Course App 2024 Student as not completed and make changes](#)

**11. NEXT STEPS:** The counselor will receive notification of your application; you do not need to do anything further. You DO need to check back in Rev Track daily to pay for the course once your registration is approved. Your counselor will not phone each student. Please log back into Skyward Family Access/RevTrak a couple of days after submission of your registration form to receive the go ahead to pay.