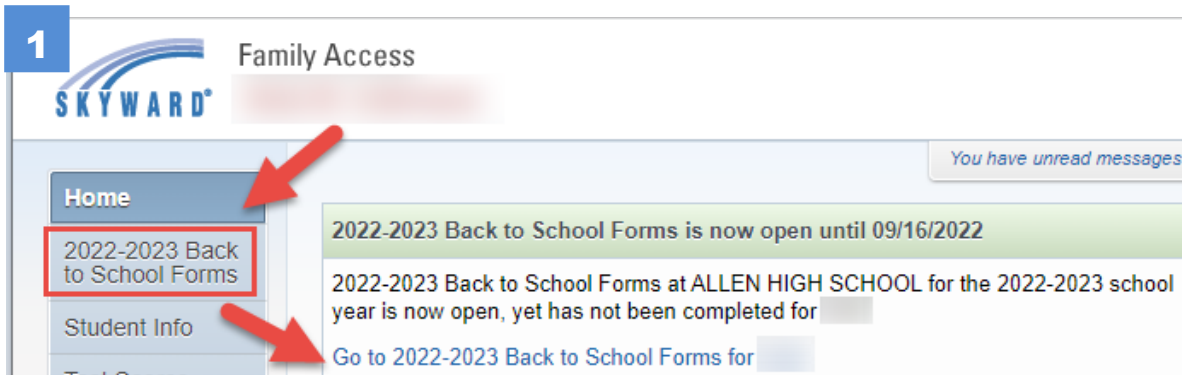




Parents can complete Back to School forms by logging into Skyward Family Access, clicking through a set of screens, and providing an electronic signature. Parents will have access to all referenced documents such as the Student Handbook, Code of Conduct, Responsible Use Policy, etc. via live links on each form. Please complete your Back to School forms within the next few days. This process streamlines student data collection for campus registrars and ensures that Allen ISD has the most up to date information on your student.

You must complete these forms for each student enrolled in AISD.

Primary guardians/parents will use their own "Parent" Family Access login to access the Back to School forms at the following link: <https://skyward.allenisd.org> Do not use your student's login. For additional help, please contact your student's campus.



Make sure your student's name is spelled correctly and that the birthdate and gender are correct.

The State of Texas requires that the student's name be exactly as it is on the birth certificate.

Contact your student's campus with any changes to this area.

3

(ALLEN HIGH SCHOOL 2022-2023)

Step 2b. Verify Student Information: Family Address (Required) Undo

Changes to Student Information and Family Address must be completed at your student's campus. Please contact the campus for required documentation.

Address [Preview Address](#)

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

[Complete Step 2b Only](#) [Complete Step 2b and move to Step 2c](#)

Updates to your residence address must be done at your student's campus. Please contact the campus for required documentation to change address. You may still continue and submit Back to School forms prior to changing the address.

4

(ALLEN HIGH SCHOOL 2022-2023)

Step 2c. Verify Student Information: Family Information (Required) Undo

Changes to Student Information and Family Address must be completed at your student's campus. Please contact the campus for required documentation.

Guardian Number: 1
 Name:
 Home Email:

Primary Phone: Ext:
 Cell Ext:
 Cell Ext:

Guardian Number: 2
 Name:
 Home Email:

Cell Ext:
 Ext:

[Complete Step 2c Only](#) [Complete Step 2c and move to Step 2d](#)

Make any changes to email address or phone numbers.

5

(ALLEN HIGH SCHOOL 2021-2022)

Step 2d. Verify Student Information: Emergency Contacts (Required) Undo

Changes to Student Information and Family Address must be completed at your student's campus. Please contact the campus for required documentation.

[Change Emergency Contact Order](#)

Contact Number: 1 Delete this Emergency Contact

First: Middle: Last:
 Relationship: Grandparent

Primary Phone: (972) Ext:
 Cell (972) Ext:
 Home (972) Ext:

Contact Number: 2 Delete this Emergency Contact

First: Middle: Last:
 Relationship: Other

Primary Phone: (214) Ext:
 Work (972) Ext:
 Ext:

Contact Number: 3 Delete this Emergency Contact

First: Middle: Last:
 Relationship:

Primary Phone: (469) Ext:
 Ext:
 Ext:

[Complete Step 2d Only](#) [Complete Step 2d and move to Step 3](#)

Update information on emergency contacts.

DO NOT ADD YOURSELF AS AN EMERGENCY CONTACT. WE WILL ALWAYS CONTACT PARENTS FIRST.

Click on Add or Change Emergency Contact Order buttons for any contacts that need to be added or re-ordered.

6

Step 3. Proof of Residency 22-23 (Required)

Please upload Proof of Residency such as a current utility bill (gas, water or electric). In lieu of a utility bill, upload a HUD statement, or closing disclosure or current lease agreement. JPEG or PDF file formats accepted.

We recommend using the CamScanner app to convert photos to a PDF.

If you cannot locate a proof of residency, or have difficulty uploading, contact your campus office to discuss further options.

NOTE: The student's school may change based on the current address.

* 22-23 POR: No file chosen

To upload a current Proof of Residency, such as a utility bill click on the "Choose File" button.

Select a utility bill you have saved on your computer in either PDF or JPEG format.

7

Step 3. Proof of Residency 22-23 (Required)

Please upload Proof of Residency such as a current utility bill (gas, water or electric). In lieu of a utility bill, upload a HUD statement, or closing disclosure or current lease agreement. JPEG or PDF file formats accepted.

We recommend using the CamScanner app to convert photos to a PDF.

If you cannot locate a proof of residency, or have difficulty uploading, contact your campus office to discuss further options.

NOTE: The student's school may change based on the current address.

* 22-23 POR:

District Message

1. How To Fill Out Forms
2. Verify Student Information
 - ✓ Completed 07/20/2022 12:10pm
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - ✓ d. Emergency Contacts
3. Proof of Residency 22-23

You will be able to see the name of your file once it has successfully been uploaded. If you need to change the bill you have used, you may remove file and add a different file.

8

Continue through the remaining steps. When you have reached the last step, you should have a **green checkmark** next to each step.

Choose the last step **“Complete 2022-2023 Back to School Forms.”**

If you have any areas with a red **“not completed”** next to the step, you will have to return back to that step to complete it.

NOT COMPLETED

Step 23. Complete 2022-2023 Back to School Forms (Required)
By completing 2022-2023 Back to School Forms, you are confirming that the Steps below have been finished. Are you sure you want to complete 2022-2023 Back to School Forms for _____?

Review 2022-2023 Back to School Forms Steps		
Step 1)	How To Fill Out Forms	skipped
Step 2)	Verify Student Information	Completed 07/20/2022 12:10pm
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	Proof of Residency 22-23	Completed 07/20/2022 12:35pm
Step 4)	Student Handbook	Completed 07/20/2022 12:20pm
Step 5)	Student Code of Conduct	Completed 07/20/2022 12:39pm
Step 6)	Check Acceptance Policy	Completed 07/20/2022 12:39pm
Step 7)	Health Screening Agreement	Completed 07/20/2022 12:39pm
Step 8)	Health Questionnaire	Completed 07/20/2022 12:40pm
Step 9)	Pest Control Management Information	Completed 07/20/2022 12:41pm
Step 10)	Student Nutrition	Completed 07/20/2022 12:45pm
Step 11)	STEAM Field Trip	not completed
Step 12)	Student Insurance Information	Completed 07/20/2022 12:57pm
Step 13)	Student Nutrition AHS/LFC	Completed 07/20/2022 1:01pm
Step 14)	Student Nutrition PK-8th Grade	not completed
<i>A required field has not been filled in and saved.</i>		
Step 15)	Student Nutrition Senior Balance	Completed 07/20/2022 1:15pm
Step 16)	Textbook Replacement	not completed
<i>A required field has not been filled in and saved.</i>		
Step 17)	Transportation	Completed 07/20/2022 1:15pm
Step 18)	Volunteer Application	Completed 07/20/2022 1:16pm
Step 19)	Military Connected Status	Completed 07/20/2022 1:16pm
Step 20)	Youth Check	Completed 07/20/2022 1:18pm
Step 21)	Family Employment Survey	Completed 07/20/2022 1:19pm
Step 22)	Fin Aid Grad Req	Completed 07/20/2022 1:20pm

Guardian Name: _____ Guardian Address: _____

Submit 2022-2023 Back to School Forms

- District Message**
- How To Fill Out Forms
✓ Completed 07/25/2022 12:57pm
 - Verify Student Information
✓ Completed 07/20/2022 12:10pm
 - Student Information
 - Family Address
 - Family Information
 - Emergency Contacts
 - Proof of Residency 22-23
✓ Completed 07/25/2022 12:09pm
 - Student Handbook
✓ Completed 07/20/2022 12:20pm
 - Student Code of Conduct
✓ Completed 07/20/2022 12:39pm
 - Empower 1:1
✓ Completed 07/25/2022 12:09pm
 - RUP Agreement
✓ Completed 07/25/2022 12:09pm
 - Attendance
✓ Completed 07/25/2022 12:10pm
 - Check Acceptance Policy
✓ Completed 07/20/2022 12:39pm
 - Financial Aid Grad Req
✓ Completed 07/20/2022 1:20pm
 - Emergency Guide
✓ Completed 07/25/2022 12:10pm
 - Family Survey
✓ Completed 07/20/2022 1:19pm
 - Health Screening Agreement
✓ Completed 07/20/2022 12:39pm
 - Health Questionnaire
✓ Completed 07/20/2022 12:40pm
 - Military Status
✓ Completed 07/20/2022 1:16pm
 - Release of Student Information
✓ Completed 07/25/2022 12:10pm
 - Pest Control Management Information
✓ Completed 07/20/2022 12:41pm
 - Student Insurance Information
✓ Completed 07/20/2022 12:57pm
 - Student Nutrition Information
✓ Completed 07/20/2022 12:45pm
 - Student Nutrition AHS/LFC
✓ Completed 07/20/2022 1:01pm
 - Student Nutrition Senior Balance
✓ Completed 07/20/2022 1:15pm
 - Transportation
✓ Completed 07/20/2022 1:15pm
 - Youth Check
✓ Completed 07/20/2022 1:18pm
 - Volunteer Application
✓ Completed 07/25/2022 12:10pm
 - Complete 2022-2023 Back to School Forms**

COMPLETED

Step 20. Complete 2022-2023 Back to School Forms (Required)
By completing 2022-2023 Back to School Forms, you are confirming that the Steps below have been finished. Are you sure you want to complete 2022-2023 Back to School Forms for _____?

Review 2022-2023 Back to School Forms Steps		
Step 1)	How To Fill Out Forms	skipped
Step 2)	Verify Student Information	Completed 07/20/2022 12:10pm
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	Proof of Residency 22-23	Completed 07/20/2022 12:35pm
Step 4)	Student Handbook	Completed 07/20/2022 12:20pm
Step 5)	Student Code of Conduct	Completed 07/20/2022 12:39pm
Step 6)	Check Acceptance Policy	Completed 07/20/2022 12:39pm
Step 7)	Fin Aid Grad Req	Completed 07/20/2022 1:20pm
Step 8)	Health Screening Agreement	Completed 07/20/2022 12:39pm
Step 9)	Health Questionnaire	Completed 07/20/2022 12:40pm
Step 10)	Pest Control Management Information	Completed 07/20/2022 12:41pm
Step 11)	Student Insurance Information	Completed 07/20/2022 12:57pm
Step 12)	Military Connected Status	Completed 07/20/2022 1:16pm
Step 13)	Family Employment Survey	Completed 07/20/2022 1:19pm
Step 14)	Student Nutrition Information	Completed 07/20/2022 12:45pm
Step 15)	Student Nutrition AHS/LFC	Completed 07/20/2022 1:01pm
Step 16)	Student Nutrition Senior Balance	Completed 07/20/2022 1:15pm
Step 17)	Transportation	Completed 07/20/2022 1:15pm
Step 18)	Volunteer Application	Completed 07/20/2022 1:16pm
Step 19)	Youth Check	Completed 07/20/2022 1:18pm


Guardian Name: _____ Guardian Address: _____

Submit 2022-2023 Back to School Forms

Click Submit 2022-2023 Back to School Forms

You will receive the dialogue box below. Your student's Back to School forms are not complete until you receive a "successfully completed" dialogue box and email confirmation.

*2022-2023 Back to School Forms was **successfully completed** and submitted to the district for (Students name) on (Date) by (Guardian).*

 2022-2023 Back to School Forms was **successfully completed** and submitted to the district for [redacted] on Mon Jul 25, 2022 12:15pm by [redacted].

[Go back to review completed steps](#)

[Mark 2022-2023 Back to School Forms as not completed and make changes](#)

Check your email for confirmation:

Thank you for completing your student's 2022-2023 Back to School Forms. Please be sure to complete these steps for each student in your family.

Family Access is available throughout the year for attendance, immunizations and other health information, as well as report cards for all students.

In addition, students in grades 2nd-12th will also have live gradebook and scheduling information. You may setup attendance and grading notifications to be emailed to you.

Your login username, password, and email address can also be updated by choosing Account Info once logged into Family Access.

Reminder : If the student's utility bill did not match your listed address in Skyward, please contact the school registrar and let them know the student has a new address. NOTE: The student's school may change based on the current address.

Please contact your student's school with any questions regarding your Family Access account.

Thank you,

Allen Independent School District

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Step 1) How To Fill Out Forms

Step 2) Verify Student Information

No Requested Changes exist for Step 2

Step 3) Proof of Residency 22-23

Step 4) Student Handbook

Step 5) Student Code of Conduct

Step 6) Empower 1:1

Step 7) RUP Agreement

Step 8) Attendance

Step 9) Check Acceptance Policy

Step 10) Financial Aid Grad Req

Step 11) Emergency Guide

Step 12) Family Survey

Step 13) Health Screening Agreement

Step 14) Health Questionnaire

Step 15) Military Status

Step 16) Release of Student Information

Step 17) Pest Control Management Information

Step 18) Student Insurance Information

Step 19) Student Nutrition Information

- Step 20) Student Nutrition AHS/LFC**
- Step 21) Student Nutrition Senior Balance**
- Step 22) Transportation**
- Step 23) Youth Check**
- Step 24) Volunteer Application**