



Klein Independent School District

7200 Spring Cypress

Klein, Texas 77379

www.kleinisd.net

Dear Klein ISD Parent/Guardian:

Every year, Klein ISD requires parents to update enrollment (Age, Grade, and Registration) information for each student enrolled. Updating student information regularly is vital to ensure correctness of Guardian information, emergency contacts, phone numbers, etc. This allows the district and campus the ability to respond in a timely and appropriate manner in case of emergency.

This replaces the Yellow AGR card sent home in the First Day packet of information.

TIMELINE:

Annual online enrollment begins **July 24th, 2017**. To complete the annual enrollment process, please go to www.kleinisd.net and select Skyward Family/Student Access in the Parents section, or you can use this link to access the login page directly: <https://skyward.kleinisd.net/scripts/wsisa.dll/WService=wsEAplus/fwemnu01.w>

The deadline for completing/updating the annual online enrollment process is **August 19, 2017** and must be completed prior to your student receiving a schedule or teacher assignment.

FORGOTTEN USERNAME/PASSWORD:

If you have an issue or have forgotten your Username/Password, please contact the campus registrar, email familyaccess@kleinisd.net, or call 832-249-4288. Include your name, your student's name(s), and home campus in the email, or have this information available when calling.

Once logged-in to your Family Access Account:

- Choose Online Registration from the left.
- Choose your Student and complete the required steps.
- If you need to add a student – Use the New Student Online Registration (Do not create another account in Family Access)
- Step-by-step help can be found on the Klein ISD [Student Registration](http://www.kleinisd.net/default.aspx?name=sis.skyenroll) web page.
<http://www.kleinisd.net/default.aspx?name=sis.skyenroll>

Your information will appear in each step of the registration process, allowing you to make changes as necessary. The form will not complete until all required fields have been filled with the requested information.

If you need to stop before the process is complete, there is no need to start over. Click Close and Finish Later so when you log back in, your work has been saved and you can pick up where you left off.

The final step of the process will direct you to a confirmation page that lets you know you have successfully completed Online Registration. Please print this page or take a legible picture with your smart phone. Your student will need to present this printed confirmation page in order to receive his/her class schedule.

If you have any questions, please call your student's campus registrar or go to www.kleinisd.net (Skyward Family/Student Access) for more information.

Respectfully,

Klein ISD Data Services