



Skyward Family Access WCS Selection for Spring 2021

Important Notes

This form can only be completed by the primary parent or guardian as listed in Skyward.

The WCS Selection for Spring 2021 form should be completed for:

- Students new (or returning) to WCS
- Students in grades K-12 WCS Online wishing to continue with WCS Online
- Students in grades K-12 WCS Online wishing to change to Traditional
- Students in grades K-12 Traditional who would like to change to WCS Online

Parents will complete the **WCS Selection for Spring 2021** form for EACH student for which the conditions above apply.

Tips

For the best user experience, we recommend using a computer and the Chrome browser.

For language support, you may want to utilize the [Google Webpage Translator for Chrome](#).

Ensure your pop-up blocker is set to allow pop-ups from Family Access. [Instructions](#)

Can't Remember Your Login?



Need Help?

Please contact the school where your child is zoned and request to speak with the secretary or registrar in charge of enrollment.

All Students

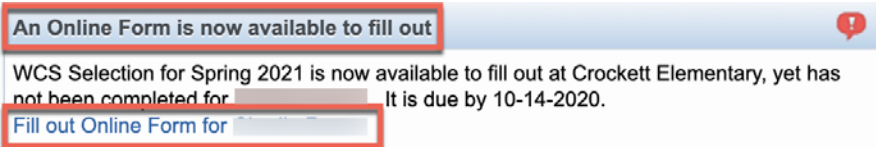
Log into your [Skyward Family Access Account](#) and use the drop-down beside **All Students** to select the student for which you would like to complete the form.



Access Online Form(s)

In your feed, find the post, **An Online Form is now available to fill out.**

Verify the form is WCS Selection Spring 2020 and select **Fill out Online Form for (your child's name).**



Access Online Form(s)

Click the "WCS Selection for Spring 2021" to the right.

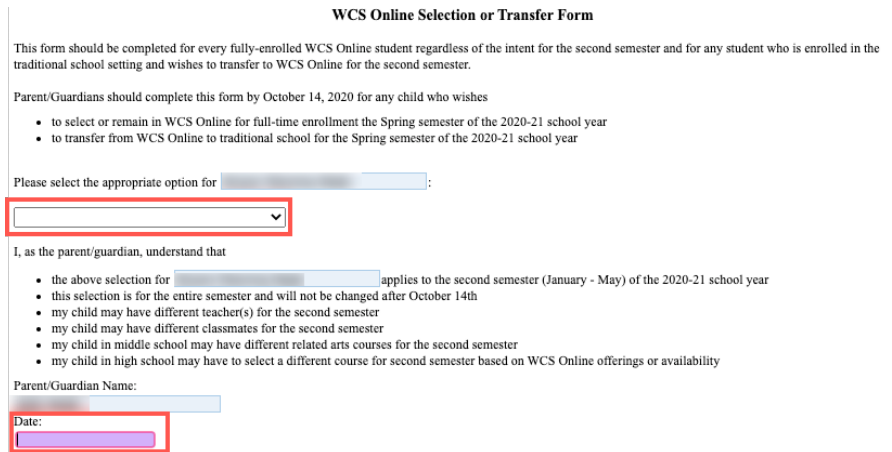


Complete the Form

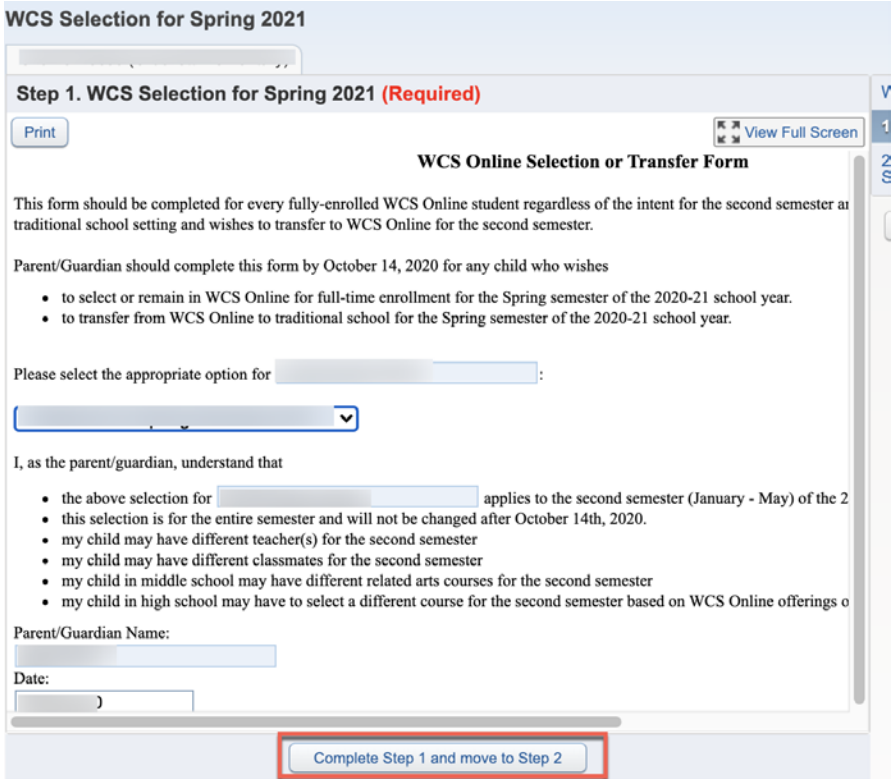
Use drop-down arrow to select **WCS Online for Spring Semester 2021** or **Traditional for Spring Semester 2021**.

Your name will automatically populate.

Enter the **date** you are submitting the form.



After making your selection, use the **Complete Step 1 and move to Step 2** to mark as complete and move to the next step. This button will appear at the top of the screen when in full screen view or at the bottom of the screen in regular view.



Submit the Form

Step 1 will be marked as Completed. Select **Submit WCS Selection for Spring 2021** to complete Step 2.

Your selection is not recorded until you submit using the **Submit WCS Selection Spring 2021** button on this step.

After completing, you will see a confirmation screen.

Repeat for Each of your Children

Use the **Home** button on the left side navigation to return to the main page.

Use the drop-down beside **All Students** to select your next child for which you would like to complete the form.

View Forms

To view all online forms, select **Online Forms** on the left side navigation.

Each of your children will be listed with each of their online forms. Scroll to the child for which you completed the WCS Selection Spring 2021 form and view the date/time completed. If desired, select **View** to view the form.

Edit Form

To edit the form prior to the end of the submission window, follow the steps above to view the form. After opening the form, select **Mark as not completed and make changes**.

After making changes, make sure to re-submit.

The screenshot shows a web interface for "WCS Selection for Spring 2021". At the top, there is a header with the title "WCS Selection for Spring 2021" and a button labeled "Mark as not completed and make changes" which is highlighted with a red box. Below the header, there is a main content area with the title "WCS Selection for Spring 2021" and a message: "Please click on the 'WCS Selection for Spring 2021' link to the right, and make sure you complete both of the steps to be able to submit the form. If 'Submit' on Step 2 is greyed out, please go back to Step 1 and choose 'Complete'. Thank you!". To the right of the main content area, there is a sidebar with the title "WCS Selection for Spring 2021" and a list of steps: "1. WCS Selection for Spring 2021" (marked as completed with a green checkmark and timestamp "Completed 10/04/2020 10:14pm") and "2. Complete WCS Selection for Spring 2021". At the bottom right of the sidebar, there is a "Next" button.

WCS Online Selection Form: New Students
***to be completed in Skyward**
THIS IS A SAMPLE OF THE FORM IN SKYWARD

This form should be completed for every new WCS student. Please indicate below if you are requesting to join WCS Online for the second semester of the 20-21 school year.

Choices: WCS Online Spring Semester 2021 or Traditional Spring Semester 2021

I, as the parent/guardian, understand that

- the above selection applies to the second semester (January - May) of the 2020-21 school year
- this selection is for the entire semester and will not be changed after submitting this form
- this is only a request and that I will be notified if my request is able to be accommodated

Parent signature:

Date:

WCS Online Selection or Transfer Form
***to be completed in Skyward**
THIS IS A SAMPLE OF THE FORM IN SKYWARD

This form should be completed for every fully-enrolled WCS Online student regardless of the intent for the second semester and for any student who is enrolled in the traditional school setting and wishes to transfer to WCS Online for the second semester.

Parent/Guardians should complete this form by October 14, 2020 for any child who wishes

- to select or remain in WCS Online for full-time enrollment the Spring semester of the 2020-21 school year
- to transfer from WCS Online to traditional school for the Spring semester of the 2020-21 school year

Please select the appropriate option for:

WCS Online for Spring Semester 2021 or Traditional for Spring Semester 2021

I, as the parent/guardian, understand that

- the above selection for applies to the second semester (January - May) of the 2020-21 school year
- this selection is for the entire semester and will not be changed after October 14th
- my child may have different teacher(s) for the second semester
- my child may have different classmates for the second semester
- my child in middle school may have different related arts courses for the second semester
- my child in high school may have to select a different course for second semester based on WCS Online offerings or availability

Parent Signature: