

PGISD Accessing Skyward Family Access

[Skyward Family Access Portal](#)

PLEASE NOTE:

***Online enrollment is only for NEW or Returning Students that are NOT currently enrolled in PGISD.**

****Returning Student Registration is for Currently Enrolled Students and is a different process for which you will receive an email at a later date on how to complete this.**

Online Enrollment

Sign Into Skyward Family Access

Input login and password, then select "New to District Enrollment" for Login Area. *(Use the Forgot Password feature to retrieve password)*

Don't have a log in? Click the blue "**CREATE ACCOUNT**" button. Return to the Login screen after your account is created.

New PGISD family? Welcome!
Create an account to enroll your first child.

[Create Account](#)

Don't have a log in?
Create an account here

SKYWARD
PLEASANT GROVE ISD

Login ID:

Password:

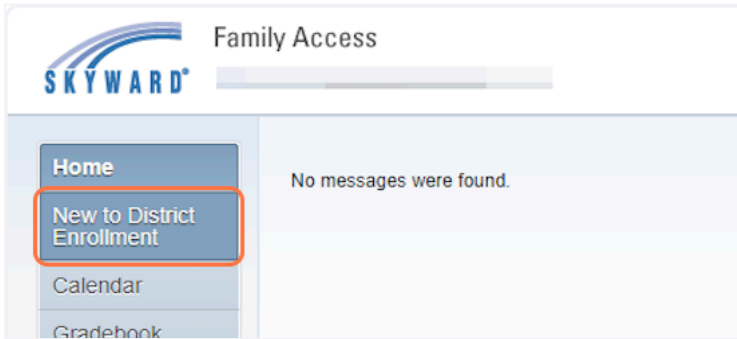
[Sign In](#)

[Forgot your Login/Password?](#)

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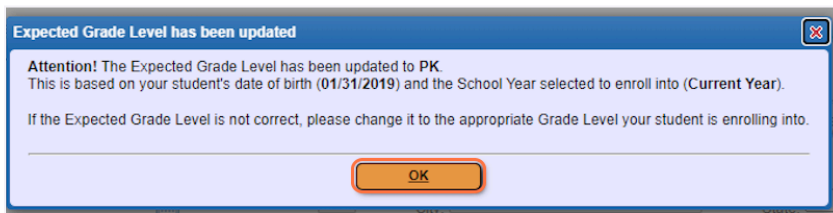
Login Area: [Family/Student Access](#)

Click on “New to District Enrollment”

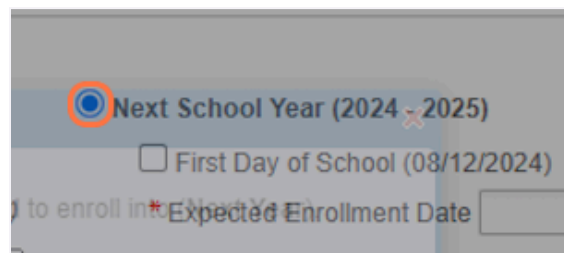


Step 1: Student Information - Complete the required fields.

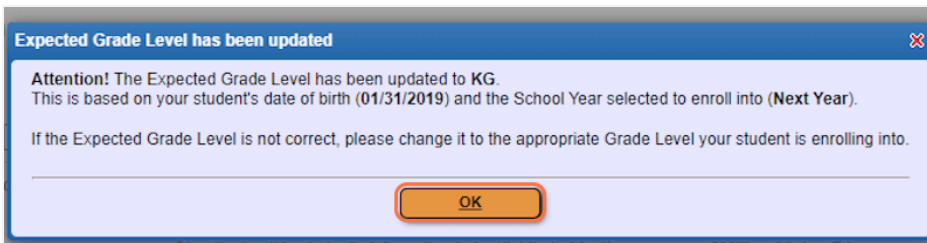
The Expected Grade Level will automatically populate from the date of birth you entered for the student. If this is not correct, you will be able to override this.



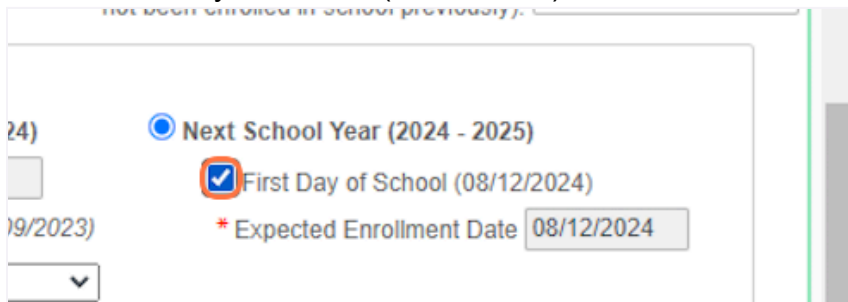
Select Next School Year (2024 - 2025)



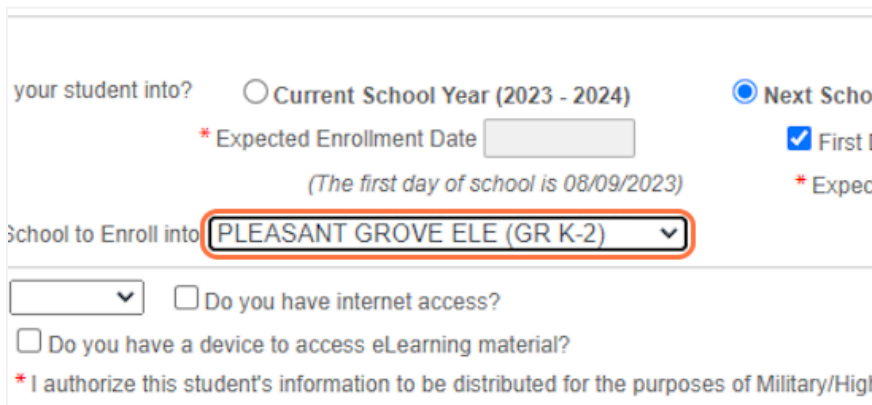
This box will pop up letting you know the school year has been changed to Next Year (24-25).



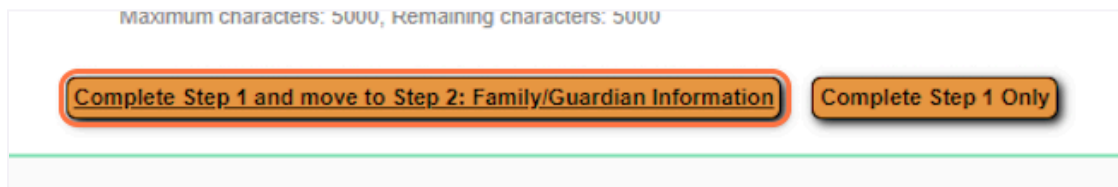
Check First Day of School (08/12/2024)



Select PLEASANT GROVE ELE (GR K-2) from *Expected School to Enroll into



When finished the parent/guardian can click to "Complete Step 1 Only", if they want to return and complete the other steps later. They can click "Complete Step 1 and move to Step 2" to move on.



Step 2: Family/Guardian Information

When finished filling out the information for the first Guardian, there are options to Add another Legal Guardian, Add a Legal Guardian who lives at a Different Address, complete Step 2 and move on to Step 3 or simply Complete Step 2.

Enter Information for the Primary Guardian and the Family this Student lives with

Enter Information for the Family this Student lives with

* Primary Phone:

* Family Home Language:

* Home Address: House #: Direction: Street Name: Apartment:
P.O. Box: Address 2: City: State: Zip Code:

Mailing Address: (if different than home address) House #: Direction: Street Name: Apartment:
P.O. Box: Address 2: City: State: Zip Code:

Enter Information for the Primary Guardian of the Family this Student lives with

* Last Name: * First Name: Middle Name:
Name Suffix: Name Prefix:

* Relationship to Child: Marital Status:
 Should this guardian also be considered an Emergency Contact?

* Cell Phone: Work Phone: * Contact Email Address:
Language: * Employer:

Are there other Legal Guardians who live at a different address?

Step 3: Medical/Dental Information

Enter any allergies and physician information here. Complete, then move to Step 4.

Step 3: Medical/Dental Information

Instructions for completing Medical/Dental Information

If your child has a critical allergy or illness, please indicate that by checking the 'Critical Alert' check box so staff can be notified.

Allergy/Medical Condition: Is this condition critical info that staff should be alerted to? (Please indicate so staff needs to be notified)

Physician Last Name: Physician First Name: Physician Middle Name:
Name Suffix: Name Prefix: Physician Phone:

Step 4: Emergency Contact Information

If the box in Step 2 was checked “Should this Guardian also be considered an Emergency Contact?” the parents/guardians will already be listed in Step 4 and any other Emergency Contacts can be added. Up to 8 Emergency Contacts are allowed. When finished, Step 4 can be marked complete, or Step 4 is completed and you can move on to Step 5.

The screenshot shows the 'Step 4: Emergency Contact Information' form. At the top, there are buttons for 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below this is the heading 'Enter the Information for Emergency Contact #1' with a 'Remove this Emergency Contact' button. The form contains several input fields: '* Last Name:', '* First Name:', 'Contact Email Address:', '* Primary Phone:', 'Cell Phone:', and 'Work Phone:'. At the bottom, there is a question: 'Do you have other Emergency Contacts to add for this student?' with three buttons: 'Yes, I want to Add another Emergency Contact Record', 'No, Complete Step 4 and move to Step 5: Requested Documents', and 'No, Complete Step 4 Only'.

Step 5: Requested Documents

Requested documents allow the parent/guardian to attach required documentation for enrollment. **This step is required for the student's application to be approved.** Once documentation is attached, then select Complete Step 5 and move to Step 6: Additional District Forms.

The screenshot shows the 'Step 5: Requested Documents' form. At the top, there are buttons for 'Edit', 'View Only', 'Save', and 'Save and Collapse Step'. Below this is a blue box with the heading 'Instructions for completing the Requested Documents'. The text inside the box says: 'You must include the following documents with your application:' followed by a list: 'Parent/Guardian Driver's License', 'Birth Certificate', 'Social Security Card', 'Immunization Record', and 'Utility Bill (Only a Gas, Electric OR Water bill can be accepted)'. A red banner below the list reads: '***NO EXCEPTIONS TO THESE DOCUMENT OPTIONS***'. Below the banner, a yellow banner reads: 'THESE DOCUMENTS ARE REQUIRED FOR THE STUDENT'S APPLICATION TO BE APPROVED.'. The text continues: 'If you have any additional documentation you would like to provide Pleasant Grove ISD for your student you may attach it below.'. Below this is a list of document types with 'Choose File' buttons and 'No file chosen' status: '504/SPED Paperwork:', 'Add'l Immunization 2:', 'Add'l Immunization 3:', 'Attachments:', 'Birth Certificate:', 'Driver's License:', 'Immunization Record:', 'Proof of Residence:', 'Proof of Residence 2:', and 'Social Security Card:'. At the bottom, there are two buttons: 'Complete Step 5 and move to Step 6: Additional District Forms' and 'Complete Step 5 Only'.

Step 6: Additional District Forms

Allows the parent/guardian to fill out the district forms. This is the final step and “Complete Step 5” must be checked, then select “Complete Step 6”.

The buttons below each link to an additional form that must be completed to be able to submit the student application.

Asterisk (*) denotes a required form

* Required Form:	Student Technology Responsible Use Contract	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Family Survey	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Google Apps for Education Permission Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Student Handbook and Code of Conduct	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Media Permission Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Foster Care Questionnaire	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Trip Permission Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Health Office school-provided medications	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	Records Release Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Special Services Information	<input checked="" type="checkbox"/> This form <i>has been completed</i>
* Required Form:	Home Language Survey Form (New 2023)	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	Free and Reduced Lunch	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	Student Information	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	2024 ES & IS School Yearbook Order Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>
Optional Form:	Volunteer Form	<input checked="" type="checkbox"/> This form <i>has been completed</i>

[Complete Step 6](#)

All steps should show a “Date Completed” date to the right. Steps can be edited at this point and the application can be printed. Click on “Submit Application to the District”.

Step 1: Student Information	Edit	View Only	✔ Date Completed: 01/31/2024
Step 2: Family/Guardian Information	Edit	View Only	✔ Date Completed: 01/31/2024
Step 3: Medical/Dental Information	Edit	View Only	✔ Date Completed: 01/31/2024
Step 4: Emergency Contact Information	Edit	View Only	✔ Date Completed: 01/31/2024
Step 5: Requested Documents	Edit	View Only	✔ Date Completed: 01/31/2024
Step 6: Additional District Forms	Edit	View Only	✔ Date Completed: 01/31/2024

Submit Application to the District

* All steps must be Completed before an Application can be Submitted *

The last step for the parent/guardian is to click the button to **“Submit Application to the District”**.

Once it has been submitted, the application can be viewed but not edited.

Confirm “Submit Application”

Confirm

Submitting will allow PLEASANT GROVE ISD to review and process this application. After submitting you will only be able to view this application and will not be able to make any further changes.

Are you sure you want to submit this application to PLEASANT GROVE ISD?

Submit Application **Cancel and Keep Screen Open**

After you submit, you will be able to view, but not edit, all information.



Summary Page

Your Un-submitted Applications

There are no un-submitted applications to list.

[Click to Enroll Additional Students](#)

Your Submitted Applications

Student Name	Applicant Status/Options
	<p>The district is currently reviewing the application, please select one of the following options:</p> <p>View the Submitted Application</p>

Questions? Please contact your child's campus.