



Tivy High School

Online Enrollment Verification

Instructions and Information

Log into Skyward Family Access from the Kerrville ISD website, www.kerrvilleisd.net under “Quick Links”.

If you are having trouble logging in, click on the “forgot password/login” link. If that does not work, incoming 8th grade students will need to contact HPMS through June to get Skyward Access. All other grades or after June, contact Tivy High School 830.257.2212

- At the top, select a Tivy High School student to verify enrollment information.
 - Each student enrolled at Tivy High School will need to be completed separately.
- Once a student has been selected, on the column to the left you should see a section that says “Tivy High School Annual Enrollment Verification”. Click on a student to begin the verification process.
- Next, on the column to the right, click on “a. Student Information”.
 - As you complete each step, click on **“complete” at the bottom**. Each step will have a **green check mark ✓** when complete.

Step 1 Student and Family Information

During this step you will be asked to verify student information, address, phone numbers, emergency contact and health information.

- a) *“Student Information”* – Items in this area are for viewing only. Any changes will need to be made at the Tivy High School main office beginning August 3rd. Documentation for changes are required, i.e. birth certificate.
- b) *“Family Address and Information”* – Changes to address will require address verification and documentation of the address change, i.e. electric bill, water bill. This form will be available beginning August 3rd, and at all registration dates.
- c) *“Alert Information”* – This area is for view only. Changes can be made during August registration.
- d) *“Emergency Contacts”* – The system only allows for four emergency contacts. To edit an existing contact, you will need to delete the contact and then add them back. If you are deleting a contact and you do not have the availability to add another, it means there are already four contacts in the system.
- e) *“Health Information”* – Items in this area are for viewing only. Any changes will need the appropriate documentation and must be cleared through the nurse during August registration.

- Step 2 Residency Questionnaire** Please answer all questions that apply to your family.
- Step 3 Release of Public Information** Please select “yes” or “no”.
- Step 4 Media Release/ District Publicity** Please select “yes” or “no”.
- Step 5 Military Connected** Please answer all questions that apply to your family.
- Step 6 Family Survey** Please answer all questions that apply to your family.
- Step 7 Student Code of Conduct and Handbook** Please complete a digital signature.
- Step 8 Advanced Course Agreement** If your child is enrolled in a PreAP or AP course, please initial and add a digital signature in the appropriate boxes.

ALL STEPS SHOULD HAVE A “GREEN CHECK MARK” TO SHOW COMPLETE.

Final Step Click on “Complete Annual Enrollment Verification”.

You will receive an email stating that you have completed this portion of registration.

August 8th 9th Grade Registration and Antler Camp

8:30 – 9:00 Student pictures

8:30 – 9:00 Parent informational meeting in the auditorium

9:00 – 12:30 Antler Camp activities begin (Tivy Mountain)

9:00 – 1:00 Registration is open for parents

1:30 – 4:00 Counselors will be available

August 9th – 10th Registration for all other grades.

8:00 – 2:00 (including lunch hours)

Registration will include:

Labs available for completing online registration if needed.

Yearbook Orders

Parking Permits

Nurse will be available

Pictures for I.D.’s

Schedules will be available if all other required registration items have been completed.

PTO Information