



Spirings Valley Community Schools

Online Registration Quick Reference Instructions

WHO CAN REGISTER ONLINE

- Online registration is for any current K-12 student that was enrolled at Spirings Valley at the end of last year or took part in Kindergarten Roundup.
- Students new to Spirings Valley must register in person at the school to take part in new student enrollment. For more information, contact the appropriate school office (elementary or jr-sr high school) at 812-936-9984 Monday – Friday from 8:00am to 4:00pm.

INFORMATION YOU WILL NEED WHEN REGISTERING

To complete the online registration process, you will need the following information.

1. Your parent/guardian Skyward username and password. Contact the school office at 812-936-9984 if you need this information.
2. Any updated contact, personal, or emergency contact information (address, phone numbers, name change, ...)
3. Updated health/medical information (physician, allergies, immunizations,...)
4. Skylert information. Skylert is Spirings Valley's phone and email notification system. Please keep this information up-to-date. PLEASE NOTE: Each parent/guardian has his/her own Skyward login account with his/her own Skylert information to be kept up-to-date. Your Skylert information can be accessed and updated at any time and not just during registration.
5. Food Service Application information to apply for free or reduced meals.
6. Method of payment (credit/debit card, online check, or pay in person at the school)

HOW TO REGISTER ONLINE

1. A primary guardian of the student must login to his or her Skyward account to perform online registration. (This will NOT work in the student's Skyward account. Contact the school office (812-936-9984) if you do not know your Skyward account information. The skyward login page can be found by going to www.svalley.k12.in.us and clicking on "Skyward.")
2. Click on the "Online Registration" tab in the left side menu and then select the first child you wish to register. If you have only one child in school, then only one will be listed.
3. Follow the steps to complete each section of online registration for that child.
4. Pay fees: The last step before completing online registration for that child is to Make a Fee Payment. This will take you to the "RevTrak" web store for Spirings Valley Schools where you may pay fees by credit/debit card (MasterCard, VISA, or Discover) or online check. This includes putting money into your children's lunch accounts, which can be done at any time throughout the school year, paying for the Chromebook Service Agreement, parking permits, or locker key/lock deposit. (A small, 3.62% charge is added for payment processing). Note: you may pay for all of your children at the same time at the web store and then finish registering the rest of the children's information in Skyward. If you prefer to pay by check or cash, avoiding the 3.62% charge, you may complete all of the registration steps for each child and then come to the school during the scheduled registration days and times to complete payment.
5. After completing all of the registration steps for each child and paying all of the required fees, the online registration is complete and your children are ready for the first day of school.