

Pine Tree ISD Skyward Family Access Online Registration

Pine Tree ISD will **utilize Skyward Family Access** to allow parents to **verify and update** student, family, emergency, and health information **for each child**. The online **registration process** is REQUIRED to fulfill new year enrollment laws and to update information for all returning students to PTISD.

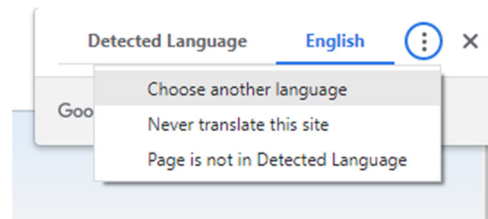
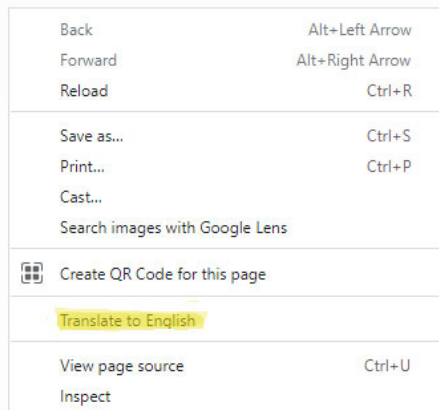
*****This does NOT replace your child's Campus information packet (Each campus may have information specific to that campus that must be completed).**

Registration Steps:

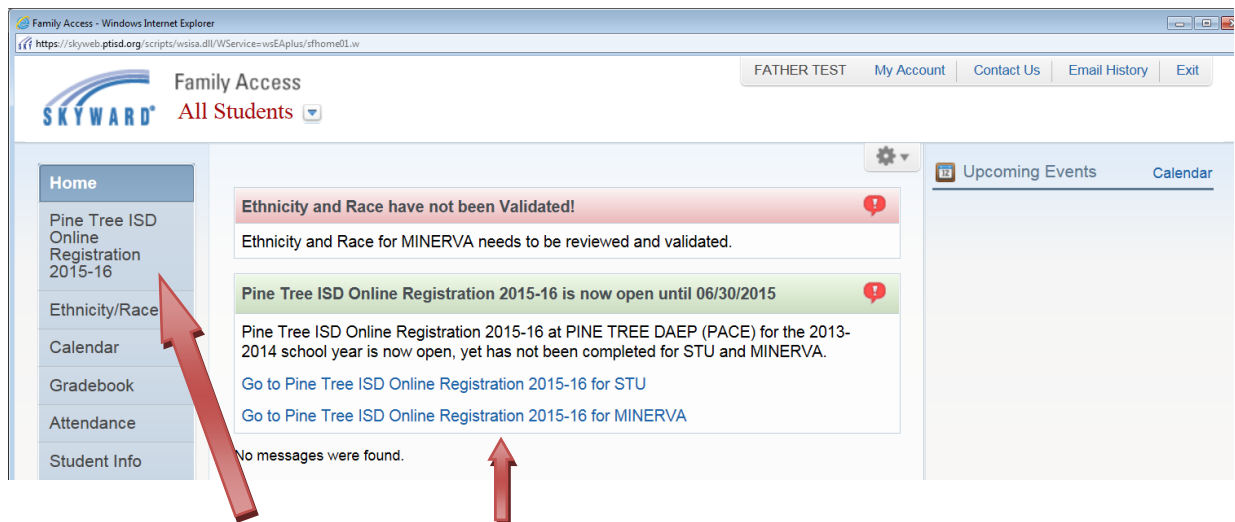
1. **Click here to login to [Skyward Family Access](#) or from the PTISD homepage select Parents- Returning Student Registration and login with your confidential username and password.** Your one Family Access account allows you to access all of your children.

*****Note: Only a parent in the first family may complete the Online Registration process. Family #1 is determined by the address where the student resides.*****

2. **Translate the page to Spanish (if needed).** Right click within the page and choose the Translate to English option. A box will appear in the top right corner that gives you the option to select the language. Choose Spanish from the dropdown menu and click Translate. This will need to be done on each page that is not already translated.



3. **Click on 'Go To 2025-2026 Pine Tree ISD Online Registration'** for the student you wish to register, or select the option on the left of your screen 'Pine Tree ISD Online Registration 2025-2026' and select your child at the bottom of the screen that appears. If you have problems, turn off your pop-up blocker.



*****Note: If you have multiple children, you may toggle between the students. The complete registration process must be done for each child.*****

4. **When you click on your child's name link, the screen below displays.** Proceed through each step in the right hand column by clicking the link and follow the directions carefully as you navigate through the Online Registration process. The directions for each step display in the middle of the screen.
- *** Note: Information with a shaded background cannot be changed. Please call the student's campus if changes to these areas are necessary.**

Pine Tree ISD Online Registration 2015-16 Calendar Gradebook Attendance Student Info Discipline Test Scores Student Services Portfolio Health Info Login History	District Message <p>--Student Registration is a requirement of the state of Texas and must be completed for every student each school year--</p> <p>To register your child(ren) for the 2015-16 school year, please click on your child's name below and complete each of the steps before In Person Residency Verification on August 5th and 6th, 2015. These steps allow you to verify and update your child/children's information.</p> <p>The process to update your child's information contains several steps as listed on the right of your screen. Please be sure to save when necessary. When you have finished a Step, please select the box "Completed step ___ Only" and then click the "Next" button at the bottom right.</p> <p>If you need to update any information that is "read only" (editing is not allowed), please contact the front office at your child's campus. Some of the steps require an information link to be opened in a new window so make sure your pop up blocker is turned off.</p> <p>When you have finished all of the Steps, please click the "Complete Online Registration" button at the bottom right. This is the Final Step that will display a review page. YOU MUST PRINT THIS and PRESENT that page at the August 5th and 6th District Wide In Person Student Residency Verification. After you print the Review Page in the final step, you must click the "SUBMIT" button at the bottom of the right hand column below the list of steps. This flags your child's account as complete.</p> <p>Please remember those student's whose address has changed, must complete the Proof of Residency process (at In Person Residency Verification). At that time, you must present the printed "Complete Online Registration" document OR the verification email that you will receive once you have completed the online registration process. You must also provide acceptable proof of residency documentation at In Person Residency Verification before your student will be given their class assignments.</p> <p>For additional help, you may click here for Online Registration Instructions.</p>	District Message <ol style="list-style-type: none"> 1. Verify Basic Student Demographics <ol style="list-style-type: none"> a. Student Information b. Family Address c. Family Information d. Emergency Contacts 2. Family #2 Information 3. Verify Ethnicity/Race 4. Directory Information Distribution 5. Miscellaneous Registration Information 6. Foster and Military Connected 7. Handbook /Code of Conduct/AUP 8. Federal Required Family Survey 9. Health Care/History
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****Most steps require an information link to be opened in a new window so make sure your pop up blocker is turned off.**

Step 1a. Verify Basic Student Demographics: Student Information (Required) Undo

This step contains Family #1 information to update. In this step, you may submit change requests to your student's demographic information. Pending campus approval, changes will be made in the Skyward System. Click the link below.
 Fill in or update the information for the guardian(s) of Family #1.
 Click the SAVE button when finished.
 Click the "Complete Step ' ' Only" box.

Important:
 -----Emergency contacts may only be deleted or added.
 -----Mark "Pick Up" YES" for any allowed to do so.

General Information

First: Middle:
 Last: Suffix:
 Birthday: Gender:
 Language: Race:
 Home Phone: Ext:
 Ext:
 Ext:
 School Email: Home Email:
 Birth County:
 Birth State:
 Birth Country:

Complete Step 1a Only

District Message

1. Verify Basic Student Demographics
 - a. Student Information
 - ☒ b. Family Address
 - ☒ c. Family Information
 - d. Emergency Contacts
2. Family #2 Information
3. Verify Ethnicity/Race
4. Directory Information Distribution
5. Miscellaneous Registration Information
6. Foster and Military Connected
7. Handbook /Code of Conduct/AUP
8. Federal Required Family Survey
9. Health Care/History
10. Transportation Information
11. Child Nutrition/Food Service
12. Federal Homeless Questionnaire
13. Proof of Residency/Address Verification
14. Complete Pine Tree ISD Online Registration 2015-16

Previous Step Next Step

****As you complete each step, please select the "Complete Step __ Only" box at the bottom of each step. This will save the changes you have indicated on that screen.**

The green arrow in the right column indicates which steps you have completed.

Click the link of the next step to open that particular step.

Step 10. Attach Residency Verification Document (Optional)

PLEASE SAVE AN ACCEPTABLE PROOF OF RESIDENCY DOCUMENT TO YOUR COMPUTER. NEXT SELECT THE "BROWSE" OR "ATTACH FILE" BUTTON TO FIND YOUR CHILD'S PROOF OF RESIDENCY DOCUMENT SAVED ON YOUR COMPUTER. HIGHLIGHT IT AND SELECT "OPEN".

Acceptable documents ONLY are:

2019-2020 Gregg County Tax Statement
 Current Utility Bill (water, gas, electric) only (NO TELEPHONE BILL WILL BE ACCEPTED)
 Current Lease Agreement
 Current Purchase Agreement/Contract

***DELINQUENT UTILITY BILLS WILL NOT BE ACCEPTED!

19-20 Residency Doc: Choose File No file chosen

Complete Step 10 and move to Step 11

In step 10, you have the option to attach a Proof of Residence document. By completing this step, you will NOT be required to attend Student Registration at your child's campus.

*****Note: The document that is uploaded will be verified by campus staff to ensure that it is an acceptable form of residency verification. If not, you will be contacted and required to attend Student Registration.**

Once all steps have a green check mark;

5. You are now ready for the Final Step.

14. Complete Pine Tree ISD Online Registration 2015-16

Requested Changes **Pending Approval** by the District:

Area	Field	Requested For	Requested Value
Fam Info	Change Address	STU TEST	Street Number 201 Street Dir Street Name 12TH Apt Lot Street Appt P.O. Box Address 2 Zip Code 75604 Plus 4
Fam Info	Change Mailing Address	STU TEST	Street Number 2888 FM 2254 Street Dir Street Name Arch Davis Apt Lot Street Appt P.O. Box Address 2 Zip Code 75686 Plus 4

* If a Requested Change is denied by the district, Pine Tree ISD Online Registration 2015-16 for this student will be marked as INCOMPLETE.

Step 2)	Family #2 Information	skipped
Step 3)	Verify Ethnicity/Race	Completed 03/25/2015 2:50pm
No Requested Changes exist for Step 3.		
Step 4)	Directory Information Distribution	Completed 03/25/2015 2:50pm
Step 5)	Miscellaneous Registration Information	Completed 03/25/2015 2:51pm
Step 6)	Foster and Military Connected	Completed 03/25/2015 2:52pm
Step 7)	Handbook /Code of Conduct/AUP	Completed 03/25/2015 2:52pm
Step 8)	Federal Required Family Survey	Completed 03/25/2015 2:53pm
Step 9)	Health Care/History	Completed 03/25/2015 2:53pm
Step 10)	Transportation Information	Completed 03/25/2015 2:53pm
Step 11)	Child Nutrition/Food Service	Completed 03/25/2015 2:53pm
Step 12)	Federal Homeless Questionnaire	Completed 03/25/2015 2:54pm
Step 13)	Proof of Residency/Address Verification	Completed 03/25/2015 2:54pm

Guardian Name: MOTHER TEST Guardian Address: 202 12TH LONGVIEW, TX 75604

[Submit Pine Tree ISD Online Registration 2015-16](#)

Once you click the 'Complete' button, this screen will be displayed. Be sure all are marked "Completed"

You will receive an email indicating that your child has been successfully registered. This email does not require any action.

After you click the "SUBMIT" button, the screen pictured below will display.

[Submit Pine Tree ISD Online Registration 2015-16](#)

✓ Pine Tree ISD Online Registration 2015-16 was **successfully completed** and submitted to the district for STU on Thu Jan 29, 2015 3:37pm by MOTHER TEST.

[Go back to review completed steps](#)

[Mark Pine Tree ISD Online Registration 2015-16 as not completed and make changes](#)

Note: If you have more than one student, you will need to complete the entire process for each student. To select the next student click on in the top left corner and select the next student.

Home

Pine Tree ISD Online Registration 2015-16