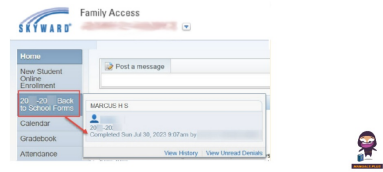


## LISD BTS Forms Packet



# LISD BTS Forms Packet Instructions

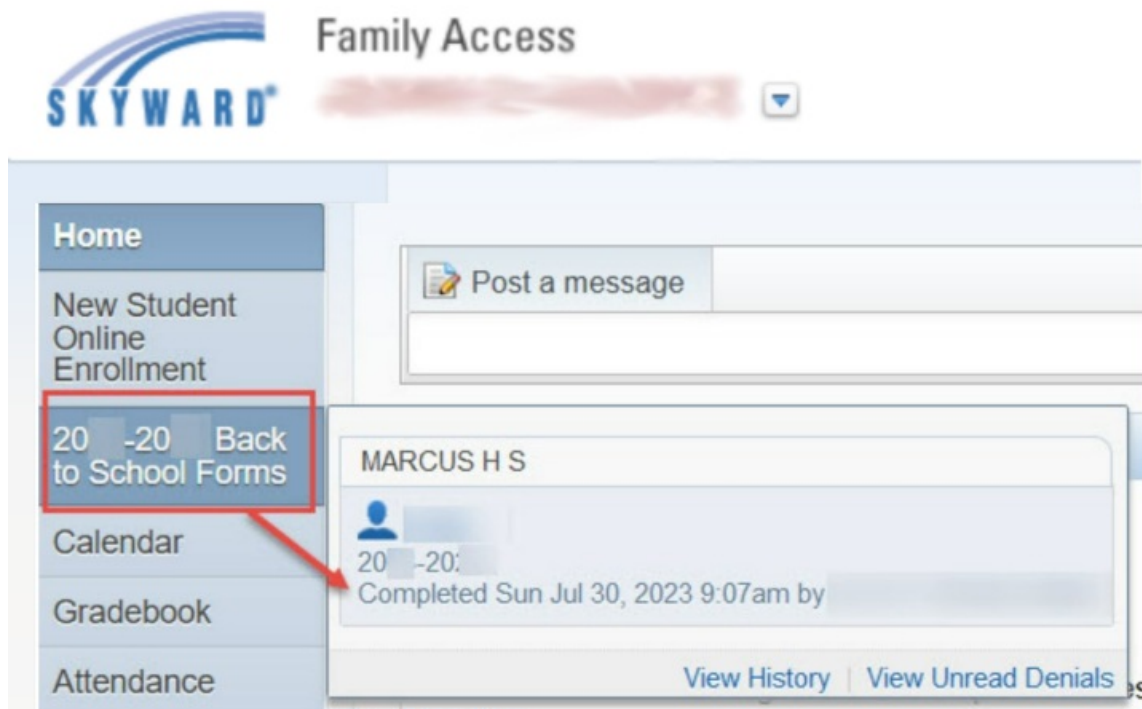
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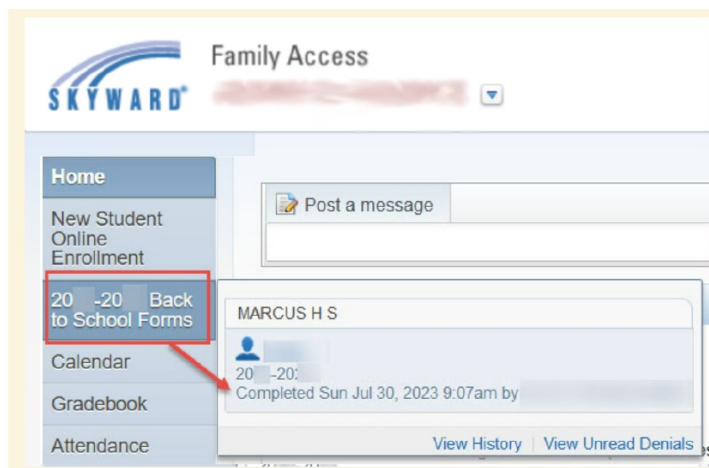
## LISD BTS Forms Packet



**SUMMARY:** If you received a communication from your student's campus about an incomplete BTS Forms Packet, please refer to the following guide.

## VERIFY COMPLETION STATUS

The most common issue with BTS Form Packets is not marking them as “Completed.”



### STEP ONE

After logging into Skyward Family Access, click on the **20xx-20xx Back to School Forms** tab in the left-hand menu.

### STEP TWO

Your student(s) will be revealed in the pop-up window. Verify each student has the word “Completed” with the timestamp below their name.

If any students are missing this indication, please click on their name.

## SUBMIT FORMS PACKET

Even if you have filled out all of the forms, the BTS Forms Packet is required to be submitted, even after reopening it to make adjustments.

## STEP THREE

Make sure every **(Required)** step is completed.

## STEP FOUR

Click on the last step listed on the right side of the screen. This example's last step is Step 16.

## STEP FIVE

Click on the **Submit 20xx-20xx Back to School Forms** button.

This process can be repeated for any student missing the "Completed" indication in step two.

### 2023-2024 Back to School Forms

Print

#### Step 16. Complete 20--20 Back to School Forms **(Required)**

By completing 20--20 Back to School Forms, you are confirming that the Steps below have been finished. Are you sure you want to complete 20--20 Back to School Forms for EDIE?

##### Review 20--20 Back to School Forms Steps

Step 1)	Verify Student Information	Completed 07/30/20	8:53am
No Requested Changes exist for Step 1.			
Step 2)	Verify Skylert Information	Completed 07/30/20	8:54am
Step 3)	Publication of Student Information	Completed 07/30/20	8:55am
Step 4)	Health History and Emergency Information	Completed 07/30/20	8:59am
Step 5)	Student Internet Survey	Completed 07/30/20	9:00am
Step 6)	Technology Acceptable Use Policy	Completed 07/30/20	9:00am
Step 7)	Technology User Agreement	Completed 07/30/20	9:03am
Step 8)	Make a Fee Payment	Completed 07/30/20	9:03am
Step 9)	Military Connected Form	Completed 07/30/20	9:04am
Step 10)	Counseling SB9 Consent	Completed 07/30/20	9:05am
Step 11)	Student Residency Questionnaire	Completed 07/30/20	9:06am
Step 12)	Instructional Resources Acknowledgment	Completed 07/30/20	9:06am
Step 13)	Student Code of Conduct/ Attendance Handbook	Completed 07/30/20	9:06am
Step 14)	Family Occupational Survey	Completed 07/30/20	9:06am
Step 15)	Lunch Program, Student Insurance and Volunteers	Completed 07/30/20	9:07am

Guardian Name:

Guardian Address:

Submit 20--20 Back to School Forms

## Documents / Resources



[LISD BTS Forms Packet](#) [pdf] Instructions  
BTS Forms Packet, BTS, Forms Packet, Packet

## References

- [User Manual](#)

[Manuals+](#), [Privacy Policy](#)

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