



METROPOLITAN SCHOOL DISTRICT  
**LAWRENCE TOWNSHIP**

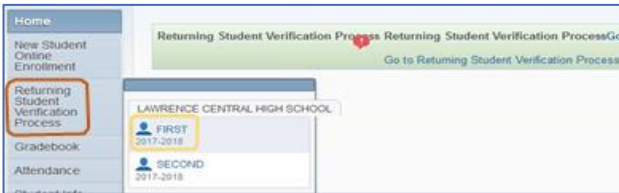
We WELCOME you to the 2019-2020 School Year, please

~ R.S.V.P. ~

## Returning Student Verification Process

### #1 Log in to Skyward Family Access

- If you do not know your Login ID and/or Password for Family Access, go to [www.LTschools.org](http://www.LTschools.org), click on Parents at the top of the page then “Click here to apply for a parent username and password to Skyward Family Access.” You may also contact your school for assistance.
- Once logged in, from the Home Page, select “Returning Student Verification Process” from the left side toolbar. All students in your family will appear (if not, contact your school for assistance); RSVP must be completed for each student:



### #2 Complete RSVP Steps

- Begin with Step #1a ~ Complete each step ~ **you must click on the “Complete” button at the end of each step:**

- When you get to the last step, “Complete Returning Student Verification Process”, you will be able to SUBMIT the student’s RSVP (there will be a green check mark next to completed steps):

\*The SUBMIT button will only activate once all steps are completed.

\*There are Instructions throughout the RSVP to help guide you.

**Student(s) Returning Next Year?**

**\*RSVP – let us know!**

**Complete School Forms Online**

**\*Through Skyward Family Access**

**Update Contact Information**

**\*Address changes must be made through the Welcome Center**

**Medical Forms**

**\*Permission to be treated/or not by the nurse**

**Technology Forms**

**\*Required in order to receive a Chromebook**

**Bus Form**

**\*Route information based on address on file**

**WWW.LTSCHOOLS.ORG**

