

WELCOME TO THE 2022-23 SCHOOL YEAR

Classwork for students will begin on Wednesday, August 17, at 7:30 am. Students will need to print their class schedule from Skyward and bring it with them the first week of school.

Registration 2022-23 is online through Skyward Family Access. Registration for school will be available from July 27 to September 30, 2022. Simply login to Skyward Family Access, select your West Jordan High student and click on the Registration for School link titled "Registration for School". Be sure to use the **Family Access parent/guardian login and password**. Do **NOT** use the student login.

Fees

Please pay for school fees, yearbooks, and PTSA online through Skyward Family Access. The following is a breakdown of the school fees for the 2022-2023 Registration Process:

\$80.00	School Fees
\$50.00	Yearbook (optional)
\$7.00	PTSA – Per Person (optional)

School breakfast and lunch are no long free of charge. Breakfast will be \$1.00; Lunch will be \$2.00. Students will need their student ID number to receive meals. If requesting free or reduced meals, you will need to complete the Free or Reduced Lunch application. The form is available with the registration information or in the Main Office.

Waivers

All students requesting a waiver must bring a completed form with documentation to the Main Office for approval. If you are completing a fee waiver you can find the Fee Waiver form in the registration process or pick one up in the Main Office. Please complete and bring the form with a copy of last three check stubs of all adults in household and/or tax forms to meet with an Administrator for approval. Administrators will be available on a first come first serve basis **August 5th and 8th from 9:00 am –1:00 pm** in the Main Office.

Pictures

Pictures will be taken during school hours for student ID cards issued at West Jordan High School **August 31st and September 1st**. If you are interested in purchasing a photo package, information can be found in the Registration for School process. Money will be paid directly to Bell Photography.

Lockers

Registration fees need to be paid prior to receiving a locker. Lockers for Sophomores and Seniors will be assigned automatically. The locker number and combination will be available on Skyward. Juniors have the option of sharing a large locker or having an individual smaller

locker. Locker assignments for Juniors will be available in the Attendance Office beginning August 8th. If you choose to share a locker, come with your locker partner.

Parking Permits

Parking permits will be available to purchase in the Main Office after school begins. The cost is \$20.00. You must complete and bring with you the West Jordan High School Student Vehicle Parking Contract, your valid driver's license and payment.

If you have any questions, please contact our office at 801-256-5600.

Registration for School Skyward Step by Step Explanation

1. Login to Skyward Family Access (Go to www.westjordanhigh.org and click on the Family Access Tab).
2. Type in your Login and Password which are included in this letter (however if you have changed your password it is not shown). Be sure to use Family Access and NOT Student Access.
3. Click on the "student" drop down on the top and pick the correct student.
4. Click on "Go to Registration for School for (Students name)".

*On the steps below you will need to go to each step, complete/verify the information, then click either "Completed Step or Complete Step and move to the next Step" before you can move to the next step.

*When you are finished with all steps **You must click on the final step "Complete Registration for School" in order to complete your student's registration.**

Step 1) Click on "Student Information"

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can update or change information on this screen as well (address, phone number, emergency contacts, etc.).

*Click on “Complete Step 1a and move to Step 1b and so on.

Step 2) Click on “Skylert Information”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can update or change information on this screen as well.

*Click on “Complete Step 2 and move to Step 3”.

Step 3) Click on “Student Residency”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can change information on this screen as well.

*Click on “Complete Step 3 and move to Step 4”.

Step 4) Click on “Health Profile”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information. You can change information on this screen, as well.

*Click on “Complete Step 4 and move to Step 5”.

Step 5) Click on “Language Survey”

Complete information.

*Click on “Complete Step 5 and move to Step 6”.

Step 6) Click on “Parental Consent”

Complete information.

*Click on “Complete Step 6 and move to Step 7”.

Step 7) Click on “Data Privacy”

Complete information.

*Click on “Complete Step 7 and move to Step 8”.

Step 8) Click on “District Information and Forms”

You will find all the district information on this step: Policies, Free & Reduced Lunch Information, School Fees, Family Educational Rights and Privacy Act, Student Health Insurance, Jordan Family Education Information and School Calendar, etc.

*Click on “Complete Step 8 and move to Step 9”.

Step 9) Click on “School Information and Forms”

You will find the school handbook with school specific information on this step.

*Click on “Complete Step 9 and move to Step 10”.

Step 10) Click on “Fee and Food Service Payments”

Please pay all fees online this year with NO convenience fee! If you have had a fee waiver or will be completing a fee waiver you will still need to go into “Fees”. If you are a 10th grader or New Student and are completing a fee waiver you can find the Fee Waiver form in Step 8. Please print, complete and bring the form with a copy of check stubs and/or tax forms to meet with an Administrator for approval. Administrators will be available on a first come first serve basis August 8th –11th from 8:00 am –2:00 pm at the JATC.

*Click on “Complete Step 10 and move to Step 11”.

Step 11) Click on “Free/Reduced Meal Application”

You will be able to submit a Free/Reduced Meal Application.

*Click on “Complete Step 11 and move to Step 12”.

Step 12) Click on “Ethnicity and Race”

If you completed the online registration last year this information may already be on here and you will just need to verify that it is correct. If not, you will need to enter the requested information.

*Click on “Complete Step 12 and move to Step 13”.

Step 13) Click on “Complete Registration for School”

- This step needs to be clicked in order to complete your student’s online enrollment!**