

2023-2024

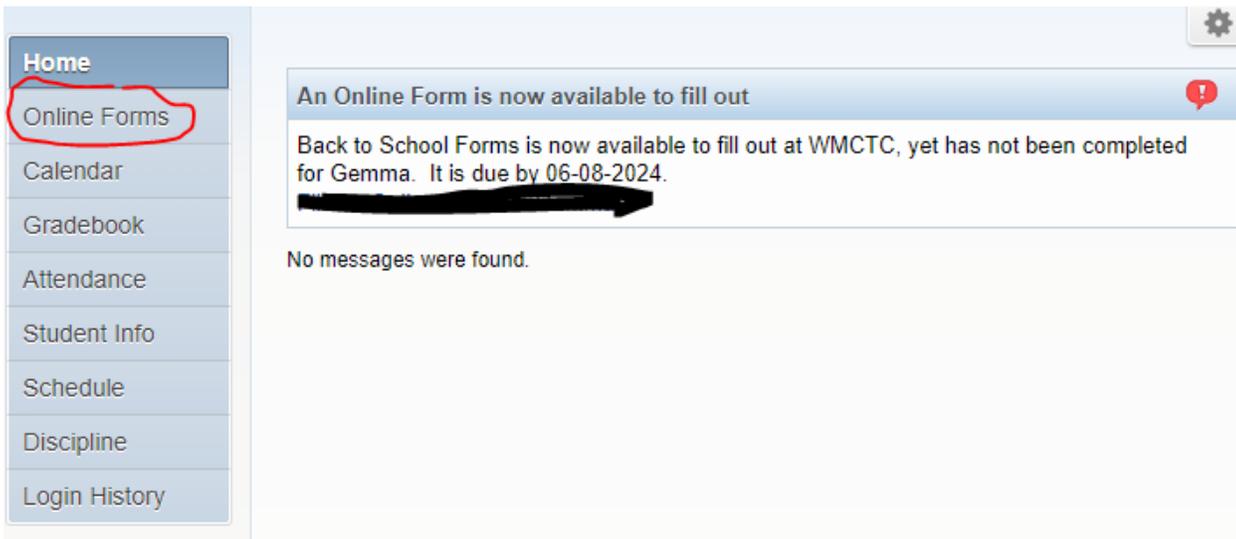
Directions to Complete Back-to-School Online Forms in Skyward

Login to WMCTC's Skyward using the parent login ID and Password.

Parent Login IDs follow the format: parentfirstname.parentlastname All lower case, no spaces

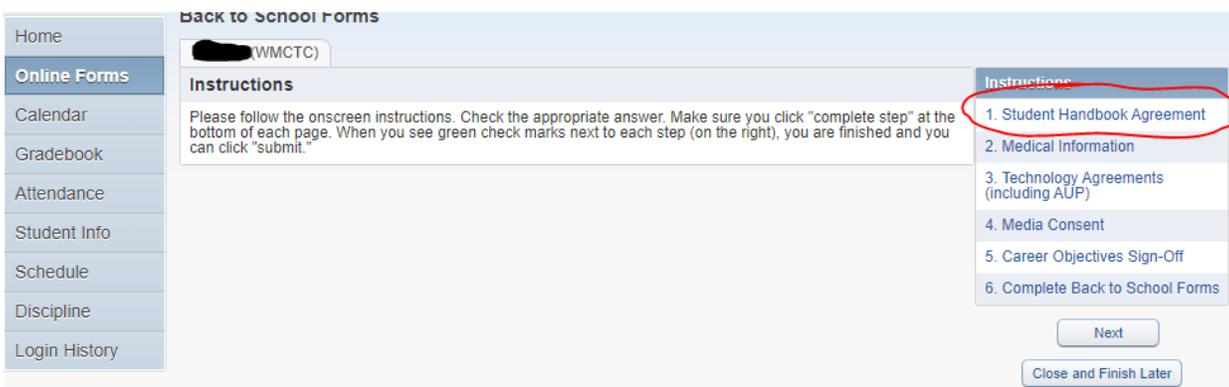
The entire process should take no longer than 5-10 minutes.

Click on the link: Fill out Online Form for *Student Name*. If you have multiple students enrolled, each student will be listed separately. Forms must be completed for each student.



The screenshot shows the Skyward Home page. On the left is a navigation menu with items: Home, Online Forms (circled in red), Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, and Login History. The main content area has a notification box that says: "An Online Form is now available to fill out" followed by "Back to School Forms is now available to fill out at WMCTC, yet has not been completed for Gemma. It is due by 06-08-2024." Below the notification, it says "No messages were found."

The first screen gives a brief explanation of completing the forms. Click on Step #1 Student Handbook Agreement to get started.



The screenshot shows the "Back to School Forms" page. The left navigation menu is the same as in the previous screenshot. The main content area has a header "Back to School Forms" and a sub-header "Instructions" with a user profile icon. The instructions text reads: "Please follow the onscreen instructions. Check the appropriate answer. Make sure you click 'complete step' at the bottom of each page. When you see green check marks next to each step (on the right), you are finished and you can click 'submit.'" On the right side, there is a list of steps: 1. Student Handbook Agreement (circled in red), 2. Medical Information, 3. Technology Agreements (including AUP), 4. Media Consent, 5. Career Objectives Sign-Off, and 6. Complete Back to School Forms. At the bottom right, there are two buttons: "Next" and "Close and Finish Later".

Step 1 – Student Handbook Agreement

There are several links on this page:

2023-2024 Student Handbook (also available on our website www.westerncenter.org under For Parents & Students)

Uniform Store – orders can be placed directly on this site

Program List/Uniforms Requirements – Instructors have listed more information about uniform requirements and specific classroom supplies needed

Be sure to click on Complete Step 1 and move to Step 2 at the bottom of the page.

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

Schedule

Discipline

Login History

Back to School Forms

WMCTC

Step 1. Student Handbook Agreement (Required)

Print View Full Screen

Dear Parent/Guardian:
The **STUDENT HANDBOOK** will answer many of the questions you may have about the rules and activities at the Western Mon...
We hope that this will be helpful to you throughout the school year. We are looking forward to helping you have a good school ye...

You are to read the handbook so that you are familiar with the rules. You should also have your parents and/or guardians read the...

Your program area requires a uniform that must be worn throughout the year. Please check the **Uniform Store** and the **program li...**
needed for the program.

Instructions

1. Student Handbook Agreement
2. Medical Information
3. Technology Agreements (including AUP)
4. Media Consent
5. Career Objectives Sign-Off
6. Complete Back to School Forms

Previous Step Next Step

Close and Finish Later

Complete Step 1 and move to Step 2

Step 4 – Media Consent

You must choose Yes or No from the drop down. **The forms will not advance if this question is not answered.** By choosing Yes, you are allowing your student’s photo to be published in WMCTC-related media (Newsletter, Facebook, Instagram, brochures, etc)

Be sure to click on Complete Step 4 and move to Step 5 at the bottom of the page.

Home
Online Forms
Calendar
Gradebook
Attendance
Student Info
Schedule
Discipline
Login History

Back to School Forms

██████ (WMCTC)

Step 4. Media Consent (Required)

Print View Full Screen

Media Consent Form (allow use of pictures and/or videos to be taken)

Sometime photographs, videotape, or other images of students are taken during school activities by the Western Montgomery Career and Technology Center under its direction, then present in various WMCTC sponsored media, including photographs, videotape productions, newspapers, handbooks, programs, and Internet and Online Web pages (Including Social Media). As you know, students benefit in numerous publications and by displaying their pictures.

(Select yes or no) My child may have their picture taken and used by Western Montgomery Career and Technology Center. If a selection is not made, the consent will be marked as YES.

I understand that by giving consent, I hereby remise, release, and forever discharge The Western Montgomery Career & Technology Center from any and all injury or action against the above named student resulting from the use of such photographs, videotape footage, or other image in any form. This includes that WMCTC will not be responsible for other Internet users' reproduction, display, distribution, or modification of student images in any form, obscene, pornographic, or any manner, nor misrepresentation, criminal acts, cyber theft, cyber stalking, or others use of the WMCTC website.

Instructions

1. Student Handbook Agreement
2. Medical Information
3. Technology Agreements (including AUP)
- 4. Media Consent**
5. Career Objectives Sign-Off
6. Complete Back to School Forms

Previous Step Next Step

Close and Finish Later

Complete Step 4 and move to Step 5

Step 5 – Career Objectives Sign Off

This screen is no longer used, but you must click Submit at the bottom of the page to move on.

The screenshot shows the 'Back to School Forms' interface for Step 5. The main content area displays the error message: 'Unable to find the web object file specified'. At the bottom of the page, a button labeled 'Complete Step 5 and move to Step 6' is circled in red. The right sidebar contains a list of instructions, with Step 5 highlighted. Navigation buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later' are also visible.

Step 6 – Complete Back-to-School Forms

As long as all the previous steps are marked as Complete, click on *Submit Back to School Forms*

The screenshot shows the 'Back to School Forms' interface for Step 6. The main content area features a table titled 'Review Back to School Forms Steps' with the following data:

Step	Description	Status
Step 1)	Student Handbook Agreement	not completed
Step 2)	Medical Information	not completed
Step 3)	Technology Agreements (including AUP)	not completed
Step 4)	Media Consent	not completed
<i>A required field has not been filled in and saved.</i>		
Step 5)	Career Objectives Sign-Off	not completed

Below the table, there are fields for 'Guardian Name:' and 'Guardian Address:'. At the bottom, a button labeled 'Submit Back to School Forms' is visible. The right sidebar contains a list of instructions, with Step 6 highlighted. Navigation buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later' are also visible.

Once the forms are submitted, the following screen should display.

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

Schedule

Discipline

Login History

Back to School Forms

██████████ (WMCTC) [Print](#) | [Mark as not completed and make changes](#)

Step 6. Complete Back to School Forms (Required)

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

Review Back to School Forms Steps

Step 1)	Student Handbook Agreement	Completed 08/24/2023 7:27am
Step 2)	Medical Information	Completed 08/24/2023 7:28am
Step 3)	Technology Agreements (including AUP)	Completed 08/24/2023 7:28am
Step 4)	Media Consent	Completed 08/24/2023 7:28am
Step 5)	Career Objectives Sign-Off	Completed 08/24/2023 7:29am

Guardian Name: ██████████ Guardian Address: ██████████

Instructions

- 1. Student Handbook Agreement**
✔ Completed 08/24/2023 7:27am
- 2. Medical Information**
✔ Completed 08/24/2023 7:28am
- 3. Technology Agreements (including AUP)**
✔ Completed 08/24/2023 7:28am
- 4. Media Consent**
✔ Completed 08/24/2023 7:28am
- 5. Career Objectives Sign-Off**
✔ Completed 08/24/2023 7:29am
- 6. Complete Back to School Forms**

[Previous Step](#) [Next Step](#)