FOOD SERVICE F/R APPLICATION PROCEDURE

PLEASE BE SURE TO HAVE THE FOLLOWING ITEMS WITH YOU BEFORE YOU BEGIN THIS PROCESS

1. SKYWARD LOGIN ID AND PASSWORD (THE BUILDING SECRETARIES CAN PROVIDE IF NEEDED)
2. TANF/SNAP CASE NUMBER OR INCOME INFORMATION FOR ALL FAMILY MEMBERS LIVING IN HOUSEHOLD

ONCE YOU HAVE THE ABOVE ITEMS

1. LOG INTO SKYWARD WITH YOUR USER ID AND PASSWORD
2. CLICK ON THE FOOD SERVICE TAB ALONG THE LEFT SIDE OF SCREEN
3. AT TOP OF SCREEN CHOOSE ONE STUDENT NAME (IF YOU HAVE MORE THAN ONE STUDENT IT WILL SHOW "ALL STUDENTS" UNDER FAMILY ACCESS) YOU MUST CHOOSE A STUDENT NAME TO BE ABLE TO ADD AN APPLICATION
4. CLICK ON THE WORD "APPLICATIONS"
5. ON POP UP SCREEN CHOOSE "ADD APPLICATION"
6. THE STEPS FOR COMPLETING THE APPLICATION ARE LISTED ON THE LEFT SIDE OF THE NEXT POP UP SCREEN (CLICK ON THE NEXT BUTTON AT THE TOP RIGHT TO MOVE THROUGH THE APPLICATION OR YOU CAN CLICK ON THE BACK BUTTON TO GO BACK)
7. ONCE ALL INFORMATION HAS BEEN COMPLETED, LAST PAGE OF APPLICATION HAS "SUBMIT APPLICATION" YOU **MUST** CLICK THIS BUTTON OR THE APPLICATION WILL NOT BE PROCESSED
8. YOU WILL RECEIVE A LETTER LETTING YOU KNOW YOUR APPLICATION HAS BEEN PROCESSED AND THE STATUS OF YOUR STUDENTS