Family Access: Steps for Completing the Instructional Arrangement Change Form

Instructional Arrangement Change Forms will be available online at least two weeks prior to a grading period and will be available for one week.

Step 1: Log into your Family Access account in Skyward. If you do not know your login information, call the campus main number.

Step 2: You may click on **Online Forms** on the navigation menu on the left side of the screen. You will also see a message on the Home page of Family Access indicating an Online Form is available to fill out. The due date is shown in the form message. You can access the form by clicking on "Fill out Online Form for ..."

Home	You have unread messages
New Student Online Enrollment	An Online Form is now available to fill out Instr. Arrgmnt. Change Form is now available to fill out at CTE ECHS, yet has not been
Online Forms	completed for y. It is due by 09-16-2020. Fill out Online Form for E
Gradebook	
Attendance	

Step 3: Read the Message on the screen and click the Next Button



Step 4: The following message will pop up. Click **Yes** to continue.

Skyward	(iii)
The form "20-21 Instructiona completed. Would you like to complete it	Arrangement Change Form" has not yet been now?

Step 5: Select the Instructional Arrangement of your choice, enter your name and today's date.

(CTE ECHS)				
ep 1. Instr. Arrgmnt Change	Form (Optional)		Instructional Arrangement Change	
		View Full Screen	1. Instr. Arramnt Change Form	
Name:	Gender: Grade/Grad Yr: Other ID:	Save Save and Print	2. Complete Instr. Arrgmnt. Change Form	
Contra Part / Ast	Galena Park Independ Instructional A Change Formulario de Ca Instrucción Dis	lent School District Arrangement Form mbio de Plan de strito Escolar o Colone Back	Close and Finish Later	
ent Other ID' ID Escolar:	angement you want your child to have f	for the next grading próximo periodo de		
rent/Guardian Signature/Firma del Padi	ne Tutor.			
ate/Fecha:				
ate/Fecha: Back-to Opciones) >-School Instructional Arrangement Options: de Plan de Instrucción para el Regreso a Clases			
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Step 6: You may **Save** or **Save and Print** the document for your records, but it is not required. Click **Next Step** to continue with the form.

Step 1. Instr. Arrgmnt Change Form (Optional)	Instructional Arrangement Change Form
View Full Scree	en 1. Instr. Arrgmnt Change Form
Name: Gender: Grade/Grad Yr: Save and	2. Complete Instr. Arrgmnt. Change Form
Other ID: Back	Previous Step Next Step
Galena Park Independent School District Instructional Arrangement	Close and Finish Later

Step 7: Click **Submit Instr. Arrgmnt. Change Form**. This completes all your steps.

Review Instr. Arrgmnt. Change Form Steps Step 1) Instr. Arrgmnt Change Form		
Guardian Name:	Guardian Address:	
	Submit Instr. Arrgmnt. Change Form	