

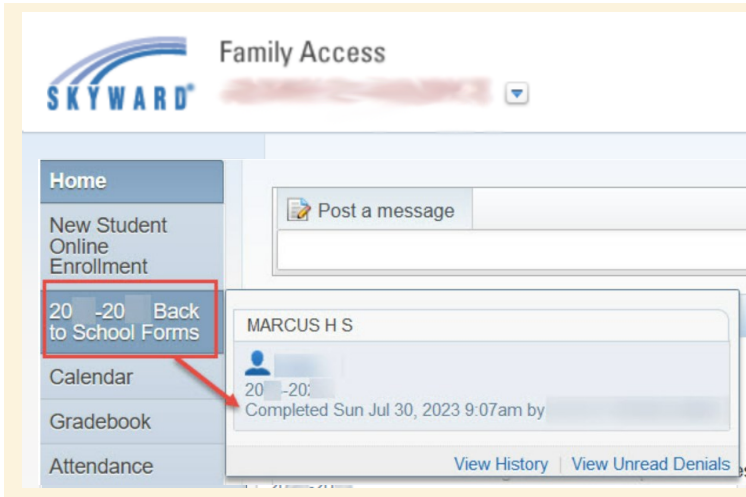


BTS FORMS PACKET | Verify Completion

SUMMARY: If you received a communication from your student's campus about an incomplete BTS Forms Packet, please refer to the following guide.

VERIFY COMPLETION STATUS

The most common issue with BTS Form Packets is not marking them as "Completed."



STEP ONE

After logging into Skyward Family Access, click on the **20xx-20xx Back to School Forms** tab in the left-hand menu.

STEP TWO

Your student(s) will be revealed in the pop-up window. Verify each student has the word "Completed" with the timestamp below their name.

If any students are missing this indication, please click on their name.

SUBMIT FORMS PACKET

Even if you have filled out all of the forms, the BTS Forms Packet is required to be submitted, even after reopening it to make adjustments.

STEP THREE

Make sure every **(Required)** step is completed.

STEP FOUR

Click on the last step listed on the right side of the screen. This example's last step is Step 16.

STEP FIVE

Click on the **Submit 20xx-20xx Back to School Forms** button.

This process can be repeated for any student missing the "Completed" indication in step two.

