Completing Skyward Online Registration

Rosati-Kain Academy requires families to complete several forms and agreements for each student before their first day of school. These forms are collected and stored in Skyward, RKA's Student management system. It is heavily recommended to complete this on a desktop device, and not a mobile device.
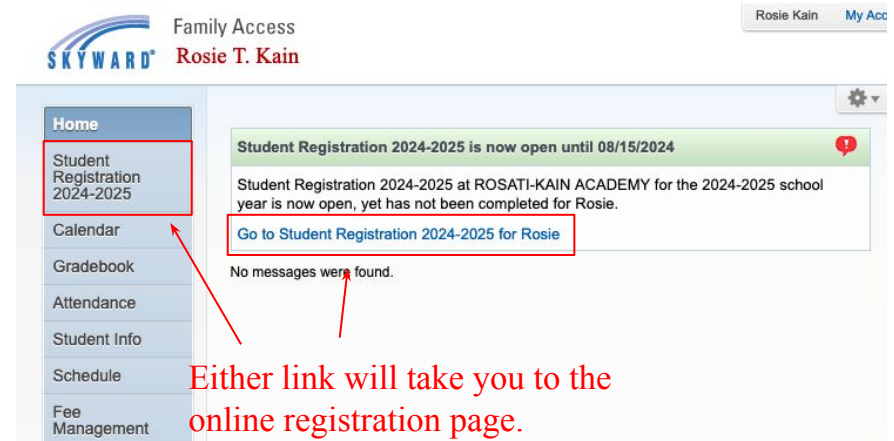
To access Skyward Online Forms:

1. Login to Skyward Family Access via RKA's Skyward portal**.**
- → Forms can only be accessed through a parent or guardian's account. Do not use your daughter's Student Access credentials.
- → If you are unable to access your account, please either request a password reset or contact ndaues@rosati-kain.org

2. When registration is open, an alert will appear on your homepage, as shown to the right. Click the link in the alert to be taken directly to the Online Registration Area. If the notification does not appear please check the blue menu to the left for a button that reads "Student Registration." Click this option, then select your student's name.
If neither of these options appear, please contact the school.

Note: If you have multiple students attending RKA simultaneously, you will have two separate registrations to complete.

Either link will take you to the online registration page.

Navigation Pane

Complete step to save entries.

3. When in the Registration area, navigate through the forms using the pane to the right. To jump to a form, click the name of any blue highlighted step. Please note, if you leave a required field blank, Skyward will not allow you to move to a new page.

4. Whenever you complete a step, be sure to scroll to the bottom and hit the "Complete Step # Button," otherwise the information you entered will not save. Navigating away from the Registration area will delete unsaved information.

5. Most forms have a "view full screen" option in the top right corner of the work area. This will allow the view of all fields in a form at once. It's recommended to use it where available.

Expands form view

6. When a single form is complete, it will appear with a green check in the navigation pane. When all items have this check, proceed to the final step. Review the information and click "Submit Student Registration." You will receive an email confirming registration completion. Profile changes with be approved by the office shortly.

Remember if you have multiple students, you will have to complete this full process for both students!

Questions or technical issues should be directed to registrar Nel Daues through ndaues@rosati-kain.org, or by phone at 314-533-8513 x2250.

Online Form Content Overview:

1: Student Profile, update name, primary address, family/guardian, emergency contact information

2: Verify Ethnicity/Race, confirm or set your student's racial and ethnic demographic information

3: Additional Information, provide further demographic information, secondary student address, or non-custodial parent address

4-5: Emergency Medical Information, provide pertinent health information, emergency instructions, insurance information

6: RoboCall, add phone and SMS numbers to be entered into the robo-call list

7: Transportation Release, give permission on how students are transported to and from campus and events

8: Off-Campus Permission Slip, give permission to attend school sponsored events throughout the year

9: Media Release, indicate how school is allowed to use your daughter's image

10-11: A+ Program letter and Agreement, acknowledge requirements for the A+ Program

12-13: Code of Ethical Conduct and Acknowledgement, agree to RKA's policies on student behavior when working with younger children

14-15: Student Handbook and Acknowledgement, confirm understanding of handbook and agree to its policies

16-17: Technology Policy and Agreement, agree to proper use of school-provided technology

18: Parking Guidelines, request a permit for your student's vehicle

19: Immunizations, upload immunization records.