

CARDINAL UPDATE - 7/19/2024

Hello Brodhead Families:

I hope all is well with you and your family. This update contains information about our Online Registration Process. Please note the following [ONLINE REGISTRATION MEMO](#) for some of the main items to be aware of. This is still a fairly new process for us at Brodhead, but it is part of our Skyward Student Management Program and will be the expected way for all enrollment in our District. We expect all parents/guardians to register online rather than in person. If you have difficulties, please contact one of the secretaries in the building your child will be attending.

Online Registration

- The window for online registration will start Thursday, August 1 and remain open until Thursday, August 15.
- All new families registering new students are required to register in-person.
- In-person registration will be held August 12-15 (Monday-Thursday); office hours will be from 8:00 a.m. to 3:00 p.m. with the offices being closed for lunch from 12:00 p.m. to 1:00 p.m.
- If you do not have access to a computer or the Internet, we will have a bank of computers available at each school and our [tutorials](#) printed off and available. We prefer that you complete the process online, but if you have issues or need support to complete the process in-person, you may still do so.
- We are continuing to develop our new District Web Page at www.brodhead.k12.wi.us. There is a section on our website under the "[Families](#)" link dedicated to our registration process.
- In order to register, each family must have a Skyward username and password. When you access the [SKYWARD LOGIN SCREEN](#) and have forgotten your username and/or password, simply click on the "Forgot your Login/Password" and that information will be sent to the email address you enter. If you do not have an email address on file, you will need to contact the school your child will be attending, and they will help.
- Please make sure your email and cell phone numbers are listed correctly in Skyward. When a message is sent out from the Brodhead School District, it will only go to the first email and first cell phone listed in Skyward. When registering, please make sure this information is correct.
- The Brodhead School District offers a voluntary payment service called **RevTrak**. This program offers various options for parents/guardians who choose to make payments online and is very user-friendly.
- The **RevTrak** electronic payment service is provided to the school by a third-party service provider. The service provider has a nominal fee for each credit card transaction. **RevTrak** will accept all school fees, which allows families to eliminate the need of having to write numerous checks. ***If you register your student between August 1 - August 15, the RevTrak fee for registration costs will be waived!*** When you set up your account, please review your options carefully.
- Our School Board made the decision at the July 10 School Board Meeting to waive the registration fee for all families who qualify for Free or Reduced Lunch. If your family has qualified in the past, that will be noted in our Skyward system and the fee for registration will be waived at the time of registration. If you feel you will qualify for free or reduced lunch according to the [INCOME GUIDELINES](#) used to determine whether your family qualifies, we recommend you fill out the form within your online registration materials and not pay the registration fee.

We prefer that parents use the online payment option, but since there is a small cost, you may still mail or drop off payments as well.

- Here are some quick links to help complete the online registration process:
 - [Brodhead School District Webpage](#)
 - [Online Registration Tutorial](#)
 - [Online Registration Tutorial \(Spanish\)](#)

Respectfully,
David Novy
District Administrator