



# Returning Student Verification

## Returning Student Verification Cheat Sheet

### How to Complete Returning Student Verification in Family Access

**Returning Student Verification** is only available during designated verification periods. For students currently attending **Hooks ISD** who will be returning for the future school year, parents must access their **Family Access** account and select the **2025-2026 Returning Student Verification** option to register students for the future school year.

Parents with students who have left and are now returning to the district for the future (or current) year, must recover their **Family Access** login information either by using the password reset option available or by contacting their child's last school of enrollment.

If your child has never attended the district previously, you must use contact the campus to obtain an enrollment packet.

1. Navigate to <http://www.hooksisd.net> and then choose the **Parents & Students** tab. Locate and selecting the **Skyward Family Access** link on the left edge of the page.



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2. Log on to **Family Access** using your **Login ID** and **Password**. If you need to recover this information, click on the **Forgot your Login/Password** link displayed below. You will need to use the email address on file to recover your account. If you're uncertain or need additional assistance, please contact your child's last [school of enrollment](#) for assistance.

**SKYWARD®**

Hooks ISD

Student Management & Family Access System

Login ID:

Password:

[Sign In](#) \*

[Forgot your Login/Password](#)

05.25.02.00.04



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- Links are available for each of your children. To register a child for the future school year, either click on the link displayed on your **Family Access** wall or select the tab on the left edge of the screen for **2025-2026 Returning Student Verification**.

The screenshot shows a web interface with a left sidebar and a main content area. The sidebar has links: Home, New Student Enrollment, 2025-26 Returning Student Verification (highlighted in green), Ethnicity/Race, Calendar, Gradebook, and Attendance. The main content area has a red alert banner: "Ethnicity and Race have not been Validated! Ethnicity and Race for FAKE needs to be reviewed and validated." Below this is a green banner: "2025-26 Returning Student Verification is now open until 05/20/2025". The main text states: "2025-26 Returning Student Verification is now open to verify students at Hooks ISD for the 2025-26 school year. IMPORTANT: Returning Student Verification is required to be completed for students returning to school for 2025-26. Failure to complete the process will delay your child's schedule/class access. Go to 2025-26 Returning Student Verification for FAKE". A red asterisk icon points to the word "required".

- After selecting the verification process for a student, a welcome message and **important instructions** will display alongside a series of **Steps** listed to the right edge of the screen. Please note that any **Step** of this process can be accessed by selecting a link on the right edge of the screen at any time (if you need to go back and return to a finished Step).

To get started, select the first link listed to the right, **a. Student Information**.

The screenshot shows a two-column layout. The left column contains a welcome message: "Welcome to the Hooks ISD 2025-26 Returning Student Verification process the 2025-26 school year. This process is required for all returning students. Students who fail to have a completed verification will be delayed from accessing classes on the first day of school. This process is intended for students who currently attend Hooks ISD and will return to school, or those students who have left the district and are now returning to attend the 2025-26 school year. To start the 2025-26 Returning Student Verification process for the 2025-26 school year, click on the link to the right showing: a. Student Information If you need assistance, please contact your child's school of enrollment directly. Click on the link below for a list of schools: Click Here to View a List of Schools to Contact". The right column has a header "Welcome to 2025-26 Returning Student Verification" and a list of steps: 1. Verify Student Information (with sub-links a. Student Information, b. Family Address, c. Family Information, d. Emergency Contacts), 2. Verify Ethnicity/Race, 3. Returning Student Information, 4. Student Health Information, and 5. Medication Consent & Special Procedures. A red asterisk icon points to the link "a. Student Information".



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5. Each **Step** within the verification process will provide detailed instructions on how you should proceed before continuing onto the next **Step**. **Please read instructions carefully**. Failure to complete these **Steps** as expected can and will delay your child's verification and registration.

**IMPORTANT:** Addresses cannot be changed online. Addresses must be changed in-person at your child's school and a current water, gas, or electric bill must be provided.

**Step 1a. Verify Student Information: Student Information** (Required) Undo

Verify Student, Family, and Emergency Contact info for Step 1.

**IMPORTANT:** Updating your address requires **Proof of Address** to be provided to your child's school. Examples include a **Water or Electric Bill** (within the last 30 days), or a **Signed Lease Agreement**.

Click **Complete Step 1a and Move to Step 2** to continue.

**General Information**

First:  Middle:

Last:  Suffix:

Birthday:  Gender:

Other Name:

Language:  Race:

☐ Do you have internet access?

☐ Do you have a device to access eLearning material?

Military Connected:

Ext:

Ext:

School Email:  Home Email:

Birth County:

Birth State:

Birth Country:

6. Any fields that show with a gray background cannot be edited. These fields are pulling view-only information from the system. Only clear fields can be maintained. Proceed to review and update information as needed. **Student Information** is associated to the student. **Email** and **Phone Numbers** listed here are those of the student, not the parent (with exception to **Home Phone**).

**IMPORTANT:** Each time you are ready to finish a **Step**, click the button below (or at the top of your screen in full view) to **Complete Step and move to (the next) Step**. If necessary, you'll have the option to return to a previous **Step** by clicking a link on the right of your screen to re-access that **Step**.

Complete Step 1a and move to Step 1b





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7. **Returning Student Verification** requires completion of several different **Verification Forms** as you navigate through each **Step**. Initially, the screen may be confusing as the form will display inside the window. A **green** check mark ✓ indicates you have completed a **Step**. If there is no check mark, that **Step** is not completed.

Utilize the **View Full Screen** option located toward the upper-right to expand the form for ease of use.

**2025-26 Returning Student Verification**

FAKE (HOOKS H S 2025-2026)

**Step 3. Returning Student Information (Required)**

Welcome to the forms portion of the [2025-26 Returning Student Verification](#) process.

Please review and complete the Returning Student Information form, including the option to provide your signature.

Continue to **Sign** and **Date** the form by typing your name and today's date in the fields provided.

**NOTE:** Click on [View Full Screen](#) just below to expand the registration forms for viewing in full screen mode for easier editing and then choose [Complete Step 3 and Move to Step 4](#) to continue.

[Print](#) [View Full Screen](#)

**Hooks**  
INDEPENDENT SCHOOL DISTRICT

**Returning Verification Student Information**

**Welcome to 2025-26 Returning Student Verification**

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts
2. Verify Ethnicity/Race
- 3. Returning Student Information**
4. Student Health Information
5. Medication Consent & Special Procedures
6. McKinney-Vento Residency Questionnaire
7. Military-Connected & Foster Care Students
8. Notification of Posted Documents
9. Acceptable Use Policy & Technology Agreement
10. Corporal Punishment Information

8. Upon completing the form, parents may choose to **Print** a copy, choose to **Exit Full Screen**, or preferably, click on the **Complete Step and Move to Step** button to complete the form and to return to the next verification step.

[Complete Step 3 and move to Step 4](#)



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9. **Proof of Residency** is required and the option to provide documentation is incorporated into the **Returning Student Verification** process. Follow on-screen instructions to upload a copy before choosing to complete and move to the next **Step**.

**2025-26 Returning Student Verification**

FAKE (HOOKS H S 2025-2026)

**Step 16. Proof of Residency (POR) Documentation Upload (Optional)**  
**IMPORTANT:** All families of students who are returning to attend school at **Hooks ISD** are required to provide **Proof of Residency**.



This step allows you the option of uploading the documentation now. To proceed, click on the Choose File button to select a saved copy of qualifying documentation showing the address where the student resides. Proceed to Select and then Upload the file before continuing.

Click **Complete Step 16 and Move to Step 17** to continue with reviewing your completed steps of this verification process.

Once you have reviewed your information, please be sure to complete the process by selecting **Submit Registration**.

Proof of Residency:  No file chosen



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10. A summary of the verification process will display with details and information regarding the steps you have completed. A **Print** link is available in the upper-right corner of the verification information if you wish to print a copy of the verification at home.

**2025-26 Returning Student Verification**Print

FAKE (HOOKS H S 2025-2026)

**Step 17. Complete 2025-26 Returning Student Verification (Required)**

By completing **2025-26 Returning Student Verification**, you are confirming that the Steps below have been finished.  
Are you sure you want to complete **2025-26 Returning Student Verification** for FAKE?

**Review 2025-26 Returning Student Verification Steps**

Step 1)	Verify Student Information	Completed 05/13/2025 3:23pm
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Verify Ethnicity/Race	Completed 05/13/2025 3:23pm
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	Returning Student Information	Completed 05/13/2025 3:23pm
Step 4)	Student Health Information	Completed 05/13/2025 3:23pm
Step 5)	Medication Consent & Special Procedures	Completed 05/13/2025 3:23pm
Step 6)	McKinney-Vento Residency Questionnaire	Completed 05/13/2025 3:23pm
Step 7)	Military-Connected & Foster Care Students	Completed 05/13/2025 3:23pm
Step 8)	Notification of Posted Documents	Completed 05/13/2025 3:23pm
Step 9)	Acceptable Use Policy & Technology Agreement	Completed 05/13/2025 3:23pm
Step 10)	Corporal Punishment Information	Completed 05/13/2025 3:23pm
Step 11)	Student Directory & Information Release	Completed 05/13/2025 3:24pm
Step 12)	Dismissal Procedure Information	Completed 05/13/2025 3:24pm
Step 13)	Student Random Drug Testing	Completed 05/13/2025 3:24pm
Step 14)	Student Busing Rules & Consequences	Completed 05/13/2025 3:24pm
Step 15)	Family Survey (Migrant Form)	Completed 05/13/2025 3:24pm
Step 16)	Proof of Residency (POR) Documentation Upload	Completed 05/13/2025 3:24pm

Guardian Name: PARENT FAKE    Guardian Address: 1905 BARKMAN CR TRACE RD  
HOOKS, TX 75561

**Submit 2025-26 Returning Student Verification**



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11. **IMPORTANT:** You must select the [Submit 2025-2026 Returning Student Verification](#) button to send your information to the district. You will receive a confirmation email sent to your email address on file at the district.

Remember, address **changes** require you appear in-person and bring proof of address to your child's school.

[Submit 2025-26 Returning Student Verification](#)

12. If you've made a mistake or need to make changes, you can return to the verification process even after you've submitted it to the district. This will require you resubmit the information to the district after completing changes.

Choose **Mark 2025-2026 Returning Student Verification as not completed and make changes** to make updates if necessary. You can then click on any Step as needed to make updates but be certain to click Next in the bottom-right corner of your screen when finished to revisit the confirmation screen and to [Submit 2025-2026 Returning Student Verification](#).

Parents will need to return to the **Family Access** home page to complete Returning Student Verification for any additional students.

FAKE (HOOKS H S 2025-2026)

✓ **2025-26 Returning Student Verification** was **successfully completed** and submitted to the district for FAKE on Tue May 13, 2025 3:25pm by PARENT FAKE.

[Go back to review completed steps](#)

[Mark 2025-26 Returning Student Verification as not completed and make changes](#)