

## Trout Lake School 2025–2026 Online Registration for Returning Students Annual Updates & Family Income Survey

Dear Trout Lake Families,


We're excited to introduce **online registration** for all returning students this year. This new process will save you time filling out forms. And, it will help ensure that we have accurate information, streamline school communication, and support our school's funding. Thank you in advance for taking a few minutes to complete these important steps.


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### ✔ Step 1: Log in to Skyward (Qmlativ)

- You should have received an email from Skyward/Qmlativ with your **username** and instructions to create a **password**.
- If you didn't receive the email or need help logging in, please contact:

**Kristin Schmid**

 509-395-2571

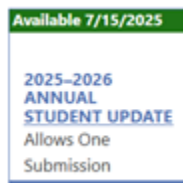
 [kr.schmid@tlschool.net](mailto:kr.schmid@tlschool.net)

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### ✔ Step 2: Complete the 2025–2026 Annual Student Update

Once you're logged in:

1. Go to **Skyward Family Access** (Qmlativ).
2. Click on "**2025–2026 Annual Student Update**" — you'll find it under **Online Forms** or in the **banner at the top** of your screen.



3. Follow the prompts to update your student's information.

This ensures we have up-to-date emergency contacts, health information, and permissions.

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### ✔ Step 3: Complete the Family Income Survey

 **Please complete this step even if you don't think you qualify** — you'll have the option to indicate that without entering financial details.

1. After completing your annual update, click the **Home** button (top left).
2. Select "**Food Service Applications.**"




3. Click “+ Start New Application” on the left-hand side.

The screenshot shows the 'Online Food Service Applications' web interface. At the top, there is a search bar with a date input 'MM/DD/YYYY', a search icon, and a view selector 'View: Skyward Default'. A red box highlights the '+ Start New Application' button. Below the search bar is a table with columns: Application Date, Primary Applicant, Application Status, CEP Application, Submitted By, Signature Date, and Return Res. The table currently displays 'No records to display'.

## Why This Survey Matters

Completing the Family Income Survey helps Trout Lake School qualify for **important state and federal funding**, including:

- Academic and classroom support
- Technology resources
- School-wide programs and grants

 If your family qualifies, we can also share your name with the **Trout Lake Lunch Fund Scholarship Committee** to make support more accessible to you.

## Need Help? We're Here for You

If you need support with the online registration process, please don't hesitate to email or call the school office to arrange a time to come in. We'll have **laptops available for you to use**, and someone will be happy to walk you through the steps.

Please note: **Online registration works best on a computer**. If you're using a cell phone, you may experience technical difficulties—using a laptop or desktop is strongly recommended.

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We know new systems can take a little time to learn, and we're here to help. Your participation in this process truly makes a difference for our school community.

With gratitude,  
**Wendy Beldin**, Principal