

Items you will need: *For co-curricular/club/team forms: Family Physician Name, Insurance Card info. *Your Student-- to read and approve forms with you.

http://www.tomahawk.k12.wi.us/

FAMILIES Tab, (hover over)

COMMUNICATION; Family Access – Skyward

"Login to Family Access – Skyward Student Portal" (yellow link)

Enter your Login and Password (***)

If you have more than one student you must choose them from the dropdown box on top.

Click on "Go to Annual Student Information Update for _____

Begin by selecting Step 1. a.

***HINT! Always click on "View Full Screen" when available, or some information may not appear.

Make any changes for steps **a-e**. After reviewing each step you must click "Complete step _" at the bottom of the page.

Step 2 is a required step.

Steps 3 and 4 MUST be completed if your student will be participating in <u>any</u> club, activity or athletic team. The WIAA Physical Form is not included, as there must be a hard copy on file at the THS office. If you choose to opt out of **these forms** click the "I do not wish to fill out this optional form" boxes.

Steps 5 and 6 are link(s) to optional digital forms. If you choose to opt out of *these* forms you must still open the link, then "X" out to close, and click "Complete Step_ and move to Step_".

At the end of the process, Step 7, Click on the box that says

"Submit Annual Student Information Update."

Thank you!