

# 2023-2024 ELEMENTARY Annual Student Information Update



Items you will need:

- \*Family Physician & Dentist names, Insurance Card info.
- \*Your Student-- to read and approve forms with you.

Login to [Skyward Family Access](#)

Enter your Login and Password (\*\*\*) *If necessary, click on Forgot Login/Password*

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Go To “**Annual Student Information Update** for *your student name*”

*If you have more than one student you might need to click on Annual Student Information Update found on the left side of the screen and complete for each child in the dropdown box.*

**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 **1.a - 1.e.**

**After reviewing each step you must click “Complete step \_” at the bottom of the page.**

**Steps 2 and 3** are required steps.

**Step 4** is a link to an optional digital form. If you choose to opt out of this form **you must still open the link**, then “X” out to close, and click “Complete Step 4 and move to Step 5”.

**At the end of the process click on the last step,  
“Complete Annual Student Information Update.”**

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If you have any questions, please don’t hesitate to contact the Elementary office at 715-453-2126