2023-24 HIGH SCHOOL Annual Student Information Update

Items you will need:
*For activity/club/co-curricular/team forms: Family Physician Name, 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 <u>**Step 1. a.**</u>

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

<u>**Steps 1.a. – 1.e.**</u> Review and make any changes/updates.
 After reviewing each step you must click "Complete step _" at the bottom of each page.

<u>**Steps 2 – 5**</u> Complete the form and click "Complete Step # and move to Step #"

<u>**Steps 6 – 10**</u> These steps are grade-specific forms (not all forms will appear for all students).
These remaining steps are linked to 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 click on the last step, Select:
 "Complete **<u>Annual Student Information Update</u>.**"

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If you have any questions please don't hesitate to contact the High School office at 715-453-2106.