

# 2023-24 MIDDLE 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 **Step 1. a.**

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

**Steps 1.a. – 1.e.** Review and make any changes/updates.

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

**Steps 2 – 5** Complete the form and click "Complete Step \_ and move to Step \_"

**Step 6** This step 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\_ and move to Step\_".

**At the end of the process click on the last step, Select:**

**"Complete Annual Student Information Update."**

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If you have any questions please don't hesitate to contact the Middle School office at 715-453-5371.