


Instructions to Complete the 2016-2017 Information Verification

1. Login into Skyward Family Access either from the School District of La Crosse website or launch the Skyward App on your mobile device and select your desktop account. If you need help with your login and password, please contact your child's school.
2. On the left side of the window, click on 2016-2017 Information Verification tab and then select a student's name from the list. To start the steps, click on the Next Button, located on the lower right hand side of the screen.

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and 'Family Access' text. A user profile bar at the top right contains a redacted name, 'My Account', 'Contact Us', and 'Exit' links. Below the header is a navigation menu on the left with items: Home, New Student Online Enrollment, 2016-2017 Information Verification (highlighted with a red arrow), Online Forms, Arena Scheduling, Calendar, Attendance, Student Info, Food Service, Schedule, Teacher Conferences, Skylert, Health Info, and Login History. The main content area features a notification banner: '2016-2017 Information Verification is now open until 05/19/2016' with a red exclamation mark icon. Below this is a message: '2016-2017 Information Verification at Summer School for the 2016-2017 school year is now open, yet has not been completed for [redacted]'. A blue link reads 'Go to 2016-2017 Information Verification for [redacted]'. On the right, the 'Upcoming Events' sidebar shows 'Thu May 19, 2016' and the event '2016-2017 Information Verification closes for 2016-17 Summer School'.

3. Follow the screen prompts to update any information in the student information areas. Once a step is completed, click on the button "Complete Step ... and move to Step..."

Tips in completing the Information Verification:

- Under Student Information – Allow Publication of Student's Name: Click on the  for more information regarding publication of your student's name and photo
- On the list of steps, there will be a **green check mark** next to that step once it is completed.
- Optional Steps:
 - i. To skip the step, click on Next Step (Located underneath the list of steps) to move to the next step
 - ii. Free Reduced Meal Application can be filled out either online or by paper at another time.

(Continues on the back)

4. **Important-** To finalize the process, once you've updated all of your information and all required steps have a green check mark, you will need to click the Submit 2016-2017 Information Verification button.

Family Access

2016-2017 Information Verification

Step 13. Complete 2016-2017 Information Verification (Required)

By completing 2016-2017 Information Verification, you are confirming that the Steps below have been finished. Are you sure you want to complete 2016-2017 Information Verification for [redacted]?

Review 2016-2017 Information Verification Steps

Step	Description	Status	Time
Step 1)	Verify Student Information	Completed	05/11/2016 12:51pm
<i>No Requested Changes exist for Step 1.</i>			
Step 2)	Verify Ethnicity/Race	Completed	05/11/2016 12:51pm
<i>No Requested Changes exist for Step 2.</i>			
Step 3)	Add a Food Service Application	Completed	05/11/2016 12:56pm
Step 4)	Student Accident Insurance	Completed	05/11/2016 12:56pm
Step 5)	Health Forms	Completed	05/11/2016 12:56pm
Step 6)	Field Trip Consent to Treat	Completed	05/11/2016 12:56pm
Step 7)	LaCrosse Public Education Foundation/La Crosse Promise	Completed	05/11/2016 12:57pm
Step 8)	Code of Conduct Book	Completed	05/11/2016 12:57pm
Step 9)	Make a Food Service Payment	Completed	05/11/2016 12:59pm
Step 10)	Athletics Registration	skipped	
Step 11)	Transcript Release Form	skipped	
Step 12)	Signature Page	Completed	05/11/2016 12:59pm

Guardian Name: [redacted] Guardian Address: [redacted]

Submit 2016-2017 Information Verification

2016-2017 Information Verification

- Verify Student Information
Completed 05/11/2016 12:51pm
- Verify Ethnicity/Race
Completed 05/11/2016 12:51pm
- Add a Food Service Application
Completed 05/11/2016 12:56pm
- Student Accident Insurance
Completed 05/11/2016 12:56pm
- Health Forms
Completed 05/11/2016 12:56pm
- Field Trip Consent to Treat
Completed 05/11/2016 12:56pm
- LaCrosse Public Education Foundation/La Crosse Promise
Completed 05/11/2016 12:57pm
- Code of Conduct Book
Completed 05/11/2016 12:57pm
- Make a Food Service Payment
Completed 05/11/2016 12:59pm
- Athletics Registration
skipped
- Transcript Release Form
skipped
- Signature Page
Completed 05/11/2016 12:59pm
- Complete 2016-2017 Information Verification**

Previous Step Next Step

Close and Finish Later

5. After submitting, select close and finish. You should receive a message stating that the 2016-2017 Information Verification was successfully completed. If you need go back and make changes, click on "Mark 2016-2017 Information Verification as not completed and make changes."

2016-2017 Information Verification was successfully completed and submitted to the district for [redacted] by [redacted]

[Go back to review completed steps](#)

[Mark 2016-2017 Information Verification as not completed and make changes](#)

6. **Change of Address** - please bring in address verification to either your child's school or the Registrar's office at the Hogan Administrative Center. If your new address puts you into a different boundary school, please complete the Boundary Exception Request, located under Online Forms in Family Access.
7. After September 16th, home address, phone numbers, email, emergency information and emergency contacts can continue to be updated throughout the year within Family Access.