STEP-BY-STEP INSTRUCTIONS

SCHOOL DISTRICT OF
LA CROSSE
Dream • Believe • Achieve

STUDENT INFO UPDATE
1. Open a web browser such as Chrome or Internet Explorer.

2. Go to the School District of La Crosse website homepage:
   www.lacrosseschools.org

3. Click the “Skyward Family Access” button in the left column.

4. Enter your login and password on the Skyward Family Access login page.
   
   Note: If you do not know your login or password:
   • Use the “Forgot your Login/Password” link and follow the prompts, or
   • Call your child’s school, or
   • Call the District Registrar’s Office at 608.789.7756

5. Click “Sign in”
1. Click on the “Go to Student Info Update for “[Student Name]” link in the center column.

**Note:** A link will appear for each child in the family. The Student Info Update must be completed for each student individually.

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[Image of a screenshot of a Skyward Family Access page showing the student info update link.]
1. Read over the instructions information.

**Note:** Important information includes:
- On each step, review the listed information and make changes if needed.
- Any changes to the primary address require proof of the new address to either your child’s school or the District Registrar’s Office at Hogan Administrative Center.
- If you have moved outside the School District of La Crosse boundaries and would like your child(ren) to continue attending in La Crosse, contact the Open Enrollment office at 608-789-7651 regarding the Open Enrollment Process.
- If you have moved and changed boundary schools within the district, but would like your child(ren) to continue attending your current school, please complete the Intra-district Transfer form available in the on the district web page under Parent - Intra-district Transfers.
- On the "Complete Student Info Update" page, be sure that all steps are marked as Completed or Skipped. Any steps that are in red will need to be completed before the Submit button is available.

2. Click on “Next” button in the lower right to start Step 1a.
STEP 1A - STUDENT INFORMATION

1. Review the General Information section.
   **Note:** Blue/gray fields are locked. The information can be changed by contacting your child’s school or the District Registrar’s Office.

2. Parents in Military: School districts are required by the state to ask these questions beginning fall 2018.

3. Technology at Home: School districts are required by the state to ask these questions beginning fall 2020.

4. Select your preferences for publications of the student’s name.
   - **Military** - The “Military Use” flag is used to exclude student information from being sent to military recruiters.
   - **District** - The “District Use” flag when choosing NO means your student’s name will NOT be published in internal communications such as: birthday lists, yearbooks, honor roll, rosters, programs, student of the month, etc.
   - **Higher Education** - The “Higher Ed Use” flag is used to exclude student information from being sent to institutions of higher education.
   - **Public** - The “Public Use” flag when choosing NO means your student’s name will NOT be published in: booster clubs, non profit organizations, PTO/PTA, faith based organizations, school related vendors, senior picture companies, marketing, employment any other organization outside of the school district.
   - **Media** – The “Media Use” flag when choosing NO means your student’s name will NOT be published on print/web-based newspapers, TV stations, radio stations, school affiliated websites (ie. ACT, DECA, District, WIAA, MaxPreps, etc.), and social media (ie. Facebook, Twitter, YouTube, etc.) magazines, local publications, honor roll, and student of the month.

5. Click on “Complete Step 1a and move to Step 1b” to finish this step.
STEP 1B - FAMILY ADDRESS

1. Review the Address section. Note: Changes to your address can be entered but must be verified with proof of new address (lease, utility bill, etc.) to either the District Registrar’s Office or your child’s school.

If your new address is in a different boundary but would like your child to continue attending their current school, please complete the Intradistrict Transfer form. The form is available in the on the district web page under Parent-Intradistrict Transfers. If you have moved outside of the School District of La Crosse boundaries and would like your child(ren) to continue attending in La Crosse, contact the Open Enrollment office at 608-789-7651 regarding the Open Enrollment process.

2. Click on “Complete Step 1b and move to Step 1c” to finish this step.
1. Review the Family Information section and make changes, if needed. **Note:** Changes will display in bold until approved, if needed, by the school district. No further action is needed on your part.

2. Click on “Complete Step 1c and move to Step 1d” to finish this step.
STEP 1D - EMERGENCY INFORMATION

1. Review and make changes to Emergency Information
   • For Physician and Dentist names, enter their **LAST NAME** first. Do not start with “Doctor:”
   • Select appropriate health care provider from the drop down menu or enter a new name.

2. Click on “Complete Step 1d and move to Step 1e” to finish this step.
STEP 1E - EMERGENCY CONTACTS

1. Review the Emergency Contacts.

   Note: Emergency contacts who have Skyward accounts must update their own phone numbers, which will in turn update your child’s emergency contacts.

   Four types of changes can be made to Emergency Contacts:
   - **Edit phone number and relationship.**
   - **Add a contact.** (if less than three contacts currently exist)
     - Click on “Add Emergency Contact” button and follow prompts.
     - Only three emergency contacts can exist in the system. If three contacts are present, one must be deleted before a new one is added.
   - **Delete a contact** - Use the “Delete this Emergency Contact” link and follow prompts.
   - **Change order.** Click on the “Change Emergency Contact Order” button and follow prompts.

2. Click on “Complete Step 1e and move to Step 2” to finish this step.
1. Please read over and fill out the Student/Family Residence Questionnaire.

2. Fill in the name and date fields to verify the information provided on the form.

3. Click “Complete Step 2 and move to Step 3” to complete this step.
STEP 3: VERIFY ETHNICITY AND RACE

1. Review the ethnicity/race statement and click “Continue.”

2. If needed, make changes to Question 1 and Question 2 by clicking the appropriate check box(es).

3. Click on “Complete Step 3 and move to Step 4” to finish this step.
1. Review the Federal Income Chart to determine if your household is eligible for free or reduced price meals.

   **Note:** If your child has already been approved for the 2022-2023 school year, the income table will not appear. Click “Complete Step 4 and move to Step 5”

2. If you qualify and **would** like to apply, click on the “Food Service Application” link and follow the prompts.
   - You will only need to apply once for your entire household.
   - An application must be completed **every** school year.

If you have **already completed** a Food Service Application (paper or electronic form), click the “Next Step” button in the lower right corner or click Step 4 on the right.

If you **do not** qualify or **do not** wish to apply, select the check box beside “I do not qualify for benefits or do not wish to apply.”
   - Select this option if you would like to apply at a later date.
   - The window to apply is open until October 15th.

3. Click “Complete Step 4 and move to Step 5” to complete this step.

   **Note:** If you use the Food Service Application link, it will open in a new window. **Student Info Update** will remain open. Close the Food Service Application window when completed to return.
STEP 5: FREE & REDUCED—DISCLOSURE OF BENEFITS

1. Please read over the Disclosure of Meal Benefits Waiver form.
   - If you do not qualify for Free and Reduced meals, please check the “I do NOT qualify for Meal Benefits (Free & Reduced)”.

2. If you do qualify for Free and Reduced meals, please check the programs that you would like to share your Free and Reduced status with.

3. Fill in the name and date fields to verify the information provided on the form.

4. Click “Complete Step 5 and move to Step 6” to complete this step.
1. Read over the letter about Student Accident Insurance.
   • If you are interested, select the check box beside “I will purchase the optional student accident insurance policy from Student Assurance Services, Inc.”
   • If you are not interested, select the check box beside "I will NOT purchase the optional student accident insurance policy and am declining coverage for my child."

Dear Parents:

There is an accident insurance policy available from Student Assurance Services, Inc. that you may purchase for your children. The School District of La Crosse does not provide any health or accident insurance for children while at school or participating in co-curricular activities.

We encourage you to review your present health and accident insurance program to determine if you do not feel your insurance is adequate because of a deductible or co-insurance clause, or if you do not encourage you to review the student insurance program. Please note, this plan will provide benefits because of an accident. It does not offer coverage for illnesses if you have other insurance, then with your deductible and/or co-pays. This insurance may be purchased at any time during the school year.

An explanation of the cost and benefits is explained in the brochure that is available on the District website under the Parents tab. Copies of the brochure are also available in the main Office and the Welcome Center at Hegan Administrative Center.

To purchase this optional coverage:

1. Complete a separate enrollment form for each child. Please print clearly.
2. Enclose a check or money order made payable to Student Assurance Services, Inc. Print your child’s name and student ID number on the envelope, paying by check or money order, and enclose it in the envelope.
3. Send the enrollment form and payment to: Student Assurance Services, Inc., PO Box 190, Stillwater, MN 55082. The form must be postmarked by August 1. DO NOT SEND YOUR ENVELOPE BACK TO THE SCHOOL.
4. Retain the summary of coverage.

I have been offered an optional student accident insurance policy from Student Assurance Services, Inc. (Check one below)

☐ I will purchase the student accident insurance policy from Student Assurance Services, Inc.
☐ I will NOT purchase the student accident insurance policy and am declining coverage for my child

All questions regarding the coverage should be directed to Student Assurance Services, Inc. (651) 434-2739.

Thank you,

Davita Molling
Supervisor of Finance

This program is underwritten by Ameritas Life Insurance Corp. located in Lincoln, Nebraska and administered by Student Assurance Services, Inc.
1. Review the Current Alert Info. An Empty Current Alert Info box means that your child has no known health concerns for school.
   - If there are no changes to your child’s health record, click on the check box beside “NO CHANGES for my child’s health record.”
   - If there are additions or changes, enter the information in the Additions or Changes section.

2. Fill in the name, relationship, and date fields to verify the information provided on the health form.

3. Click “Complete Step 7 and move to Step 8” to finish this step.
1. Review the La Crosse Public Education Foundation and La Crosse Promise Future Center information.

2. If you do not wish to receive emails from either the La Crosse Public Education Foundation and/or La Crosse Promise, click on the appropriate checkbox next to “No, I do not want my email shared with the La Crosse Public Education Foundation” and/or “No I do not want my email shared with the La Crosse Promise.”

3. Click “Complete Step 8 and move to Step 9” to finish this step.
**Note:** All students have the right to have access to all the rules, rights and responsibilities to which the student is subject, Student Code of Rights and Responsibilities. It is important that parents and students are aware of this document’s content.

2. Fill in the name and date fields to give your permission and acknowledge that you have read the information.

3. Click “Complete Step 9 and move to Step 10” to finish this step.
1. If you’d like to add funds to your child’s Food Service account or submit payment for Device Insurance, click on the “Make an Online Payment” link and follow the prompts.

2. If you do not wish to make a Food Service or Device Insurance payment at this time, click the “Next Step” button in the lower right corner or click on Step 10 on the right.
   **Note:** A green check mark will not display for Step 9. This will not prohibit you from submitting your information.

3. Click “Complete Step 10 and move to Step 11” to finish this step.
**Note:** This step is only available for Middle and High School Students. It can be completed at anytime at the Athletics Registration page, found on the Middle and High School web pages. Yearly registration must be completed before your child will be allowed to participate.

1. If you need to register your child for athletics, click on the “Athletic Registration” link and follow the prompts.  
   **Note:** Clicking the link will open a new window. The Student Info Update will remain open. When registration is complete, close the registration window to return.

2. If you do not need to register at this time, click the “Next Step” button in the lower right corner or click on Step 11 on the right.  
   **Note:** A green check mark will not display for Step 10. This will not prohibit you from submitting your information.

3. Click “Complete Step 11 and move to Step 12” to finish this step.
1. Please read the Dental Sealants letter from the School District of La Crosse Nursing Staff.

2. If you would like your child to participate in the Dental Sealant program, please check “yes” and if you wish to not participate, please check “no”.
   A. If yes, click on the link which will take you to the county registration form.
   **Note:** Clicking the link will open a new window. The Student Info Update will remain open. When registration is complete, close the registration window to return.

3. Fill in the name and date fields to give your permission and acknowledge that you have read the information.

4. Click “Complete Step 12 and move to Step 13” to finish this step.
1. If you do not wish to complete the Transcript Release form, click No at the prompt.

If you wish to complete the form, follow the steps below:

2. Review the information regarding the release of transcripts.

3. Fill in your child’s name.

4. Check the appropriate boxes under “I authorize Central High School to release my transcripts and any recommendations for the following purposes.”

5. Fill in the signature and date fields.

6. If you wish to have the fee waived, click the check box “I am requesting a fee waiver be sent with my application. I certify that I am eligible for free/reduced meals this school year.”

7. Sign and date the Fee Waiver portion of the form.

8. Click “Complete Step 13 and move to Step 14” to finish this step.
1. Review the entire device insurance form.

2. If you accept the district insurance, please check the “Yes, I opt to select the district’s self insurance.” If you wish to pay in cash, check, or Skyward Online Payment.) If you wish to pay in cash or check, please bring that to your child’s school. If you would like to decline the district insurance please check the “No, I opt out of the district self-insurance.”

3. Fill in the name and date fields to acknowledge that you have read the information.

4. Click “Complete Step 14 and move to Step 15” to finish this step.
1. Fill in the doctor and hospital fields at the top of the form.

2. Read both sections regarding emergency medical treatment of your child during field trips and permission for walking field trips.

3. Fill in the name and date fields (in both sections) to give your permission and acknowledge that you have read the information.

4. Click “Complete Step 15 and move to Step 16” to finish this step.
1. Please read the Notice and Expectations for Participation in 2-Way Video Conferencing.

2. Click “Complete Step 16 and move to Step 17” to finish this step.
1. Please read the School District of La Crosse Student Expectations and Acceptable Use Handbook.

2. Click on the dropdown to acknowledge that you have read and reviewed the handbook.

3. Fill in the name and date fields.

4. Click “Complete Step 17 and move to Step 18” to finish this step.
1. Read the statement on the Census Form.

2. When finished with the Student Info Update, navigate to the “Online Forms” button on the left side of the screen to complete this form.

3. Click “Complete Step 18 and move to Step 19” to finish this step.
1. Read the statement on the signature page.

2. To verify that the student information has been reviewed and is up-to-date, enter your name and date to act as an electronic signature.

3. Click “Complete Step 19 and move to Step 20” to finish this step.
1. Review the Student Info Update Recap.
   **Note:** On the next screen you will have a chance to review the completion status for each step. Double check that all required steps have a green check mark next to them.

2. Click “Complete Step 20 and move to Step 21” to finish this step.
1. Check the “Completed, Not Completed, or Skipped” status for each step listed in the center area.

**Note:** Required steps that need to be reviewed will show as “not completed.” Steps showing as skipped are optional and do not need to be completed to submit the Student Info Update.

2. For any “Not Completed” steps:
   - Click on the appropriate step from the list on the right.
   - Verify or update the information in that step and click the “Complete and Move to the Next Step” button.
   - Return to the Complete Student Info Update step using the link on the right.

3. Click “Submit Student Info Update” to finish.

**Note:** The “Submit Student Info Update” button will not be available to click if all required steps have not been completed.
1. If your Student Info Update was successfully completed and submitted, you will see a page like the example below. If you don’t get the confirmation page, contact your child’s school or the District Registrar’s Office.

2. No other action is needed for this child unless there are changes to your child’s name, birth information or a change of address. Proof of any of these changes will need to be brought either to your child’s school, the District Registrar’s Office, or emailed to registrar@lacrossesd.org.

3. **If you have other children in the family,** and would like to complete their update at this time, click on the Student Info Update tab at the left and select your next child. Other children can also be completed at another time.

4. If you are finished in Skyward, click the “Exit” link in the top right corner to log out of your account.