STEP-BY-STEP INSTRUCTIONS
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 blue “Skyward” button.

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.
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, complete the Intradistrict Transfer form available in the on the district web page under Enrollment - Intradistrict 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.
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 Enrollment-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.
STEPS 1A, B, C, D, AND E: VERIFYING STUDENT INFORMATION

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.
STEP 2: STUDENT/FAMILY RESIDENCE QUESTIONNAIRE

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 right of 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.
STEP 4: ADD A FOOD SERVICE APPLICATION

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 2023-2024 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 AND 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.”

2. Click “Complete Step 6 and move to Step 7” to complete this step.
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 at the bottom 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.
**STEP 10: ATHLETICS REGISTRATION (OPTIONAL)**

**Note:** This step is only available for Middle and High School Students. It can be completed at any-time 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 “Athletics 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 10 and move to Step 11” 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 11 and move to Step 12” to finish this step.
STEP 12: TRANSCRIPT RELEASE FORM
(ONLY FOR 12TH GRADERS ATTENDING CENTRAL HIGH SCHOOL)

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 12 and move to Step 13” to finish this step.
1. Review the Expectations and Acceptable Use Handbook by clicking the link. Select “Acknowledge” from the drop down.

   **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. Review the Notice and Expectations for Participation in 2-way Video Conferencing. Select “Acknowledge” from the drop down.

3. Review the iPad/Laptop Self Insurance Form. 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 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.”

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

5. Click “Complete Step 13 and move to Step 14” 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 15 on the right.

   **Note:** A green check mark will not display for Step 14. This will not prohibit you from submitting your information.

3. 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.
STEP 16: CENSUS FORM

1. Read the statement on the Census Form.

2. Indicate additional children in household or click the box if the student is your only child.

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

4. Click “Complete Step 16 and move to Step 17” to finish this step.
1. Read the statement on the Migrant Eligibility Form and complete the follow up questions.

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

3. Click “Complete Step 17 and move to Step 18” to finish this step.
**STEP 18: MENTAL HEALTH SCREENING—OPT OUT FORM**

1. Read the letter for Mental Health Screening Consent.

2. If you would not like your child to participate in the Mental Health Screening, please click the “Opt Out” box. Leaving this box unchecked means your child automatically participates in the Strengths and Difficulties Questionnaire.

3. Fill in the name, student name, signature, and date fields.

4. Click “Complete Step 18 and move to Step 19” to finish this step.

Dear Parents/Guardians:

The physical and mental health of young people plays a key role in their ability to succeed in school. The School District of La Crosse is committed to working with you, not only in the academic education of your child, but also to ensure that students reach their full potential outside of the classroom.

It is in this spirit that we are now supporting a student mental health screening at your child’s school. The Strengths and Difficulties Questionnaire (SDQ) is a validated tool to identify potential mental health concerns with students. The screening program is free, voluntary, and confidential and will be administered during the school year.

It is our hope that the screening will reassure you that your child is developing as expected or just experiencing typical "growing pains." However, the SDQ may identify a concern in the early stages, offering us and you the ability to secure additional assistance for your child, if you so desire.

Your student will participate in the screening during a non-academic period. Participation is voluntary for students and families and all screening results will be kept confidential and stored separately from academic records. There are four steps to the screening procedure:

**Step 1:** All students will complete a 15-minute, computer-based survey questionnaire answering questions about emotions, behaviors, attention concerns, relationships and pro-social behaviors.

**Step 2:** All students will be able to schedule a time to meet with their school counselor to answer any questions they may have about the screening.

**Step 3:** School staff will analyze the survey data and develop plans to address school-wide, classroom, and student level concerns.

**Step 4:** For any students whose answers reveal elevated risk, school staff will contact those students and parents/guardians to discuss those concerns and determine if additional support or mental health services are needed.

The School District of La Crosse provides the screening at no cost, but does not provide further individualized evaluation or treatment services based on this information. If formal treatment services are needed, it is up to you to decide if you want to obtain any additional services for your child. Student services staff can be available to help parents and guardians navigate options upon request. Should you prefer to opt your child out of the screening process, please indicate so by completing the Mental Health Screening Opt Out form attached.

Your child will automatically participate in the Strengths and Difficulties Questionnaire. If you wish to opt your child out of completing the Strengths and Difficulties Questionnaire, please select the appropriate option below:

- [ ] I have read and understand the description of the Mental Health Screening Tool offered at my child’s school.
- [ ] Opt Out—I do not want my child to participate in the Strength and Difficulties Questionnaire

Parent/Legal Guardian’s Name (Print): __________________________
Student Name (Print): __________________________
Parent/Legal Guardian’s Signature: __________________________
Date: __________________________

[Complete Step 18 and move to Step 19]
STEP 19: SIGNATURE PAGE

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.