

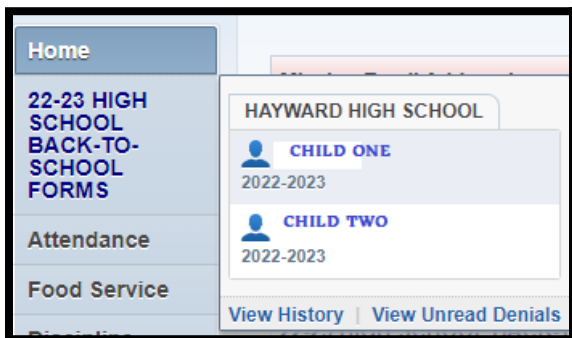
# Skyward Back-to-School Paperwork

1) Navigate to the school webpage, [hayward.k12.wi.us](http://hayward.k12.wi.us) / Click Parents / Skyward Family Access

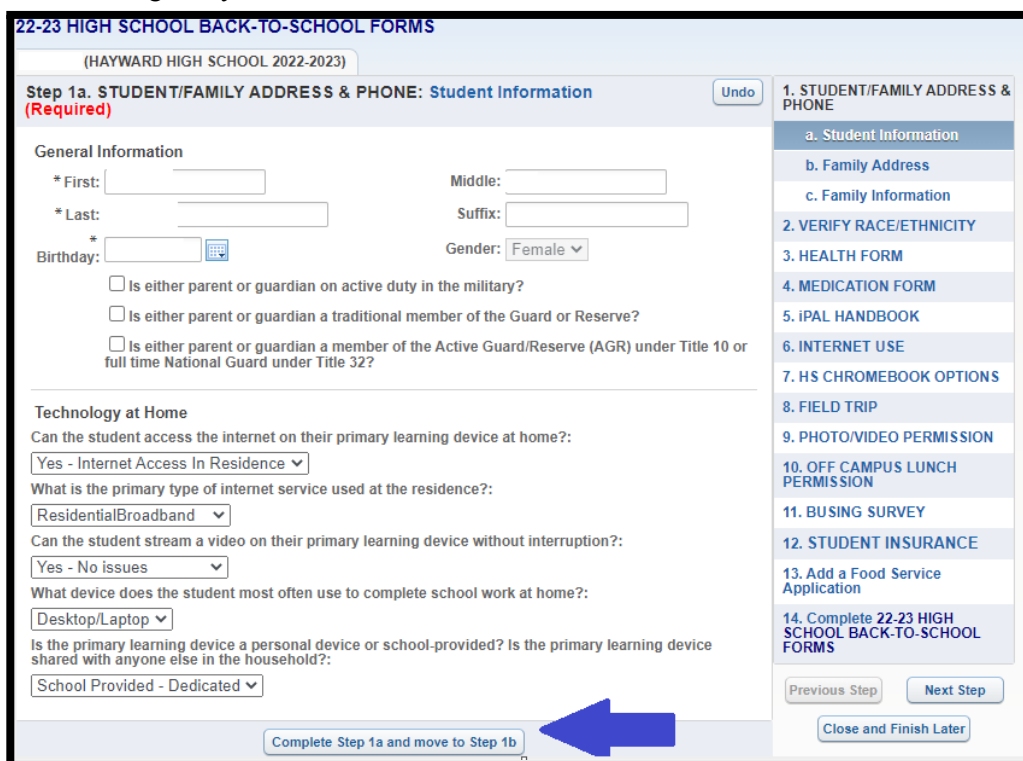
Using your Login ID and Password, sign-in. If you do not know your information contact one of our building administrative assistants and they will be able to provide you with that information.

The image shows the Skyward Student login page for Hayward School District. It features the Skyward logo at the top, followed by the text "Hayward School District Student". Below this are input fields for "Login ID:" and "Password:". A "Sign In" button is located below the password field. At the bottom, there is a link that says "Forgot your Login/Password?".

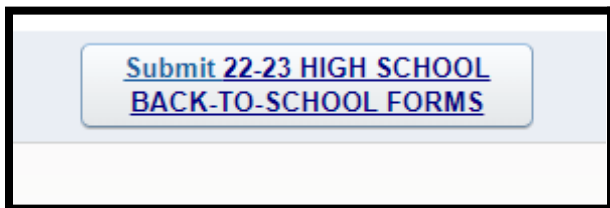
2) From the left side of the screen click 22-23 Back -To- School Forms (you may have more than one option if you have children in more than one building). Select the student you wish to start on.

The image shows the Skyward Home page navigation menu. On the left, there is a sidebar with links: "Home", "22-23 HIGH SCHOOL BACK-TO-SCHOOL FORMS", "Attendance", and "Food Service". The main content area shows "HAYWARD HIGH SCHOOL" and a list of students: "CHILD ONE 2022-2023" and "CHILD TWO 2022-2023". At the bottom of the student list, there are links for "View History" and "View Unread Denials".

3) A new window will appear, this is step A. Complete and verify each step, filling in and signing where appropriate. As you complete steps click the COMPLETE and MOVE button at the bottom of the screen as shown below. The forms you complete are based on the grade your child is enrolled in.

The image shows the "22-23 HIGH SCHOOL BACK-TO-SCHOOL FORMS" page for Hayward High School 2022-2023. The page is titled "Step 1a. STUDENT/FAMILY ADDRESS & PHONE: Student Information (Required)". It contains several sections: "General Information" with fields for First, Middle, Last, and Suffix names, and a Birthday field; "Technology at Home" with questions about internet access and device usage; and a list of 14 forms to be completed, including "1. STUDENT/FAMILY ADDRESS & PHONE", "2. VERIFY RACE/ETHNICITY", "3. HEALTH FORM", "4. MEDICATION FORM", "5. iPAL HANDBOOK", "6. INTERNET USE", "7. HS CHROMEBOOK OPTIONS", "8. FIELD TRIP", "9. PHOTO/VIDEO PERMISSION", "10. OFF CAMPUS LUNCH PERMISSION", "11. BUSING SURVEY", "12. STUDENT INSURANCE", "13. Add a Food Service Application", and "14. Complete 22-23 HIGH SCHOOL BACK-TO-SCHOOL FORMS". At the bottom, there are buttons for "Previous Step", "Next Step", "Complete Step 1a and move to Step 1b", and "Close and Finish Later". A large blue arrow points to the "Complete Step 1a and move to Step 1b" button.

4) Once all steps have been completed click the Submit 22-23 Back-to-School Forms button.



5) If steps are not completed a quick glance is provided on the last step and will look like this:

Review <b>22-23 HIGH SCHOOL BACK-TO-SCHOOL FORMS Steps</b>		
Step 1)	STUDENT/FAMILY ADDRESS & PHONE	Completed 08/01/2022 10:59am
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	VERIFY RACE/ETHNICITY	Completed 08/01/2022 10:59am
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	HEALTH FORM	Completed 08/01/2022 10:59am
Step 4)	MEDICATION FORM	Completed 08/01/2022 11:00am
Step 5)	iPAL HANDBOOK	Completed 08/01/2022 11:00am
Step 6)	INTERNET USE	Completed 08/01/2022 11:00am
Step 7)	HS CHROMEBOOK OPTIONS	Completed 08/01/2022 11:00am
Step 8)	FIELD TRIP	Completed 08/01/2022 11:00am
Step 9)	PHOTO/VIDEO PERMISSION	not completed
Step 10)	OFF CAMPUS LUNCH PERMISSION	not completed
<i>A required field has not been filled in and saved.</i>		
Step 11)	BUSING SURVEY	not completed
Step 12)	STUDENT INSURANCE	skipped
Step 13)	Add a Food Service Application	skipped

Select the incomplete step from the menu on the right, complete and submit.

**Please contact one of our school offices if you are not successful or need additional assistance. 715-634-2619**