

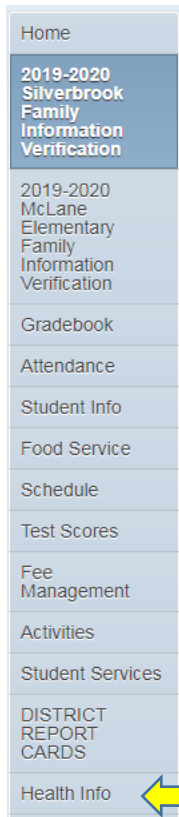
Online Information/Verification via Skyward Family Access 2019-2020 West Bend School District

In order to access West Bend School District's Online Information/Verification module, you will need to know your **Skyward Family Access Login including your Skyward User Name and Password.**

If you do not know your **Skyward Family Access Login**, please view the [Skyward Family Access Login Tutorial](#) to retrieve your login credentials.

If, after reviewing the tutorial above, you are still unable to log into Skyward Family Access, please contact Lee Loomans in Technology at lloomans@wbsd-schools.org or call 262-335-8305.

Steps for Online Information/Verification via Skyward Family Access

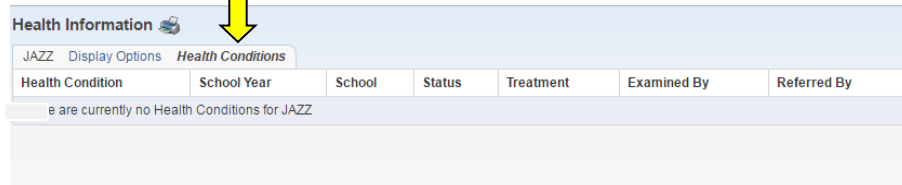


1) Log into your **Skyward Family Access Account.**

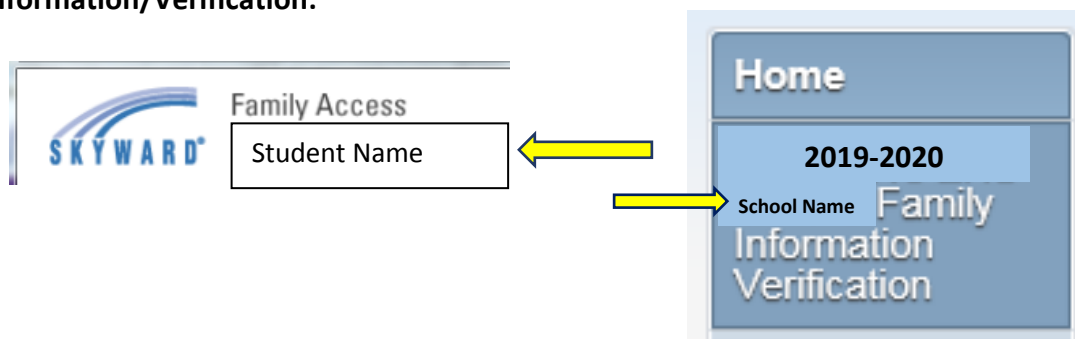
<https://skyward.west-bend.k12.wi.us/scripts/wsisa.dll/WService=wsEApplus/fwemnu01.w>

2) **Prior to starting the Online Information Verification** be sure to click on the **HEALTH INFO TAB** from the menu at the left-hand side of the screen. Review the current health conditions for your child so that you are able to make any corrections or updates in **Step 1f** of the Online Information Verification.

Review current Health Conditions before starting the Family Information Verification. Corrections or updates to health conditions can be made in **Step 1-f** of the Information Verification



3) Once logged in, verify that you have the correct student you wish to update. Use the **drop-down** next to the student name to select a student. Next, click on the box that reads **2019-2020 Family Information/Verification:**



4) Complete all steps listed on the right-hand side of the screen by clicking on the blue links by each step as shown in the example at the right. Once you have completed the final step, be sure to verify information for **all students** you currently have enrolled in the West Bend School District. To view full screen, please click on:



(Silverbrook Parents Only – In **Step #5** the **Online Registration Checklist** has been added. Please review and complete the form.)

(For Silverbrook parent only to completed.)

5. Online Registration Checklist



Upon completion of Step #5, Silverbrook parents should proceed to Steps 6 through 9 to **complete** and **submit** their **Online Information/Verification** to update current student data.

West Bend School District Family Information Verification	
1. Verify Student Information	
a. Student Information	
b. Family Address	
c. Family Information	
d. Emergency Information	
e. Emergency Contacts	
f. Health Information	
2. Acceptable Use Policy for Technology	
3. Parent/Guardian 1:1 Handbook/Agreement	
4. 1:1 Acknowledgement of Handbook/Agreement	
5. Online Registration Checklist	
6. EFUNDS - Electronic Payment - OPTIONAL	
7. Emergency Authorization/Consent	
8. Authorization & Confirmation	
9. Complete 2019-2020 Silverbrook Family Information Verification	

All parents with students enrolled in the West Bend School District will have the opportunity to update student information by completing each of the steps shown below. Completion and submission of the **Online Information/Verification** will help ensure that the district has the most current and up-to-date information and help to promote lines of communication between home and school.

****Complete all steps and remember to click on**

SUBMIT to finalize the process.**



Submit 2019-2020 Silverbrook
Family Information Verification

West Bend School District Family Information Verification	
1. Verify Student Information	
a. Student Information	
b. Family Address	
c. Family Information	
d. Emergency Information	
e. Emergency Contacts	
f. Health Information	
2. Early School Closing	
3. Acceptable Use Policy for Technology	
4. EFUNDS - Electronic Payment - OPTIONAL	
5. Emergency Authorization	
6. Authorization & Confirmation	
7. Complete 2019-2020 McLane Elementary Family Information Verification	
Next	
Close and Finish Later	