

Completing Forms in Family Access

When you log in to Family Access, you will see a message at the top letting you know that you can update your student's information & complete his forms. You can either click on the "Student Info & Forms" from the left menu bar or click on "Go to Student Info & Forms for (student name)" in the message.

The screenshot shows the Family Access homepage for CLARK T. KENT. The top navigation bar includes "JOHN KENT", "My Account", "Contact Us", "Email History", and "Exit". The left sidebar menu has "Home", "2016-17 Student Info & Forms", "Calendar", and "Attendance". A central notification box states: "2016-17 Student Info & Forms is now open until 09/16/2016" and "2016-17 Student Info & Forms at JEFFERSON ELEMENTARY for the 2016-2017 school year is now open, yet has not been completed for CLARK." Below this, a link "Go to 2016-17 Student Info & Forms for CLARK" is highlighted with a red circle. On the right, there is an "Upcoming Events" section with a "Calendar" link and a message: "2016-17 Student Info & Forms opens for 2016-17 JEFFERSON ELEMENTARY".

On the next screen, you will see a menu of the forms you need to complete. Click on "Student Information" to get started.

The screenshot shows the "2016-17 Student Info & Forms" page for CLARK (JEFFERSON ELEMENTARY 2016-2017). The left sidebar menu is the same as in the previous screenshot. The main content area has a "Welcome" message: "Thank you for using the online student information & forms for the 2016-17 school year. Please select a student and click through and verify each step in the process. If you have any questions regarding a step, please contact Michelle Falkinham at FalkinhamM@bdsd.org." On the right, a "Welcome" sidebar menu lists steps: "1. Verify Student Information", "a. Student Information", and "b. Family Address". The "a. Student Information" option is highlighted with a red circle.

Make any changes to the student information. Once you make changes or if there are no changes, click the "Complete Step 1a Only" button on the bottom (you must do this for each step).

The screenshot shows the "Step 1a. Verify Student Information: Student Information" form for CLARK (JEFFERSON ELEMENTARY 2016-2017). The left sidebar menu is the same as in the previous screenshot. The main content area is titled "Step 1a. Verify Student Information: Student Information (Required)" and includes an "Undo" button. The form is divided into "General Information" and contains the following fields: "First" (CLARK), "Middle" (TEST), "Last" (KENT), "Suffix" (empty), "Birthday" (12/01/2006), "Gender" (Male), "Language" (ENGLISH), "Race" (WHITE), "School Email" (empty), "Birth County" (empty), "Birth State" (dropdown menu), and "Birth Country" (empty). At the bottom of the form, a "Complete Step 1a Only" button is highlighted with a red circle. A note at the bottom left states: "(*) Indicates a required field." On the right, a "Welcome" sidebar menu lists steps: "1. Verify Student Information", "a. Student Information", "b. Family Address", "c. Family Information", "d. Emergency Contacts", "2. Free/Reduced Price Meal Application", "3. Health Information", "4. Internet Use Agreement", "5. Field Trip Permission Slip", "6. Early Release", "7. Class Directory", "8. Newsletter Preference", and "9. Complete 2016-17 Student Info & Forms". At the bottom right, there are "Previous Step" and "Next Step" buttons.

You can come back and edit the information until the on-line registration window closes.

2016-17 Student Info & Forms

CLARK (JEFFERSON ELEMENTARY 2016-2017)

Step 1b. Verify Student Information: Family Address (Required) Completed 08/16/2016 12:05pm

Address [Preview Address](#)

Street Number: Street Dir: Street Name:
SUD: # P.O. Box:
Address 2:
Zip Code: Plus 4: City/State:
County:

Mailing Address

Street Number: Street Dir: Street Name:
SUD: # P.O. Box:
Address 2:
Zip Code: Plus 4: City/State:

[Edit Step 1b](#)

All fields with bold text and borders are currently waiting for approval by the district.

Previous Step Next Step Close and Finish Later

2016-17 Student Info & Forms

Home

2016-17 Student Info & Forms

Calendar

Attendance

Student Info

Food Service

Fee Management

Health Info

Login History

Welcome

1. Verify Student Information
 - a. Student Information
 - b. Family Address**
 - c. Family Information
 - d. Emergency Contacts
2. Free/Reduced Price Meal Application
3. Health Information
4. Internet Use Agreement
5. Field Trip Permission Slip
6. Early Release
7. Class Directory
8. Newsletter Preference
9. Complete 2016-17 Student Info & Forms

If you need to add an Emergency Contact, click the add button & a new screen will open. We require a first and last name as well as at least one phone number for all Emergency Contacts.

Family Access

CLARK T. KENT

JOHN KENT My Account Contact Us Email History Exit

2016-17 Student Info & Forms

CLARK (JEFFERSON ELEMENTARY 2016-2017)

Step 1d. Verify Student Information: Emergency Contacts (Required) [Undo](#)

[Add Emergency Contact](#)

[Complete Step 1d Only](#)

Add Emergency Contact

Contact Number: Primary Phone: Ext:
* First: Ext:
Middle: Ext:
* Last: Pick Up:
Relationship:
Comment:
(*) Indicates a required field.

Save

2016-17 Student Info & Forms

Home

2016-17 Student Info & Forms

Calendar

Attendance

Student Info

Food Service

Welcome

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information**
 - Contacts

If you would like to see the forms full size, instead of scrolling, click on the "View Full Screen" button.

2016-17 Student Info & Forms

CLARK (JEFFERSON ELEMENTARY 2016-2017)

Step 3. Health Information (Required)

Print

View Full Screen

Beaver Dam
UNIFIED SCHOOL DISTRICT
Guiding students. Empowering futures.

Beaver Dam Unified School District Health Record Information

Student Name: CLARK TEST KENT Grade: 04 School: []

We request the following information in order to meet your child's health needs while at school. Please complete the Standard first aid procedures are followed for all injuries and illnesses occurring during school. Please make sure emergency.

1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Contacts
2. Free/Reduced Price Meal Application
3. Health Information
4. Internet Use Agreement
5. Field Trip Permission Slip
6. Early Release
7. Class Directory
8. Newsletter Preference
9. Complete 2016-17 Student Info & Forms

Previous Step Next Step

Once you have completed all the forms, the "Submit" button will be available to you. Click on the button and your information will be submitted to the school for review.

Family Access
SKYWARD CLARK T. KENT

JOHN KENT My Account Contact Us Email History Exit

2016-17 Student Info & Forms

CLARK (JEFFERSON ELEMENTARY 2016-2017) Print

Step 9. Complete 2016-17 Student Info & Forms (Required)

By completing 2016-17 Student Info & Forms, you are confirming that the Steps below have been finished. Are you sure you want to complete 2016-17 Student Info & Forms for CLARK?

Review 2016-17 Student Info & Forms Steps

Step	Step Name	Status
Step 1)	Verify Student Information	not completed
No Requested Changes exist for Step 1.		
Step 2)	Free/Reduced Price Meal Application	skipped
Step 3)	Health Information	not completed
Step 4)	Internet Use Agreement	not completed
Step 5)	Field Trip Permission Slip	not completed
Step 6)	Early Release	not completed
Step 7)	Class Directory	not completed
Step 8)	Newsletter Preference	not completed

Guardian Name: JOHN KENT Guardian Address: 1939 SMALLVILLE RD
BEAVER DAM, WI 53916

Submit 2016-17 Student Info & Forms

1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Contacts
2. Free/Reduced Price Meal Application
3. Health Information
4. Internet Use Agreement
5. Field Trip Permission Slip
6. Early Release
7. Class Directory
8. Newsletter Preference
9. Complete 2016-17 Student Info & Forms

Previous Step Next Step

Close and Finish Later