**SKYWARD**®

Family Access Online Verification Instructions

NOTE: For instructions on updating forms that were previously signed, scroll down to the third page.

In an effort to streamline registration and improve efficiency, the Shawnee Mission School District is requesting that families verify information for each student in your household and make any necessary changes to address, phone numbers, emergency information and health information online. Changes in address and primary phone number must be approved by the school's office.

*If you have more than one student, you will need to complete Online Verification for each student.

Two key pieces of information:
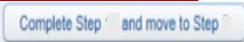
◆ You must click [Complete Step ` and move to Step `] *at the bottom of each page* to fully complete that step.

◆ You must click [Submit Annual Online Verification] at the very end to submit your completed form.

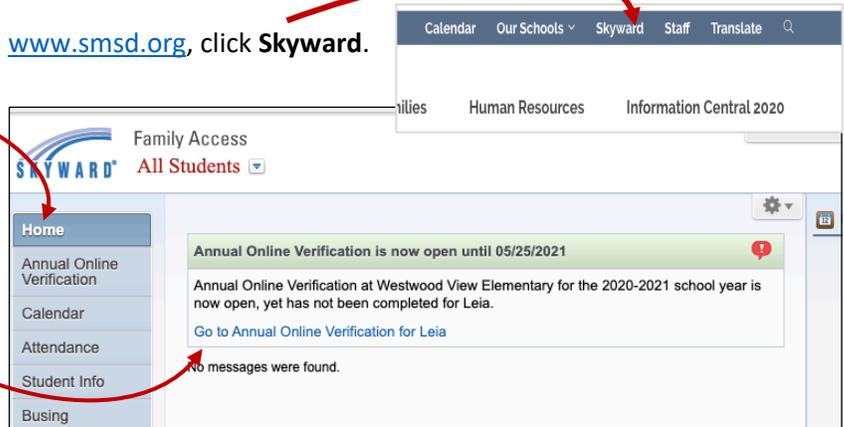> Look for the green check mark
> ✅ a. Student Information
> next to each completed step!

To complete Online Verification:

1. Login to Skyward Family Access

   a. On the top right of the SMSD home page, www.smsd.org, click **Skyward**.

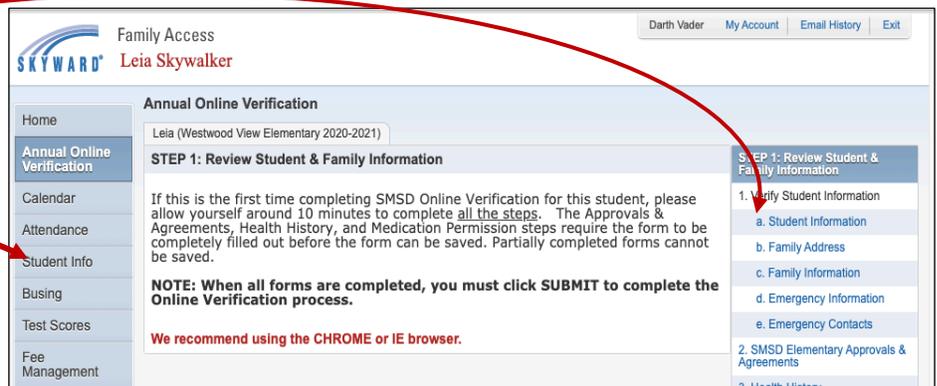   b. In Family Access, click the **Home** tab, then click on the message **Go to Annual Online Verification for** (student name) to begin the process.

2. Verify Student & Family Information

   a. Begin by clicking on **Student Information** to review the student's information.

   b. *You are just reviewing and confirming.* If a change needs to be made, you will make that change on the **Student Info** tab, but *it's best to wait to make changes* until you are done verifying and clicking **Complete Step____** on all Steps 1a-1e.

c. Continue in this manner until all of Steps 1a - 1e, have been reviewed.

You must *Click the Complete button* at the bottom of **EACH** page!

Complete Step   and move to Step

3. Continue with Permission Forms, COPPA, Health History, Medications and KSDE Household Economic Survey.

Once Steps 1a-1e have been completed, you will be prompted to complete the other steps regarding Approvals and Agreements, the Children's Online Privacy and Protection Act (COPPA), Health History, Medication Permission, the optional KSDE Household Economic Survey, and for select grades, the KCTC form. For older students, an Athletic Packet is required for those participating in Athletics.

NOTE: On Health History and Medical Permission forms, if you leave the form in the middle of it, you will lose all your answers. You must complete them once you start.

NOTE: A green check mark will appear next to the areas that are completed. If you do not have green check marks, you need to go back and click Complete at the bottom of that step.

4. Final Step – Remember to click Submit!

Scroll down to see instructions for
"Making Changes to Annual Online Verification Forms"
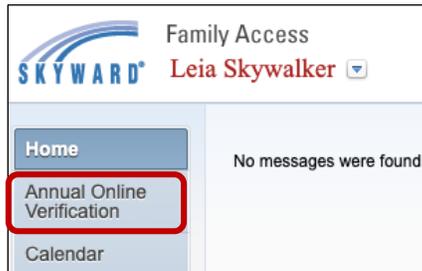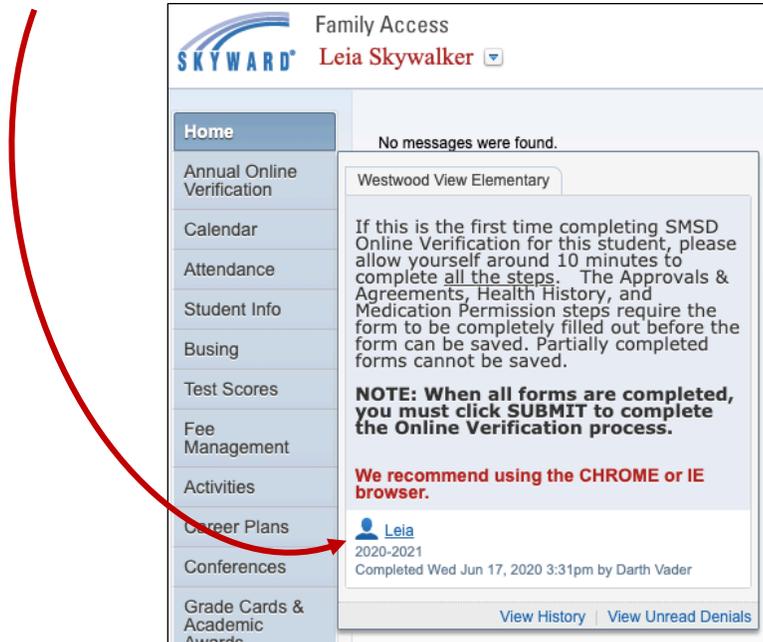that were previously submitted.

Making Changes to Annual Online Verification Forms

1. Login to Skyward Family Access: Click here to log in to Skyward, or go to the SMSD website, http://www.smsd.org/.

2. Click on **Annual Online Verification.**

3. Click your student's name to return to the forms.

4. Click **Mark Annual Online Verification as not completed and make changes**.

5. On the right-hand side, click on the form that you want to make changes to.

6. On the next screen, you first must click on **Edit Step ____** at the bottom.

7. On the next screen, make the changes you wish to make, then **you must again click Complete Step ____ and move to Step ____** at the bottom.

8. You must again click on the final Step, then click **Submit Annual Online Verification** to complete this process.

*NOTE: If **Submit Annual Online Verification** is grayed out, continue with the next page.*

Continued…⬇

If **Submit Annual Online Verification** is grayed out, you may have clicked on the final step…

without clicking **Complete Step ___ and move to Step ___** at the bottom of the page.   You must click **Complete Step ____"** at the end of each Step where you made a change.

To correct this, simply look for the step that does not have a green checkmark. Go back to this Step and click **Complete Step ____** at the bottom.

Then click **Submit Annual Online Verification.**

Submit Annual Online
Verification

STEP 1: Review Student & Family
Information

1. Verify Student Information
Completed 06/17/2020 3:29pm

a. Student Information

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

2. SMSD Elementary Approvals &
Agreements
Completed 06/17/2020 3:29pm

3. Health History

4. Medication Permission
Completed 06/17/2020 3:29pm

5. Complete Annual Online
Verification