




# 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  at the bottom of each page to fully complete that step.

◆ You must click  at the very end to submit your completed form.

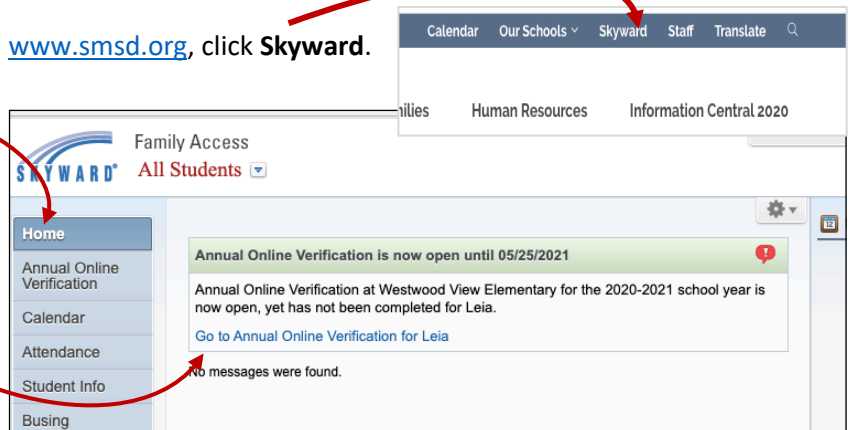
Look for the green check mark  
 a. Student Information  
next to each completed step!

## To complete Online Verification:

### 1. Login to Skyward Family Access

a. On the top right of the SMSD home page, [www.smsd.org](http://www.smsd.org), click **Skyward**.

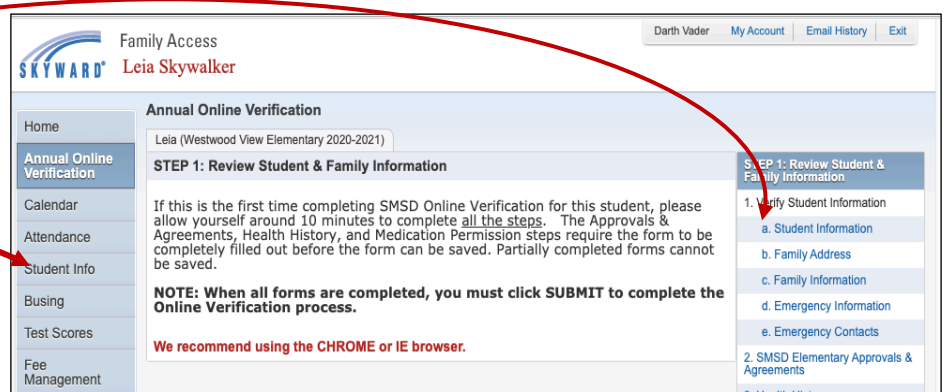
b. In Family Access, click the **Home** tab, then click on the message **Go to Annual Online Verification for** (student name) to begin the process.



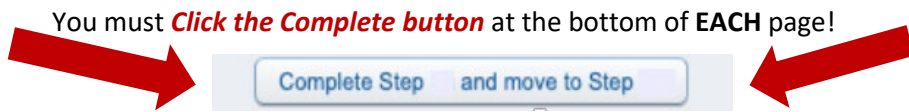
### 2. Verify Student & Family Information

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.



### 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.

STEP 1: Review Student & Family Information	
1. Verify Student Information	
a. Student Information	
b. Family Address	✓
c. Family Information	✓
d. Emergency Information	
e. Emergency Contacts	
2. SMSD Elementary Approvals & Agreements	
3. COPPA Consent	
4. Health History	

### 4. Final Step – Remember to click Submit!

Home | NEW Student Enrollment | 2021-2022 RETURNING Student Annual Online Verification | Arena Scheduling | Calendar | Attendance | Student Info | Busing | Schedule | Test Scores | Fee Management | Grade Cards & Academic Awards | Skylet

### 2021-2022 RETURNING Student Annual Online Verification

Elementary 2021-2022 | Print

**Step 7. Complete 2021-2022 RETURNING Student Annual Online Verification (Required)**

By completing 2021-2022 RETURNING Student Annual Online Verification, you are confirming that the Steps below have been finished.  
Are you sure you want to complete 2021-2022 RETURNING Student Annual Online Verification for [redacted]?

Review 2021-2022 RETURNING Student Annual Online Verification Steps

Step 1) Verify Student Information	Completed 07/19/2021 5:12pm
<i>No Requested Changes exist for Step 1.</i>	
Step 2) SMSD Elementary Approvals & Agreements	Completed 07/19/2021 5:07pm
Step 3) COPPA Consent	Completed 07/19/2021 5:07pm
Step 4) Health History	Completed 07/19/2021 5:09pm
Step 5) Medication Permission	Completed 07/19/2021 5:09pm
Step 6) KSDE Household Economic Survey	Completed 07/19/2021 5:11pm

Guardian Name: [redacted] Guardian Address: [redacted]

**Submit 2021-2022 RETURNING Student Annual Online Verification**

STEP 1: Review Student & Family Information	
1. Verify Student Information	✓ Completed 07/19/2021 5:12pm
a. Student Information	✓
b. Family Address	✓
c. Family Information	✓
d. Emergency Information	✓
e. Emergency Contacts	✓
2. SMSD Elementary Approvals & Agreements	✓ Completed 07/19/2021 5:07pm
3. COPPA Consent	✓ Completed 07/19/2021 5:07pm
4. Health History	✓ Completed 07/19/2021 5:09pm
5. Medication Permission	✓ Completed 07/19/2021 5:09pm
6. KSDE Household Economic Survey	✓ Completed 07/19/2021 5:11pm
<b>7. Complete 2021-2022 RETURNING Student Annual Online Verification</b>	

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

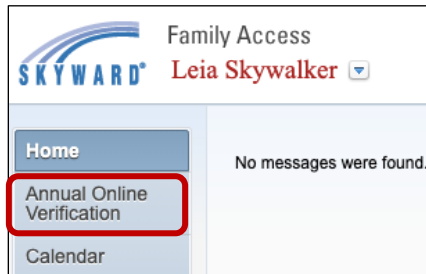
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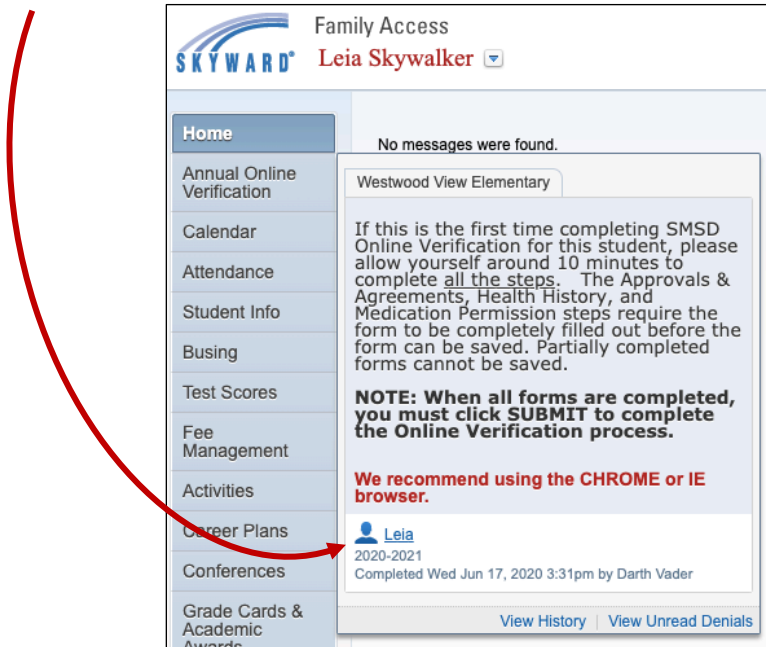
# Making Changes to Annual Online Verification Forms

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**.

