



## How to complete your child's Activity/Athletic Eligibility on-line using Skyward Family Access:

Sign into Family Access via our website [www.wrightstown.k12.wi.us](http://www.wrightstown.k12.wi.us)

- Click on the "Parents" tab
- Click on the link to "Skyward Parent Access"

On the left side, click on Online Forms.

### A1-Electronic Signature

**STEP 1 – A1-Electronic Signature:** This step you will verify that you understand that by filling in your typed name is also like signing a hard copy document. Your electronic signature is like your written signature. Fill out all blanks and once completed, click SAVE, on the right side of the screen, click BACK, click on the red "I have completed this step" box, and proceed to the next step.

**STEP 2 – Submit A1-Electronic Signature:** Click on the "Submit A1-Electronic Signature" button to complete. When completed, click on the "Online forms" tab to continue.

### Activity/Athletic Forms

**STEP 1 – Co-Curricular Code Video** – Click on the blue "Co-Curricular Code Video" link towards the top of the screen. Watch the entire code video then click on BACK to get back to the steps, click on the red "I have completed this step" box, and proceed to the next step.

**STEP 2 – Athletic/Activity Code** – ALL students and parents MUST complete this form. Click on the blue "Athletic/Activity Code" link towards the top of the screen. Fill out all blanks and once completed, SCROLL to TOP of page and click SAVE, on the TOP right side of the screen, click BACK, click on the red "I have completed this step" box, and proceed to the next step.

**STEP 3 – Physical Forms** – Check the box correct box based on your child's last physical date. If your child ONLY participates in activities and NO athletics check that box and click SAVE. If this is an alternate year only a check and electronic signature is needed. If this is a physical year please check box and use the appropriate link to print form. Fill out all blanks and once completed, click SAVE, on the right side of the screen, click BACK, click on the red "I have completed this step" box, and proceed to the next step.

**STEP 4 – WIAA Eligibility Form. ONLY COMPLETE IF IN HIGH SCHOOL ATHLETICS** All students and parents must fill out this form. Click on the blue “WIAA Eligibility Form” link towards the top of the screen. Click YES. Fill out all blanks and once completed, click SAVE, on the right side of the screen, click BACK, click on the red “I have completed this step” box, and proceed to the next step.

**STEP 5 – Bellin HIPAA** – All students and parents must view this link. Click on the blue “Bellin HIPAA” link towards the top of the screen. Click YES. Fill out all blanks and once completed, click SAVE, on the right side of the screen, click BACK, click on the red “I have completed this step” box, and proceed to the next step.

**STEP 6 – Bellin HIPAA/Treatment Consent Form**– All students and parents must complete this form. Click on the blue “Bellin HIPAA/Treatment Consent Form” link towards the top of the screen. Click YES. Fill out all blanks and once completed, click SAVE, on the right side of the screen, click BACK, click on the red “I have completed this step” box, and proceed to the next step.

**STEP 7 – Emergency Information Release** –Fill out all blanks and once completed, click SAVE, on the right side of the screen, click BACK, click on the red “I have completed this step” box, and proceed to the next step.

**STEP 8 – Concussion Form** – All students and parents must complete this form. Click on the blue “Concussion Form” link towards the top of the screen. Click YES. Fill out all blanks and once completed you must print this document. Close the form and click on the red “I have completed this step” box, and proceed to the next step.

**STEP 9- Review Activity/Athletic Forms.** It will show you all the steps and if you completed, not completed, or skipped them. If everything was completed, click on SUBMIT ACTIVITY/ATHLETIC FORMS TAB.