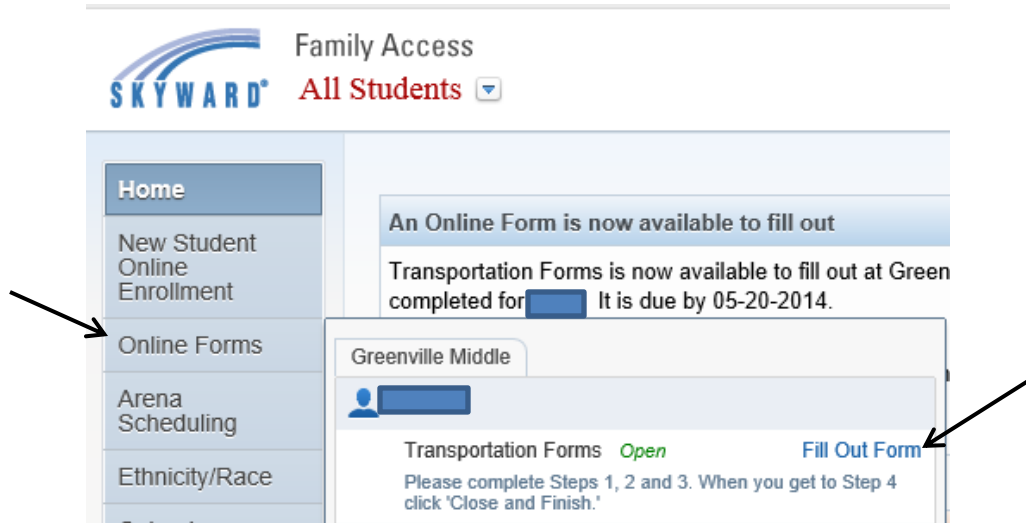
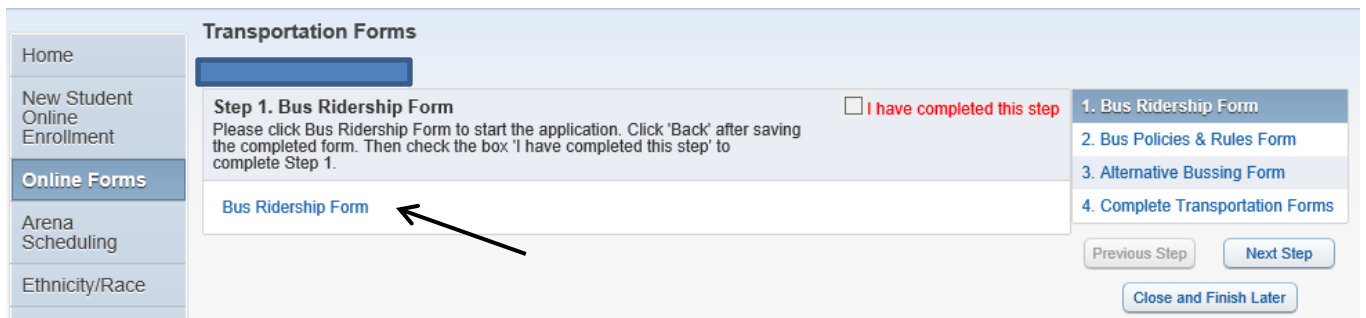


Skyward Online Forms Guide

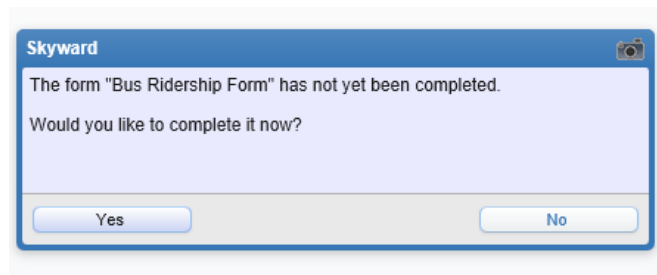
1. Login to Skyward Family Access.
2. Click Online Forms.
3. A window will appear for each child you have in the district. You will have to complete a form for EVERY child. To start the forms process click 'Fill Out Form'.



4. The first form is Bus Ridership. Click 'Bus Ridership Form' to start the form.



5. In the window that appears click 'Yes'. This will open the form.



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6. Enter your information and when you have completed the form click 'Save'. *Note: If you answer 'No' to bussing for next year, just please sign and date the form.*

Bus Ridership Form

Name:

HORTONVILLE AREA SCHOOL DISTRICT
246 N Oik Street
Hortonville, WI 54944
920-779-7900

Bus Ridership Form

Please note that if you mark No, we will not assign your child to a bus route. If you mark Yes, you will receive a letter in the mail before school starts as to which bus your child will ride along with an approximate pick-up and drop-off time. If you do not receive a letter, please feel free to contact Harold Steenbock, Director of Transportation, at (920)779-7905. Mr. Steenbock also can be reached by email at harrysteenbock@hasd.org or transportation@hasd.org.

Every checked box means YES. Please check/uncheck the boxes below as you prefer.

If 'Yes' and pickup or drop-off is other than your home address, you must complete the Alternative Transportation Form.

Will your child need bussing for the next school year.

If the situation should change throughout the year, contact the Transportation Office.

Please select bussing pickup if you selected 'Yes':

CHILD'S BIRTH NAME: Grade Entering: School:

Parent Name: Relationship to Child:

Parent Signature: Date:

7. In the window that appears, you may edit the form if need to make changes. If you are finished, click 'Back'.

Bus Ridership Form Browse

Name

Date Created	Time Created	07 Parent Name	08 Relationship to Child	09 Parent Signature
05/09/2014 Fri	1:16 pm			

8. Check the box, 'I have completed this step' and then click 'Next Step' to goto the next form.

Transportation Forms

Step 1. Bus Ridership Form
Please click Bus Ridership Form to start the application. Click 'Back' after saving the completed form. Then check the box 'I have completed this step' to complete Step 1.

I have completed this step

[Bus Ridership Form](#)

- 1. Bus Ridership Form
Completed 05/09/14 1:17 PM
- 2. Bus Policies & Rules Form
- 3. Alternative Bussing Form
- 4. Complete Transportation Forms

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9. The second form is Bus Policies & Rules. Click 'Bus Policies & Rules Form' to start the form.

The screenshot shows the 'Transportation Forms' section of the Skyward portal. On the left is a navigation menu with 'Online Forms' selected. The main content area displays 'Step 2. Bus Policies & Rules Form' with an unchecked checkbox for 'I have completed this step'. Below this is a link for 'Bus Policies & Rules Form' with an arrow pointing to it. On the right, a progress bar shows four steps: 1. Bus Ridership Form (completed), 2. Bus Policies & Rules Form (current), 3. Alternative Bussing Form, and 4. Complete Transportation Forms. Buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later' are visible.

10. In the window that appears click 'Yes'. This will open the form.

11. Please review our policies, sign and the date form and when you have completed the form click 'Save'.

12. In the window that appears, you may edit the form if need to make changes. If you are finished, click 'Back'.

13. Check the box, 'I have completed this step' and then click 'Next Step' to goto the next form.

This screenshot is similar to the previous one, but the checkbox for 'I have completed this step' is now checked. An arrow points to the checkbox. The 'Next Step' button in the progress bar is now highlighted, and an arrow points to it.

14. The third for is the 'Alternative Bussing Form'. This is an OPTIONAL form, if you do not need your child picked-up or dropped-off at an alternative location. If you do NOT need alternative bussing click 'Next Step'. If you do need Alternative Bussing, click 'Alternative Bussing Form' and complete the forms like you did in the steps before.

The screenshot shows 'Step 3. Alternative Bussing Form' with an unchecked checkbox for 'I have completed this (optional) step'. A link for 'Alternative Bussing Form' is shown with an arrow pointing to it. The progress bar on the right now shows three completed steps: 1. Bus Ridership Form, 2. Bus Policies & Rules Form, and 3. Alternative Bussing Form. The 'Next Step' button is highlighted with an arrow.

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15. The window that appears is a review window. You can go back to previous steps to fix your forms or you can print this screen too. If you are finished with the forms click 'Close and Finish'. You will receive an email confirming that you completed the forms. You may now complete the forms for your other children or if you are finished you may logout.

The screenshot displays the 'Transportation Forms' review interface. On the left is a sidebar with links: Home, New Student Online Enrollment, Online Forms (highlighted), Arena Scheduling, Ethnicity/Race, Calendar, and Gradebook. The main content area is titled 'Transportation Forms' and includes a 'Print' link. Below this is a confirmation message: 'Step 4. Complete Transportation Forms. By completing Transportation Forms, you are confirming that the Steps below have been finished. Are you sure you want to complete Transportation Forms for [redacted]'. A 'Review Transportation Forms Steps' table follows:

Review Transportation Forms Steps		
Step 1)	Bus Ridership Form	Completed on 05/09/2014 at 1:17 PM
Step 2)	Bus Policies & Rules Form	Completed on 05/09/2014 at 1:18 PM
Step 3)	Alternative Bussing Form	skipped

Below the table are input fields for 'Guardian Name:' and 'Address:'. On the right, a progress list shows: 1. Bus Ridership Form (Completed 05/09/14 1:17 PM), 2. Bus Policies & Rules Form (Completed 05/09/14 1:18 PM), 3. Alternative Bussing Form, and 4. Complete Transportation Forms (highlighted). At the bottom right are buttons for 'Previous Step', 'Next Step', and 'Close and Finish' (indicated by an arrow).