

Completing Information Forms in Family Access

It is essential for Nicolet to have current contact and other demographic information for your child. We gather that information through online forms in Family Access so parents/guardians don't have to complete the paper forms from scratch each year. Upon login, Family Access users will see the Home screen that will show red indicators to the right of any form that has not been completed. Please complete the forms in a timely manner, but certainly prior to the deadline posted in Family Access. The following document will help explain the steps needed to complete the process. If you do not see the red indicators shown to the right of each section title, it means you have completed the forms already.

Missing Email Address!

You currently do not have an email address entered. Either go to your [Account](#) to enter one, or click the checkbox below if you wish to not provide an email address at this time.

Do not record an Email Address

Verification of Student Information is now open until

Verification of Student Information at Nicolet High School for the 2014-2015 school year is now open, yet has not been completed for .

[Go to Verification of Student Information for](#)

[Go to Verification of Student Information for](#)

An Online Form is now available to fill out

The section for online forms is now available to fill out at Nicolet High School, yet has not been completed for . It is due by .

[Fill out Online Form](#)

The section for online forms is now available to fill out at Nicolet High School, yet has not been completed for . It is due by .

[Fill out Online Form](#)



Missing Email Address!

This means we do not have an email address on file for you. **Click on** the word **“Account”** to be taken to a screen where you can **add your email address**. Click **Save** after entering your email address.

Account Settings

Email:

Phone: (414) Ext:

Cell: (414) Ext:

Family Access Login:

Password Last Changed:

Show Google™ Translator in Family Access

[Save](#)

[Change Login](#)

[Change Password](#)

[Undo](#)

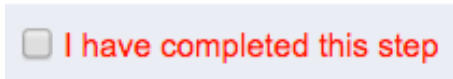
If you don't wish to share your email address, click the check box marked "Do not record an Email Address."



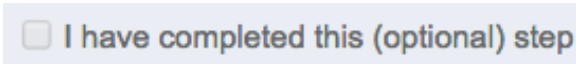
Verification of Student Information

The red alert icon indicates that basic demographic information about the student and family has not been updated/verified. There will be a separate link for each student in the family.

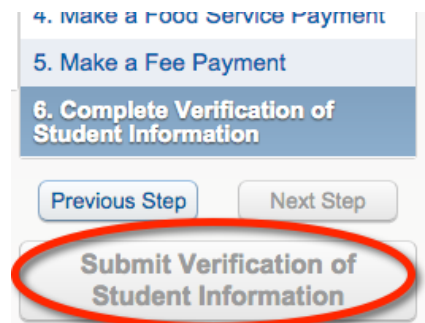
After clicking “Go to Verification of Student Information for...” you will see a menu on the right of the screen. Click on each section and subsection to verify information and add/change any updated information. As you finish each step, click the box to indicate you have completed the step, even if no new information was added.



Not all sections are required. For instance, the Food Service Payment is optional. Optional fields will have a slightly different completion message as shown below. You will still need to check the box.

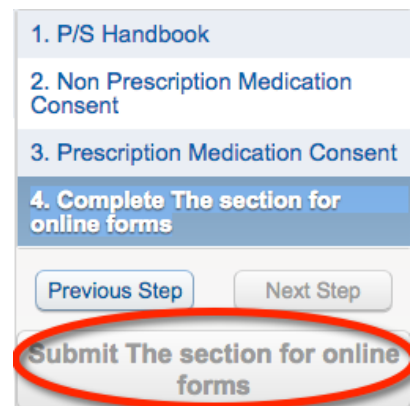


After marking each step complete, click the “Next Step” button. After completing the individual sections, the final step (step 6 in this instance) will show you an overview of the status of your data. Click the button titled “Submit Verification of Student Information” when you are done verifying the information.



An Online Form is Now Available to Fill Out

Nicolet uses an online form to have parents/guardians certify they have received the parent/student handbook. This is a required step. If you did not receive a copy of the handbook it is available [online](#) or in the High School Office. Below the P/S Handbook step, you will see forms available granting permission to administer prescription and non-prescription medication. The medication consent forms are only needed if your child needs medication during school hours. Information on completing these forms is on the next page. If your child does not need medications during school hours, open steps 2 and 3 and mark both complete.



After completing steps 1-3 from the menu at the right side of your screen, step 4 will show you an overview of the status of your data. Click “Submit the section for online forms” after your information is complete.

Completing Consent Forms for Prescription and Non-Prescription Medications

Click on steps 2 and/or 3 from the Online Forms section, then click Prescription/Non-Prescription Medication Consent as appropriate.

Step 2. Non-Prescription Medication Consent

Non-Prescription Medication Consent I have completed this (optional) step

1. P/S Handbook
2. Non-Prescription Medication Consent
3. Prescription Medication Consent
4. Complete The section for online forms

Previous Step Next Step

Close and Finish Later

Click **No** to indicate the section is not yet complete.

Skyward

The form "Consent for Administering of PRN Non-Rx Meds" has not yet been completed.

Would you like to complete it now?

Yes No

Click **Add** to create a new consent form. You will need a separate consent form for each type of medication and for each child.

Add Edit Delete Back

Enter information as indicated below and click **Save**. Click **Add** for each type of medication.

Consent for Administering of PRN Non-Rx Meds

Name: _____ Gender: Male Grad Yr/Grade: 2015/12 Other ID: _____

IMPORTANT NOTICE - PARENTAL CONSENT

Non-Prescription drugs may be dispensed by designated school staff only after the parent/guardian has provided written consent and instructions for dispensing the drug to the building principal and/or school nurse. Medication must be supplied in the original packaging or container. If possible, these medications should be given at home.

(*PRN=when needed or necessary)

Student's Name: _____ Student's DOB: _____ Tuesday Student's Grade: 12

Guardian's Name: _____

Home Phone: _____ Please call prior to giving my child any medication. Check if applicable

OTC Medication (Select 1): _____

If Other, Describe: _____

Dosage: Per Package Directions.

Time to be Given: _____

If given on an "as needed" basis, please indicate under what circumstances medication is to be given

please describe: _____

School Year 2014-2015: _____ Other Begin: _____ Other End: _____

If designated staff to administer, I hereby release the Board of Education, its agents and employees, from any and all liability which may result from taking this medication.

Parent/Guardian: _____ Date: _____

I understand that by typing my name in the above line, under My Secure Family Access Login, I am allowing the school to administer the above medication

Save Print Back

Select School Year OR Enter Specific Start and End Dates

Click **Back** and then **click** to indicate you have completed this (optional) step.

Add Edit Delete Back

I have completed this (optional) step