

New Online Emergency Form

Instructions

Login to the Lena High School Website www.lenak12.wi.us

- ✓ Click-Parent Resources
- ✓ Click- Family Access
- ✓ Enter you Skyward family username and password.

(Forgot it or don't know it? Call us at 920-829-5244 x 4 for the high/middle school and 920-829-5959 x 3 for the elementary or email bensern@lenak12.org or beschtak@lenak12.org)

- ✓ On the left menu- CLICK -"Online Forms"

You will see either "View" or "Fill Out Form" by each student's name

HERE'S THE TRICKY PART!

If it is "VIEW"

- ✓ On the top of the page -CLICK- "Mark as not completed and make changes"
- ✓ Click – "1. 20-21 Emergency Form"

If it is "FILL OUT FORM"

- ✓ Click – "1. 20-21 Emergency Form"
- ✓ On the bottom of the screen CLICK- "Edit Step 1"
- ✓ Fill in the requested information
- ✓ On the bottom of the screen -CLICK- "Complete Step 1"
- ✓ On the right side- CLICK- "2. Complete Click here to Submit"
- ✓ Click – "Click here to Submit form"

DONE!

Please update an emergency form for ALL of your Children.

Can't get it to work? You can download and print the emergency form off the website in Parent Resources. Fill it out and return it to school with your students or email it to Mrs. Benser or Mrs. Beschta.