



# SMSA Health Forms and Skyward Submission Instructions

Welcome to a new school year! The following is a list of a few reminders and healthful hints from the Coordinator of Health Services:

## **Health Form (Required)**

Please complete all information forms carefully and thoroughly. **The Health Form needs to be completed for ALL students and can now be found in your child's profile within Skyward.**

[Login - Powered by Skyward \(iscorp.com\)](#) Please indicate any pertinent health information such as any severe allergies, asthma, diabetes, seizures, as well as any medications needed. Please see the next page for step-by-step instructions.

## **Immunizations (Required)**

State law and school policy require proof of every student's immunization status. Please see the following link to see what is required for your child:

<https://www.dhs.wisconsin.gov/publications/p44021.pdf> . Please note if you choose not to vaccinate your child, there is a Waiver form that will need to be completed and returned to the Coordinator of Health Services no later than 9/21/22:

<https://www.dhs.wisconsin.gov/forms/f0/f04020l.pdf>.

## **Medications**

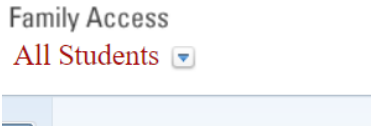
If your child requires daily or emergency medication at school, there are corresponding forms to fill out. They can be found on the school website:

<https://www.smsacademy.org/resources/backtoschool/>. Please scroll down the page to find each form under the "Forms & Documents" section. Any prescription medication will require the "Authorization to Administer Prescription Medication" to be completed as well and **signed by both a parent/guardian and your child's physician**. Please note that if your child has an allergy that requires medication, there is an additional corresponding form to be completed, "Allergy and Anaphylaxis Emergency Plan." ALL medications, prescription and non-prescription must be sent in the original container.

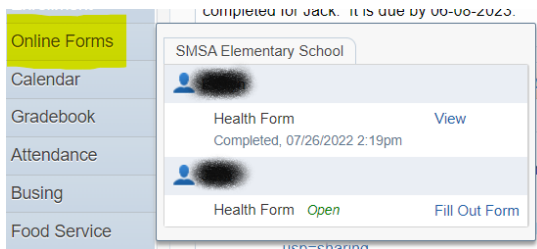
Please feel free to reach out with any questions or concerns. The Coordinator of Health Services, Allisen Willis, RN can be reached at [awillis@smsacademy.org](mailto:awillis@smsacademy.org) or at 920-322-8017.

## Health Form Instructions

1. Login into Skyward
2. Select child's name from drop down under "Family Access"



3. Click "Online Forms" in the column of boxes to the left of the screen. Once you click on "Online Forms," this drop box will appear. Please complete the Health Form for all students in your family/household. This can be done by clicking "Fill Out Form."



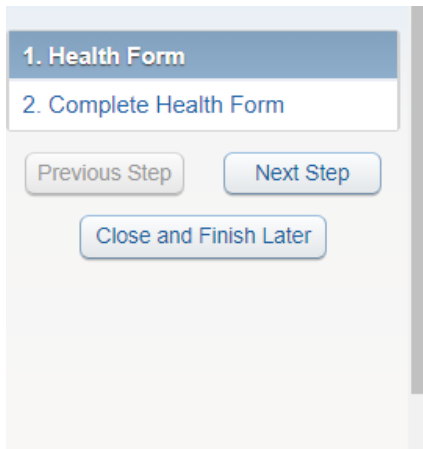
4. Click "View Full Screen" in the top right corner. Then proceed to fill out all empty boxes and dropdowns. Be sure to scroll down to view the form in its entirety. After the form filled out. Please click "Complete Step 1 Only."

A screenshot of the 'Health Form' page in a web application. The page title is 'Health Form' and it shows 'Step 1. Health Form (Required)'. The form is titled 'St. Mary's Springs Academy 2022-2023 Student Health Information'. It contains several input fields: 'Name', 'DOB', 'Grade', 'Gender' (set to 'Male'), 'Address', 'Parent/Guardian 1 Name', 'Phone Number', 'Parent/Guardian 2 Name', 'Phone Number', 'Child's Health Care Provider', and 'Phone Number'. There is also a section for 'Current Health Conditions' with a dropdown for 'Does your child have any allergies?' and a 'Medication' field. At the bottom, there is a yellow button labeled 'Complete Step 1 Only'. A 'View Full Screen' button is visible in the top right corner.

5. Once the form is complete, click “ Exit Full Screen” in the top right hand corner.



6. Then click “Next Step” from the options to the right of the form.



7. Please verify all information is correct. If so, click “Submit Health Form.”

Thank you!