

**Campbellsport School District**  
2023-2024 Student Online Annual Verification  
Friday, August 4 - Monday, August 14  
*Please verify your information as soon as possible.*

August 3, 2023

Dear Parents/Guardians:

We are getting ready for your child(ren) to return to the classroom on September 5th! Part of that preparation is online verification for all students, which will run from Friday, August 4 - Monday, August 14. Please note that the annual School District Open House will be held at all buildings on Wednesday, August 30, 2023 from 4-6:30 p.m.

**Before you start the Verification Process:**

- 1) Please read the District Student Handbook: [Student Handbook and Internet Policy](#)

**Why do you need to verify your child's information?**

- 1) To ensure we have updated student and family information i.e. phones, address, e-mails, emergency contacts, medical info.
- 2) To provide needed permissions and acknowledgments of important documents affecting your child.
- 3) To pay required student registration fees.

**PLEASE NOTE: Please be aware that the web pages may respond differently on cell phones vs. actual computers so please be mindful of this.**

**You must verify your information between Friday, August 4 and Monday, August 14**

- 1) Login to Skyward Family Access – [click here](#) (Need to be First Family Head of Household to complete verification process, Second families will be able to update their family information only):
  - a) Need help with Skyward Family Access login?  
Please contact:
    - Jodi Patzer – 920-533-8032 or [email](#) for Campbellsport Elementary Families
    - Julie Ramthun - 920-533-4811 or [email](#) for Campbellsport Middle and High School Families
    - Jackie Moran - 920-477-3291 or [email](#) for Eden Elementary Families
- 2) Follow step by step instructions
  - a) Once you are logged into Family Access:
    - i. Click on “Open Family Access located on the right hand side of the screen
    - ii. Click on Annual Verification which is found on the left side of your screen
    - iii. Select your child's name and follow the instructions on the screen.

Please note: When completing the forms, you will need to click on “ADD” in order to fill them out for the 2023-2024 school year.
  - b) You must click the box “Complete step 1a to move to step 1b”. This will be required after each step in section 1. When completing step 1d, scroll to the bottom of the page ” ... move to step 2”. Continue this process throughout the verification process.
  - c) Step 1c – ensure the accuracy of the primary phone number and email address – these are used by our automated message system to inform you of school closings due to weather, low lunch balances, etc. The phone number should be a home number or a cell phone number.
  - d) After completing all steps in the Verification process, please press “Submit Annual Verification”. You will receive an email confirmation when **ALL** the steps have been completed. If you do not receive this email go back and check your steps to ensure that you have completed the entire process or the process will not be complete.
  - e) If you need to verify another child, click on the next student name and repeat the process. You must complete this for every child.

### 3) FAQs about Skyward

- a) I am receiving error messages saying my computer's Pop Up Blockers have prohibited the screen from opening  
– You may need to adjust your pop up blockers to allow access to certain areas of the verification process.
- b) I verified one child in skyward and then went to make a payment in e-funds. I notice I am able to pay for my other child at the same time. Does that mean I am done verifying that child also? No, you still need to complete the verification in Skyward for all of your children.

### Registration Fees

- 1) Registration fees are to be paid **before** the start of the school year.
- 2) Fees can be paid via e-Funds (e-Funds information can be found below) or by dropping them off at your child's school office.

Breakfast, Lunch, and Milk Payments can be made via e-Funds or sent in a lunch payment envelope that can be picked up in the school office.

### 1) E-funds online fee payment (electronic payments using check, debit or credit card) A small convenience processing fee will apply.

- a) e-Funds login/passwords
  - i) Forgot your login/password? There is an area on the e-Funds login screen to access it.
  - ii) New to e-Funds? Register as a new user. You may use the instructions provided in this e-Funds [User Guide](#). Your child's "Other ID number" is required to sign up in e-funds. This can be found in Family Access on the student info tab.

### Free/Reduced Lunch Applications

- 1) Applications will be available at the district office, school office, Campbellsport School District website, or by clicking on one of the following links:

[For English Application Click Here](#)

[For Spanish Application Click Here](#)

- 2) Families that qualify for Direct Certification will receive a letter in the mail prior to the start of school.

### Other Information

- 1) No computer /internet access? Stop by the school office at your convenience or call the office to set up an appointment to complete this process.

**If you have questions, please contact your child's school office.**

Campbellsport Elementary School: 920-533-8032

Eden Elementary School: 920-477-3291

Campbellsport Middle and High School: 920-533-4811