

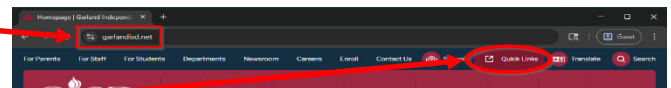


Accessing and Completing an Online Form

Parents and/or students are occasionally required to fill out individual forms in *Skyward Family Access*. These forms are separate from the yearly Student Information Update Forms. The below guidelines will walk parents through the steps necessary for successfully completing these forms.

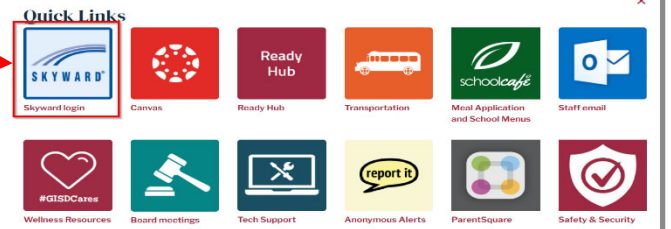
- Only guardians in **Family #1** can complete most individual forms.
- Forms can only be accessed in *Skyward Family Access* with the parent's credentials. This process will not work if you try to log in with a student's login credentials.
- Each form is positioned in "steps." Simply completing a step does not mark the form completed.
- Parents must submit the form in the last step to receive verification of completion status.

1. Visit the Garland ISD website at www.garlandisd.net.

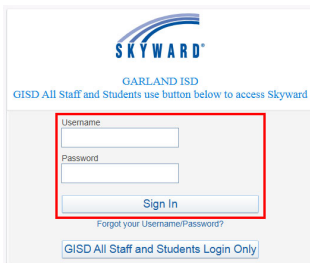


2. Select the **Quick Links** options at the top right of the page.

3. You will then select the **Skyward** icon.

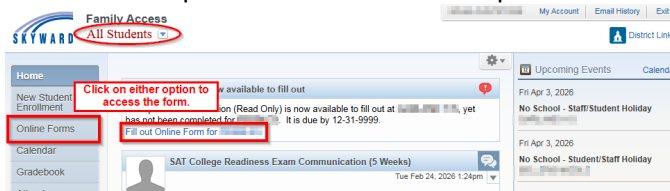


4. Login to Skyward using your Family Access account credentials.



5. The **Online Forms** tab will be available if there are forms waiting to be completed.

a. You have the option to filter forms for a specific student in the drop-down titled "**All Students**".



6. Complete the required steps. Each step should have a ✓ (checkmark) next to it. On the last step review that each step has a completed date and click on the **Submit** button in the middle for the form to be submitted to the district.

