

Co-Curricular & Athletic Forms Instructions

Below are steps to help guide you through the HUHS Online Co-Curricular & Athletic Forms for the 2021-2022 school year. If you have any questions, please contact Hartford Union High School at 262-670-3200.

1. Login to [HUHS Skyward Family Access](#)
2. Click on “Online Forms” OR “Fill out Online Form for ...)”

The screenshot shows the home page of the HUHS Skyward Family Access system. On the left is a vertical navigation menu with the following items: Home, NEW Student Enrollment - HUHS, Online Registration, Online Forms (highlighted in yellow), Calendar, Gradebook, Attendance, Student Info, Food Service, and Schedule. The main content area contains several announcements:

- Day of Service:** The Wall is not available for STUDENT.
- Summer School:** The Wall is not available for STUDENT.
- Online Registration is now open until 08/31/2021:** Online Registration at Hartford Union High School for the 2021-2022 school year is now open, yet has not been completed for STUDENT. A link to [Go to Online Registration for STUDENT](#) is provided.
- An Online Form is now available to fill out:** Co-Curricular/Athletic Forms is now available to fill out at Hartford Union High School, yet has not been completed for STUDENT. It is due by 06-08-2022. A link to [Fill out Online Form for STUDENT](#) is provided.

3. You will automatically be taken to the Online Forms home screen. From here click on Step 1: Co-Curricular Permission Slip

The screenshot shows the 'CO-CURRICULAR/ATHLETIC FORMS' home screen. The navigation menu on the left includes: Home, NEW Student Enrollment - HUHS, Online Registration, Online Forms (highlighted in blue), Calendar, Gradebook, Attendance, Student Info, Food Service, Schedule, and Discipline. The main content area features a 'District Message' from 'STUDENT (Hartford Union High School)' stating: 'Current School Year Co-Curricular/Athletic Forms: If your child is participating in any Sport or Co-Curricular Activity please complete the Online Forms.' On the right, there is a 'District Message' sidebar with a list of forms to be completed:

1. Co-Curricular Permission Slip (highlighted in yellow)
2. Concussion Form
3. Physical Clearance Form
4. WIAA Eligibility Information Bulletin
5. WIAA Eligibility Acknowledgement
6. Consent for Training Services
7. Safe Sports Information
8. Complete Co-Curricular/Athletic Forms

At the bottom right, there are two buttons: 'Next' and 'Close and Finish Later'.

4. On Step 1, complete and sign and date the Co-Curricular Permission Slip Form. If you miss a field, Skyward will prompt you to complete it.
5. Click on “Complete Step 1 and move to Step 2”
6. On Step 2, complete and sign and date the Concussion Form. If you miss a field, Skyward will prompt you to complete it.
7. Click on “Complete Step 2 and move to Step 3”
8. On Step 3, review the information and print the Physical Clearance Form. You will need to take this form and have your Physician fill it out and sign. A hard copy of this form will need to be returned to the Co-Curricular Office.
9. Click on “Complete Step 3 and move to Step 4”
10. On Step 4, read and review the WIAA Eligibility Information Bulletin
11. Click on “Complete Step 4 and move to Step 5”
12. On Step 5, complete and sign and date the WIAA Eligibility Information Acknowledgement Form. If you miss a field, Skyward will prompt you to complete it.
13. Click on “Complete Step 5 and move to Step 6”
14. On Step 6, complete and sign and date the Consent for Training Services form. If you miss a field, Skyward will prompt you to complete it.
15. Click on “Complete Step 6 and move to Step 7”
16. On Step 7, review the Safe Sports Information with the link provided
17. Click on “Complete Step 7 and move to Step 8”
18. On Step 8, verify that you completed EVERY step of the online forms. You should also have green check marks along the right side of the screen indicating that you successfully completed the registration process.
19. Click on “Submit Co-Curricular/Athletic Forms”

