



# PULASKI COMMUNITY SCHOOL DISTRICT

## Middle School Online Athletic Form Directions

- 1) Login into [Skyward Family Access](#)
- 2) Click on Arena Scheduling and click Year
- 3) Click Add on the “Courses” that correspond with the sport your child plans to participate in
- 4) Click on Online Forms and then click on Fill out Forms. For each form start by clicking the View Full Screen button. Complete all fields in the form and then click on the “Complete Step(#) and move to Step(#)” button located on the top-middle of the screen.
  - a. Form 1 - MS Concussion/Sudden Cardiac Forms
  - b. Form 2 – MS Information Card
  - c. Form 3 - Complete Athletic Forms 2022-2023
- 5) Complete this process for all Middle School Students who will be participating in sports
- 6) Your Required Fees will be automatically added to the Fee Payment screen, by the next business day, after a nightly update is run. To view your fees, you can click on Fee Management on the left-side within Family Access.
- 7) [Physical Forms](#) can be emailed to [dmvanschyndel@pulaskischools.org](mailto:dmvanschyndel@pulaskischools.org), or faxed to 920-822-6505 or mailed to **Dawn Van Schyndel**.

### Fee Information

- Your Required Fees will be automatically added to the Fee Payment screen, by the next business day, after a nightly update is run. To view your fees, you can click on Fee Management on left-side within Family Access
- If paying by Check, you will need to print out the Fee Payment step in registration and mail in the statement and check to your school OR you can bring the statement and check to Walk-In Registration.
- To print out the Fee Payment step, you can do one of the following: Right-Click on the page and choose Print OR push Ctrl + P on your keyboard.