



# 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) Check for [Physical](#)
  - a. Click on Health Info
  - b. Click on Display Options
  - c. Click on Show Physical Exams
- 5) 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 - Athletic Information Card
  - b. Form 2 – Concussion Form
- 6) Complete this process for all Middle School Students who will be participating in sports
- 7) Overnight a process will run that will add the correct fee’s
- 8) Click on Fee Management on the left-side of Skyward Family Access to pay participation fee online or a check can be sent with your child to the school before the first practice.

### Fee Information

- Student fees & food service fees can be added to just one shopping cart.
- Your Required Fees will be automatically added to the Fee Payment screen. To view your fees, you can click on Fee Management on left-side within Family Access
- If paying Online, there will be a \$2 convenience fee. [Paying online directions](#).
- 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. [Paying by check directions](#)
- 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. [Click here for print directions](#)