

## Emergency Card Information

### How to complete the Emergency Card Form

Pen Argyl Area School District uses Skyward to access all student information including emergency information. It is imperative that we have this information for EVERY child in the district. If you have not completed this form online, you must do so ASAP. Please see instructions below.

#### To complete this form online:

1. Log into Skyward
2. On the left toolbar, click **Online forms>Fill out form**
3. In the upper right, you should select view in **fullscreen** so you can see the entire screen
4. If you are confirming information, **click edit step one** (button may be at the top or bottom) *If you are filling this out for the first time, click **complete step one***
5. **Complete the form by filling in the blanks**

On the right, Click **next step**

In the middle of the screen, **Click submit emergency card form**

**You will not be able to submit unless you have filled in BOTH the parent signature and consent line as well as medication and allergy box.**

#### Troubleshooting

Forgot password? contact your building office to have it reset

This form is available on the mobile app but is easier to see on a larger device.

Do you find skyward confusing? Try our new tutorials on our website

Topics- account settings, checking grades, food service and calendar

[High school](#)

[Wind Gap](#)

[Plainfield](#)

**Should you require assistance, please contact your building office or Mrs. Stefani from the technology office at [stefani.laura@penargylsd.org](mailto:stefani.laura@penargylsd.org)**