



After Logging into Family Access, choose student information from the left side of the screen and then choose request changes to my child's information on the upper right corner of the screen. Towards the bottom of the screen you will see a work number and cell number listed (if they are in the system). In order to receive text messages, it is important that the cell number is listed BEFORE the work number

Request Change(s) to Information for ALLISON A. WAAS - Entity 400 - 05.13.10.00.02-10.2 - Google Chrome

https://sw.lomira.k12.wi.us/scripts/wsisa.dll/WService=wsEPlus/sfamaedit001.w?isPopup=true

Birth County:  
Birth State: **WISCONSIN**  
Birth Country: **USA**

**Primary Family Information** [View History](#)

County:

**Mailing Address**

Guardian Number:   
Name:   
Relationship:   
Employer:

Primary Phone:   
 Confidential  Long Distance  
Work:   
Cellular:   
Home Email:

Guardian Number:   
Name:   
Relationship:   
Employer:

Work:   
Cellular:   
Home Email:

**Alert/Emergency Information** [View History](#)

Physician:   
Dentist:   
Hospital:

[Request Changes to Family Address](#)  
[Request Changes to Family Information](#)  
[Request Changes to Alert Information](#)

After clicking on the request changes to my child's information, this is the screen that you will see. If any of the information is wrong or the work number is listed before the cellular number, you will want to click on request changes to family information.

Request Change(s) to Primary Family Information - Entity 400 - 05.13.10.00.02-10.2 - Google Chrome

https://sw.lomira.k12.wi.us/scripts/wsis.dll/WService=wsEPlus/sfamaedit013.w?isPopup=true

### Request Change(s) to Primary Family Information

[Back](#) [Save](#)

Guardian Number: <input type="text" value="1"/>	Primary Phone: <input type="text"/>
First: <input type="text"/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Long Distance
Middle: <input type="text"/>	Work <input type="text"/>
Last: <input type="text"/>	Cellular <input type="text"/>
<input type="checkbox"/> Custodial	Home Email: <input type="text"/>
Relationship: FATHER <input type="text"/>	
Employer: <input type="text"/>	

  

Guardian Number: <input type="text"/>	Work <input type="text"/>
First: <input type="text"/>	Cellular <input type="text"/>
Middle: <input type="text"/>	Home Email: <input type="text"/>
Last: <input type="text"/>	
<input type="checkbox"/> Custodial	
Relationship: MOTHER <input type="text"/>	
Employer: <input type="text"/>	

At this point, you should be able to edit any of the information that needs to be changed. After the information is changed, click save and that will update the information in the student information system.