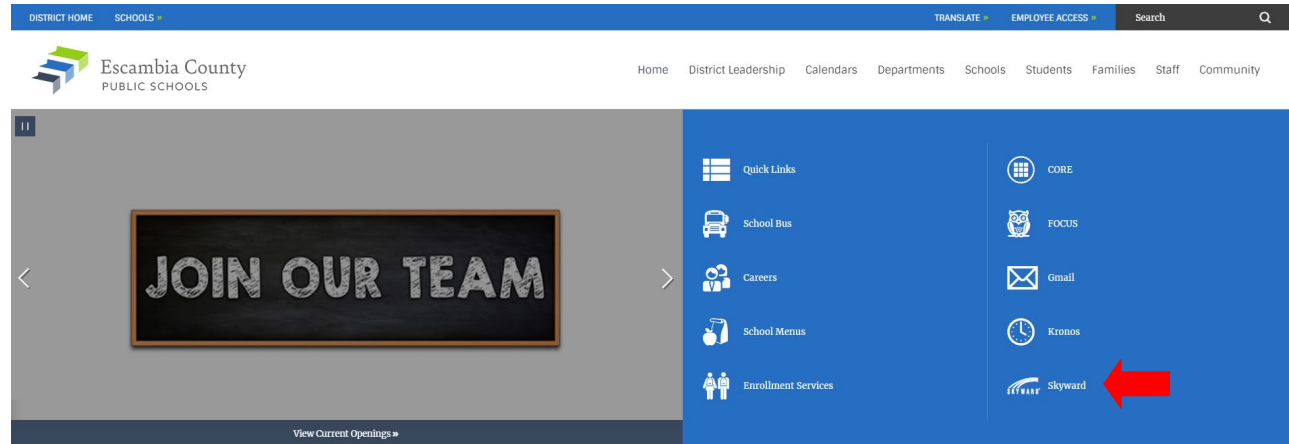


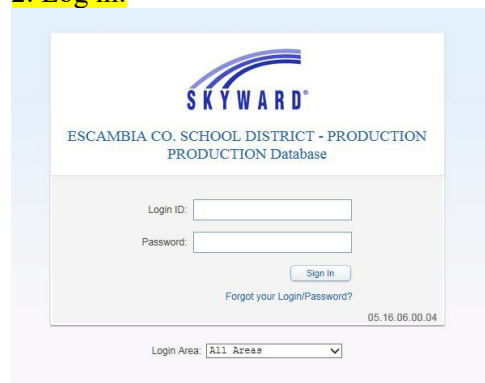
DIRECTIONS FOR REQUIRED READING POLICY COMPLIANCE NOTICE

The certification for required reading will be acknowledged each year by electronic signature through Skyward's Online Forms process. Complete screen by screen instructions as well as a video detailing each step of the process are available on the [Federal Compliance](#) information page on the District Website. A brief overview of the process is included here.

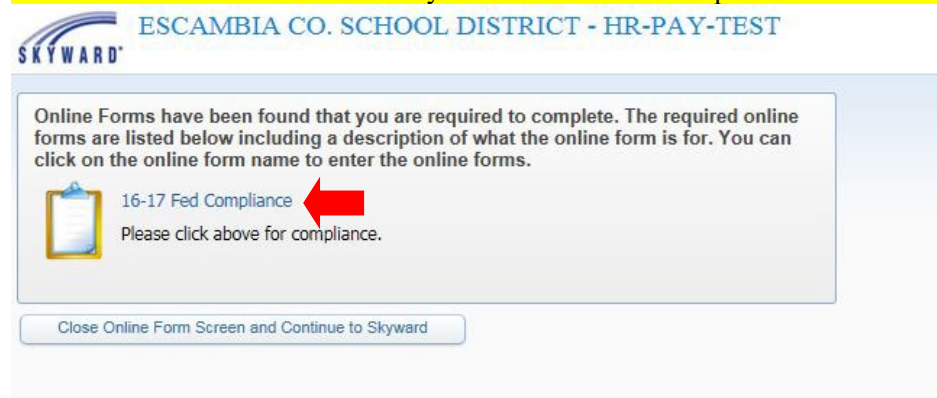
1. From the District website (escambiaschools.org), click on the Skyward button as shown below:



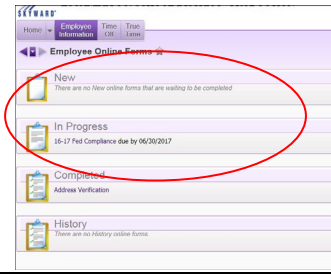
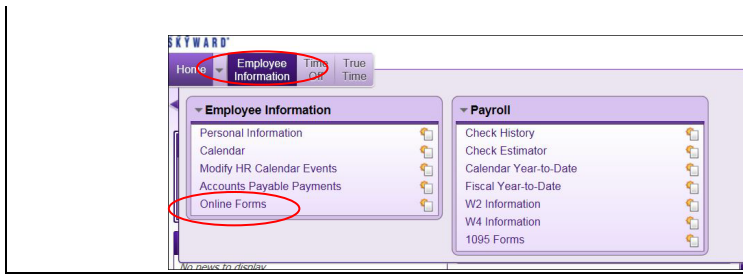
2. Log in:



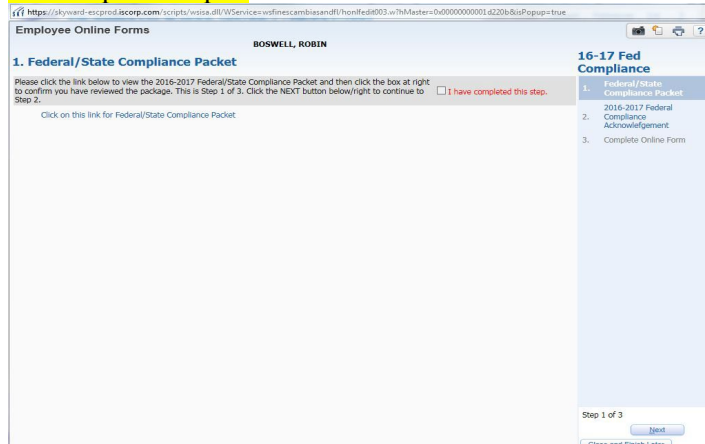
3. Click on the link for the current year **2023 - 2024** to complete the Federal Compliance Online Form*:



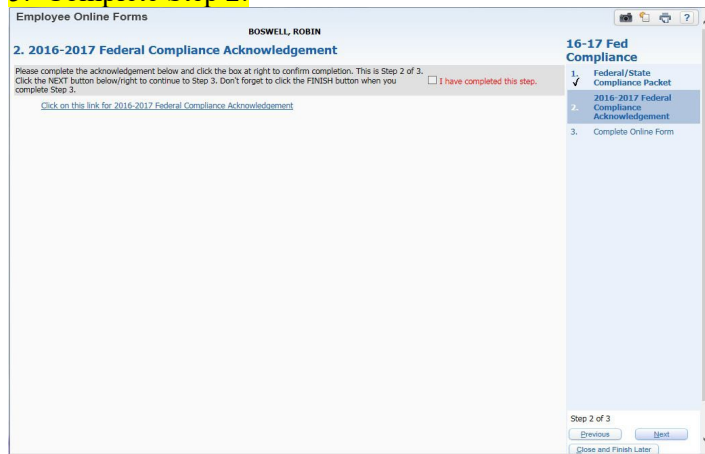
*If the box shown above does not appear when you enter Skyward, go to Employee Access, click on Employee Information, then Online Forms and look under New or In Progress for the Fed Compliance link.



4. Complete Step 1:



5. Complete Step 2:



6. Complete Step 3

