



**DON'T FORGET!**  
**OPT OUT OF**  
**YOUR DISTRICT**  
**PRINTED W-2**

**by going to Skyward's  
Employee Access by  
Midnight on  
December 16th**

**Choose the  
electronic W-2 by  
selecting the "I do  
not need a printed  
copy"...**

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**Electronic W-2's  
will be available  
in Employee  
Access for  
printing/viewing  
by mid-January**

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**Opt out and win  
one of many  
prizes! A drawing  
for the prizes will  
be held on  
December 17th.  
Employees will be  
contacted.**

**District printed  
W-2's will be  
mailed by  
January 31st**