

## 2011 Skyward Family Access Portal

Below is information that will help you become familiar with the Skyward Family Access portal. This portal will allow greater communication between the school and families. Using this portal will help families stay current with information about their child(ren).

**Login:** You will need your Skyward Family Access login and password information in order to begin. If you do not have your information, please use the [Forgot Login/Password](#) link to request your information to be sent to your email address on file in Skyward.

**Account Info:** Once logged in click on the **Account Info** in the top right corner.

**Password** - Here you can change your password to something of your choice.

**Email Address** - Enter in your email address. If you share an email account, please only enter it for one adult and then choose not to provide one for the other. Your email address will be used if you forget your password.

**School Directory** - Here is where you can set your School Directory Options. This area will be described in greater detail below.

**Ethnicity/Race:** Allows families to verify the ethnicity and race for their child which is required for federal reporting.

**Calendar:** A communication tool for absences and district information.

**Student Information:** If during the school year, you need to update information, you can do so in this area. Remember changes submitted will not be immediate. They will require secretary approval and validation.

**Bus:** If your child will be taking the bus, you can find their bus route located in this same area (Student Information) by clicking on the tab at the top called **Bus Schedule**. The bus company has gotten new software and we are still working on importing this information. Please check back later.

**Skylert:** This is our emergency, attendance, and general notification system. Within this section you can choose how you would like to receive your notifications (voice, email, text). It is highly recommended that you sign up for this service. This is the district's most efficient way of communicating timely information out to families such as snow days, and early release due to weather.

**Message Center:** Here is where you may find information from the district that is provided in a secure manner. Only families with a login will be able to access this information.

**Attendance:** Displayed here will be attendance for your child, and the color coded reason for the absence.

**Schedule:** Displayed here will be a schedule for your child. 7<sup>th</sup> & 8<sup>th</sup> grade schedules will not be available until the week of August 15<sup>th</sup>. We are working on entering the schedules for the other grade levels. Please check back.

**Food Service:** Displayed here is your Food Service account balance, make an online payment,

see payments that have been made, and see purchases that have been made.

**Fee Management:** This is an area where you can make online payments for registration or optional school supply items, including the yearbook.

**Home Room:** Displayed here is a listing of the students in your child's homeroom class, including addresses and phone numbers.

**Email Notifications:** Here you can turn on the option to receive an email when your family food service balance falls below \$5.00. All families are automatically enrolled to receive a voice phone call if their family food service balance falls below -\$5.00.

**District Links:** Displayed here are links that you may find useful.

**School Directory:** Displayed here are families that have chosen to display their family listing in the secure online school district family directory. This listing is district wide. If you would like to add your family information, please click on the **School Directory** link in the left hand navigation, then click on the **Display Options** tab at the top. Check which information you would like to display, then click **Save**.

### **Other useful information**

**Gradebook:** Beginning the 2011-2012 school year, we will be using Skyward for our online gradebook for staff, families, and students. This will provide greater communication and one place to access all of your child's information.

**Open House:** August 29<sup>th</sup> from 5:00 pm to 7:00 pm for both school buildings.

We have begun posting online some of our **Frequently Used Forms and Information**. Some of which had been included in registration fair packets in the past.

We also want to make sure you are aware that our **district webpage** has a wealth of information available.

- Our **online calendar** is updated with information by our secretaries throughout the year.
- The **school supply lists** are posted online.
- You can also search our site for information by using the search window in the top left corner.
- The top right corner has a drop down menu to our frequently visited pages.