
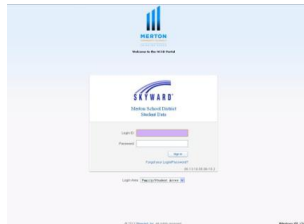


## Merton Skyward Family Access Information

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). To find the login page, go to the Merton Homepage at [www.merton.k12.wi.us](http://www.merton.k12.wi.us) and either click on the Skyward icon  or under Families and Resources choose Skyward Family Access.



**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. You may need to check your spam folder.

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

- **Account Settings:**
  - 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.
  - Phone numbers: add or change your contact information
- **Email Notifications:** choose if you would like to receive email notifications on attendance, grading, & food service balance.
- **School Directory:** If you would like to be included in the online school directory, click the information that you would like displayed.

**Menu on the left of the screen:**

- **Calendar:** A communication tool for absences and district information.
- **Gradebook:** Available for 4<sup>th</sup>-8<sup>th</sup> grade students. Displays information about student academic progress. For the current grading period you will see a green icon that indicates the grades are still in progress. After a grading period is complete the next column will display the green icon, and the past grading period will display the final posted grade. You can toggle between the icon and the current grade by placing a checkmark next to Calculate Progress Report Grades in the upper right corner. You can also click on any of the teacher names to send a note to that teacher. To see further detail of the grade, click on the green icon or toggled letter grade for each class.
- **Attendance:** Displayed here will be attendance for your child, and the color coded reason for the absence.
- **Student Information:**
  - Student/Family Info: 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 Schedule: If your child will be taking the bus, you can find their bus route by clicking on the tab at the top called Bus Schedule.

- **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.
- **Schedule:** Displayed here will be a schedule for your child.
- **Fee Management:** This is an area where you can make online payments for registration or optional school supply items.
- **Student Services:** This area allows you to view your student's Special Education information.
- **Homeroom:** Displayed here is a listing of the students in your child's homeroom class, including addresses and phone numbers, for grades 4K-4<sup>th</sup> only
- **Conferences:** Schedule your parent teacher conferences online for grades 4K-4<sup>th</sup> only
- **Report Cards & Test Results:** Report cards & MAP results are posted here and can be viewed online or printed.
- **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.
- **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 *My Account* in the top right corner, scroll down and check which information you would like to display, then click Save.

Any further questions regarding Skyward, please contact Dawn Baumgartner at [BaumgartnerD@merton.k12.wi.us](mailto:BaumgartnerD@merton.k12.wi.us)

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