

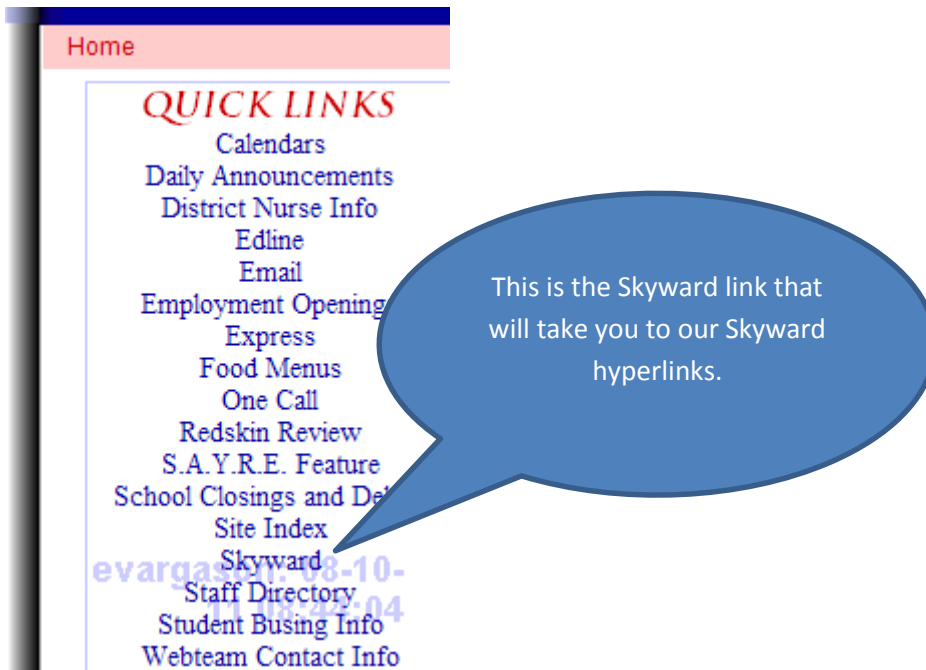
How to Request a Data Correction for Family Access

Purpose

The purpose of this document is to ensure that the guardian(s) of the student has accurate information for notification services (ex: emergency calls and mailing address).

Procedure

First go to the home page and select the Skyward link on the left hand side.



Now find the family access link, which will be under Family and Student Access.

Once you click the link it will take you to the log on page.

A screenshot of a login page with a light green background. It contains two input fields: "Login:" and "Password:". Below the fields is a blue "Login" button. A link "[Forgot your login or password?](#)" is positioned below the button. At the bottom of the screenshot, there is blue text: "[System Requirements - Screen Resolution / Web Browser](#)" and "evargason: 08-10-11 08:47:06". Below the screenshot, the text "Version: 04.10.12.02.12" is displayed.

Enter in your username and password and press the Login button.

You will be directed to the last screen you were on in Skyward family access. If you have never been in to the family access portion of Skyward it will direct you to the Calendar page.

Your page should look something like this:

SKYWARD FAMILY ACCESS

Previous Month **August 2011** Next Month

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30 1st Day of School Start of Marking Period 1	31			

Show Absences/Tardies Show Gradebook Assignments (Grade Earned)
 Show MC-Messages Show AC-Activity Events
 Show ST-Student Tests

evargason: 08-10-11 08:54:23

Now to view your contact information you must go to Student Information on the left side of your screen.

General Information

- [Calendar](#)
- [Student Information](#)
- [Skylert](#)
- [Gradebook](#)
- [Message Center](#)
- [Attendance](#)

This is what you click to view your contact information.

Once you have clicked on Student Information you can view your contact information.

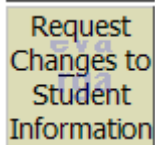
To request a change go to the near top right of your screen and press the Request Change(s) to my Child's Information link.

Language: English

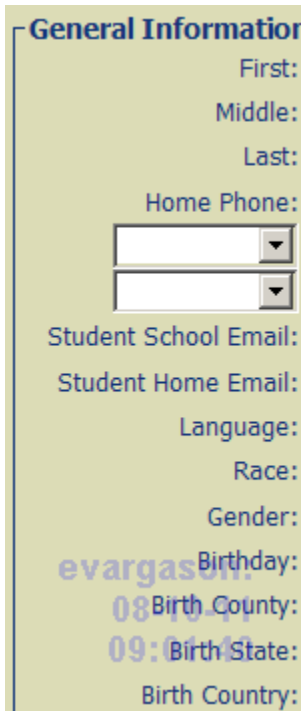
evargason: 08-10-11 08:58:27
[Request Change\(s\) to my Child's Information](#)

Now you can see what area you want to change. In this example we will be requesting a change to student information.

Press the Request Changes to Student Information button.



Now you will see the general information. You may type in the boxes to correct the data. When complete you MUST press the Save button on the right side.

A screenshot of a web form titled 'General Information' in blue text. The form has a light beige background and a thin black border. It contains several fields: 'First:', 'Middle:', 'Last:', 'Home Phone:' (with a dropdown arrow), two empty input boxes with dropdown arrows, 'Student School Email:', 'Student Home Email:', 'Language:', 'Race:', 'Gender:', 'evargason Birthday:', '0819-91 Birth County:', '09:01 Birth State:', and 'Birth Country:'. There is a large, semi-transparent watermark 'evargason' over the form.

Now that you have saved the change you will see an asterisk and red underneath your change indicating what you tried to change the data to.

Now your change will be reviewed by the staff at the corresponding school building.