

How to update family information in Family Access

If you have previously submitted your annual student information update and wish to review and/or make any changes, please follow these steps.

1. Click on the "Annual Student Information Update."

Click here	
Home	
Annual Student Information Update	

2. This window will display, click on the student name



3. You will need to "Mark as incomplete and make changes"





4. You will then be able to choose a specific step that you may want to make changes from on the right hand side.

SKYWARD [®]		District Links
Home	Annual Student Information Update	
Annual Student Information	Annual Student Information Update	Annual Student Information
Update Online Forms	Dear Parent or Guardian, Each year we request that you review and update information on your student. Please complete the following steps and click "Submit" when finished. Thank you	1. Verify Student Information
Calendar		a. Student Information
Gradebook		≪b. Family Address
Attendance		Information
Attendance	-	d. Emergency Contacts
Student Info		2. Verify Military Family Affiliation
Busing		3. Verify Student Ethnicity/Race
Food Service		4
Schedule		4. 2020 Attendance Acknowledgement
Test Scores		4
Fee Management		5. 2020 Network Use Expectations
Activities		6. 2020 Student Housing Questionnaire
Graduation		1
Requirements		7. 2020 Use of Student Information
Academic History		4
Portfolio		8. Complete Annual Student Information Update
Health Info		Next

5. Once have chosen a step you will click the "edit step" button on the bottom to complete your revision(s)

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Annual Student Information Update	Step 1d. Verify Student Informa (Required)	ation: Emergency Contacts	Ani Upo	ual Student Information late
Online Forms	If you are changing your address, plea can not be updated until documentation of you are needing changing your phore	use submit proof of residency to the building secr on is received. The number, please contact the school, Please note	etary. The address 1. V	erify Student Information
Calendar	numbers must be displayed as follow line), work, cell. This order insures the	s and can not be rearranged: Primary phone (hom at auto dialed calls are delivered correctly to you.	e or cell, if no land 🧹	a. Student Information
Gradebook	Thank you		đ	b. Family Address
	Contact Number 1		J	c. Family Information
Attendance				d. Emergency Contacts
Student Info	FIISC	Primary Phone:	Ext: 2. V	erify Military Family Affiliation
Busing	Midale:	Work 🗸	Ext 31	orify Student Ethnicity/Pace
Food Service	Last:	Cell V	Ext:	enty student Lunicity/Nace
Schedule	Relationship:		4. 2 Act	020 Attendance knowledgement
Test Scores	Contact Number: 2		4	
Fee	Firet		5. 2 Exc	020 Network Use ectations
Management	Middle	Primary Phon	Ext:	
Activities	Last	Work	Ext: 6.2 Que	020 Student Housing estionnaire
Graduation	Relationshin	Cell	Ext:	
Requirements	routononp		7. 2 Infe	020 Use of Student
Academic History	Contact Number: 3		10	
Portfolio	First:	Primary Phone:	Ext: 8. C	omplete Annual Student rmation Update
Health Info	Middle:	Work	Ext:	Next Sten
	Last:	Coll	Ext	nous step
Login History	Relationship:	Ceil	LAL	Close and Finish Later
		Edit Step 1d		
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6. When you have finished, click the "Submit" button on the bottom of the screen to complete the process and save your changes.

	Annual Student Information Update	
Home	Prin	t /
Annual Student Information Update	Step 8. Complete Annual Student Information Update (Required) By completing Annual Student Information Update, you are confirming that the Steps below have been	Annual Student Information Update
Online Forms	Inished. Are you sure you want to complete Annual Student Information Update for	1. Verify Student Information
Calendar	Review Annual Student Information Update Steps	I a. Student Information
Gradebook	Step 1) Verify Student Information	≪ b. Family Address
Bradebook	No Requested Changes exist for Step 1. Stop 2) Verify Military Family Affiliation	√ c. Family Information
Attendance	Step 2) Verify Student Ethnicity/Race	d. Emergency Contacts
Student Info	No Requested Changes exist for Step 3.	2. Verify Military Family Affiliat
Busing	Step 4) 2020 Attendance Acknowledgement Step 5) 2020 Network Use Expectations	3 Verify Student Ethnicity/Pac
Food Service	Step 6) 2020 Student Housing Questionnaire	S. verny student Lunicity/rac
Schedule	Step 7) 2020 Use of Student Information	4. 2020 Attendance Acknowledgement
Test Scores		S.
Fee Management	Submit Annual Student	5. 2020 Network Use Expectations
Activities	Information Update	6. 2020 Student Housing
Activities		Questionnaire
Graduation Requirements		7. 2020 Use of Student
Academic History		Information
Portfolio		8. Complete Annual Student Information Update
Health Info		Previous Step Next Step