South Kitsap School District

Nurturing growth, Inspiring achievement, Building community

SKYWARD FAMILY ACCESS

Accessing Your Student Information
Online. Anytime. Anywhere.

SKYWARD FAMILY and STUDENT ACCESS
SOUTH KITSAP SCHOOL DISTRICT

GETTING STARTED

To begin using Skyward Family Access, you will need:

- A computer connected to the internet
- A web browser (Windows PC with Microsoft Internet Explorer 5.5 or greater/ Macintosh with Safari 1.2 or greater)
- Any "pop-up blockers" disabled
- Skyward Family Access Code Kit (enclosed)

Open your web browser to **http://family.southkitsap.wa-k12.net**
A link, along with support materials, is also provided in the "For Parents & Community" section of the SKSD Web site at www.skitsap.wednet.edu

(When logging in, if you are prompted to "Accept A Certificate", click Yes.)

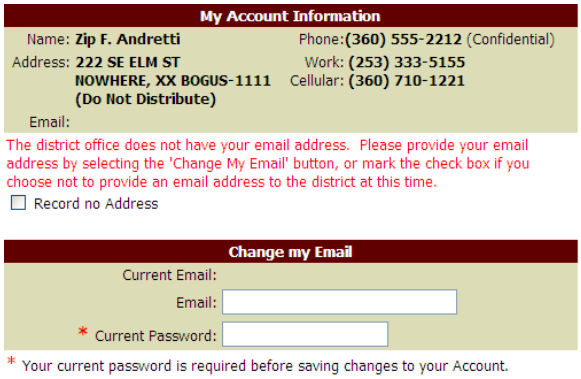
FIRST TIME USERS

The first time you log in, use the login and password from your Code Kit. Once you have successfully logged in, you will get a page asking for your e-mail address.

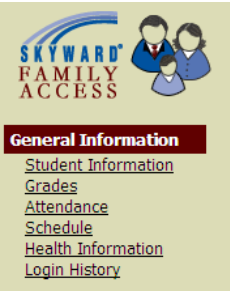
Click the CHANGE MY EMAIL BUTTON, enter your e-mail address, and password, and click SAVE.

Providing your e-mail address will allow you to retrieve your password should you forget it, and also makes your e-mail address available to your student(s) teachers.

NOTE: After 5 minutes of inactivity, you will be asked to log in again.



OVERVIEW



If you have more than one student in the South Kitsap School District, look at the top of the screen. You can choose between your student(s) and school(s). If a student is not showing, or you have additional students, please contact the school office.

Select a student at the top of the screen. The first screen you will see is the Student Information Screen (shown below).

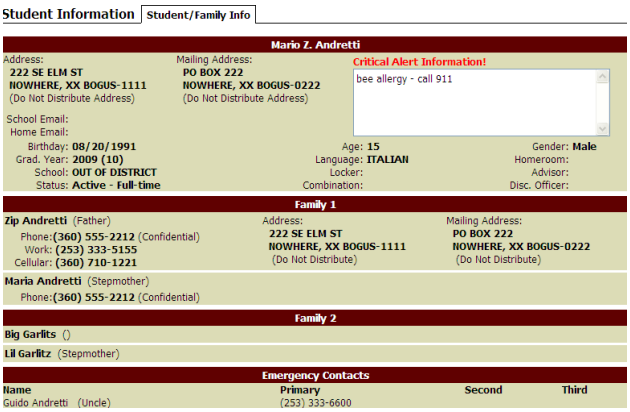
Click a link from the list on the left of your screen to see additional information.

STUDENT INFORMATION

The Student Information area allows you to verify information we have on file for your student, such as your home address, telephone numbers, emergency contact information, etc.

If any of this information is incorrect, please contact the school office with the correct information. This will insure that the office staff, teachers and administrators always have the most recent contact information.

Anywhere in Family Access you see a name with a blue link, you can click the name to send an e-mail message to that person.



Revised 10/15/2010

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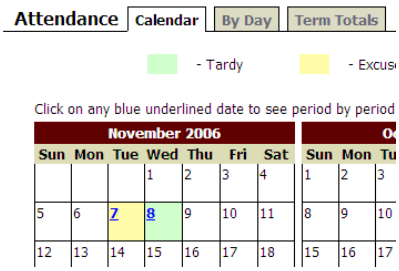
REPORT CARDS

Prior term report cards (in PDF format) are available by clicking the report card you wish to view.

ATTENDANCE



Calendar tab: Shaded dates have an attendance event corresponding with the color key at the top of the page. Click on the date to see details of the absence.

By Day tab: Lists the days the student was absent, along with details by period.

Term Totals tab: Shows the total number of absences grouped by each grading period.

HEALTH INFORMATION

Vaccination tab: Shows immunization information currently on file for this student.

MESSAGE CENTER

Some schools use the Message Center option which is similar to a bulletin board of events happening in the school and classrooms.

LOGIN HISTORY

Shows each time this account has been used, along with the computer address it was accessed from and details on what was viewed during each session.

MAINTENANCE

Occasionally during weekend hours, the system may be down for maintenance. These outages are usually Saturday morning and early afternoon. If you continue to get a maintenance message after Sunday evening, please check your browser's cache settings to always load the newest version of the page.

INTERNET EXPLORER—TURN OFF CACHING:

1. Open Internet Explorer
2. Go to Tools – Internet Options
3. Under Browsing History select Settings
4. Select every time I visit the webpage
5. Select OK
6. Select Apply and OK

FREQUENTLY ASKED QUESTIONS

Q. What if my information is incorrect?
Contact the school office with the correct information.

Q. What if I forget my password?
Click link on front page and enter your e-mail address. Your password will be e-mailed to you.
If you did not enter an e-mail address, you will need to go, in person, to the school to retrieve your password.

Q. How often is the data updated?
All data is immediately updated except report cards, which are only posted at the end of each grading period.

Q. Should I let my student use my account to see their information?
Students have their own access via Skyward Student Access. They can access the SKSD Portal from the district's web site.

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