

## FAMILY ACCESS GUIDE

**For more information, please contact your student's office staff**

Family Access allows guardians to view and, in some cases, edit student information. You can access Family Access over the internet using a secure Login ID that has been assigned to you.

Family Access contains the following applications, however depending on how your student's school has Family Access configured, you may not see all the options listed below.

- Academic History
- Activities
- Attendance
- Discipline
- Educational Milestones
- Grades and Gradebook
- Health Information
- Homeroom
- Message Center
- Portfolio
- Pseudo Family Changes
- Report Cards
- Schedule
- Student information
- Teacher Conferences
- Test Scores

1. To access Family Access, you can visit [www.skitsap.wednet.edu](http://www.skitsap.wednet.edu) and click on the Skyward link on the left side of the page as shown below.



The screenshot shows the South Kitsap School District website homepage. At the top, there is a navigation menu with links for Home, District, Schools, Departments, Employment, Student Center, Staff Resources, Parents & Community, and Quick Links. Below the menu is a large banner for 'Community Board Linkages' with the text 'We Want to Hear From You!' and dates for November 9, 14, and 15. On the left side, there is a vertical menu with buttons for 'Enroll Your Child', 'Skyward', 'Superintendent's Blog', 'Board Meetings', and 'Staff Directory'. A yellow callout box labeled '1' points to the 'Skyward' button. In the top right corner of the website header, there are social media icons for email, calendar, SKTV, Facebook, and Twitter. A white callout box labeled '2' points to the Skyward icon.

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You will be brought to the Skyward Login screen.

2. Enter your Login ID
3. Enter your Password
4. Verify that the login area is Family/Student Access
5. Click Sign In

6. Once you've logged in, the Family Access Home screen appears.
7. If you have more than one student, a drop down box will appear for you to choose which student information you wish to view.
8. Any messages from your student's teacher will display here.

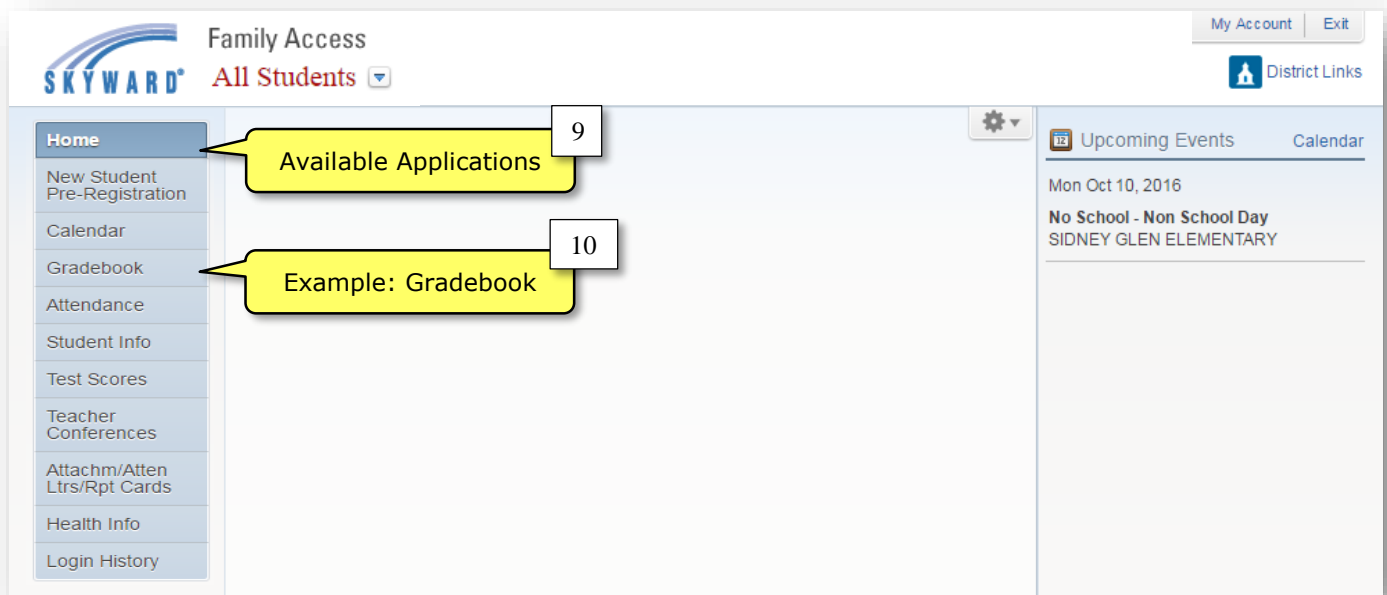
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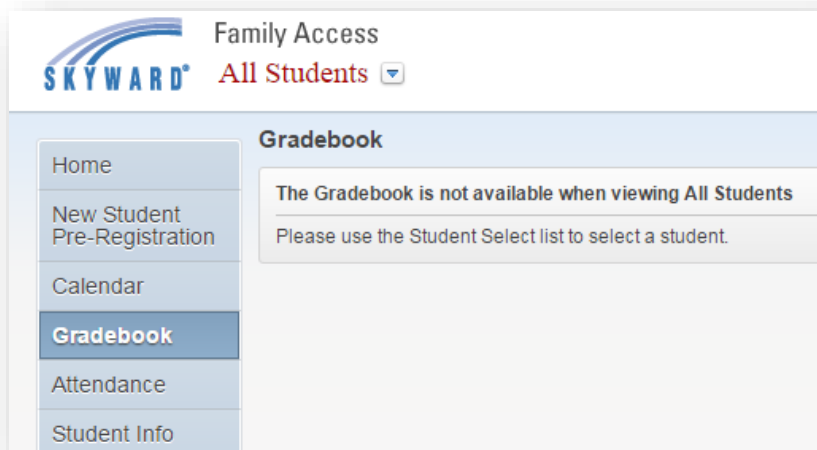
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9. A list of available applications is located on the left side of the Family Access Home screen.
10. Click on the desired application to view your student's information.

*For this example, we will be looking at Gradebook.*



Gradebook is student specific. If you have more than one student on your Family Access account, use the 'All Students' dropdown and select the student you wish to view.



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11. When you click on Gradebook, your student's classes and grades for the current term will display.
12. Any Missing Assignments your student has will display
13. Clicking on the course name itself (Ex. US History) will bring up a description of that class.
14. To view class assignments, click on the arrow next to the class you wish to view. Clicking on the assignment name will bring up more information on that particular assignment.



**Gradebook**

There are no Missing Assignments

**Class Grades**

Class	T1	M2	S1
<b>ADVISORY</b> Period 0 (2:20 PM - 2:45 PM) Wendy Colbo			
<b>LANG ARTS 8</b> Period 1 (8:10 AM - 9:05 AM) Faith Serka	B		B
<b>SCIENCE 8</b> Period 2 (9:10 AM - 10:00 AM) Theresa Johnson	A	A	A
<b>US HISTORY</b> Period 3 (10:05 AM - 10:55 AM) Kenneth Durham	B+	B+	B+
<b>CHOIR</b> Period 4 (11:00 AM - 12:25 PM) Kenneth Schroeder	A	A	A
<b>MATH 8</b> Period 5 (12:30 PM - 1:20 PM) Karl Freiboth	A	A	A
<b>FITNESS/TEAM SPORTS</b> Period 6 (1:25 PM - 2:15 PM) Kevin Darcey	C	C	C

**US HISTORY (Period 3) Kenneth Durham**

**JOHN SEDGWICK JUNIOR HIGH**

Alphakey / Section: SOC081 / 02

Course Length: SEMESTER1

Curriculum: US HISTORY

Dept: SOCIAL STUDIES

Subj: U.S. HISTORY

Credits: 0.500

Course Grade: 8

Explanation: COURSE DESCRIPTION: First semester United States history follows the path of colonists as they search for political autonomy and establish the Constitution as a guide for the new nation's growth.

ESSENTIAL LEARNINGS: As a result of taking this course, the student will be able to understand the ideas that contributed to the creation of the Declaration of Independence and Constitution; the organization of the government as laid out by the Constitution; and how active citizenship is vital to the success of democratic principles.

**Meeting Times**

Teacher: Kenneth Durham

Start Date: Wed Sep 7, 2016

End Date: Tue Jan 31, 2017

Period: 3

Time:

Room: A234

US HISTORY	Grade
Period 3 (10:05 AM - 10:55 AM) Kenneth Durham	B+
Entry Task week of October 17 Due: 10/21/2016 (T1)	A
Cornell Notes page 190-194 Due: 10/20/2016 (T1)	
Cornell Notes page 184-189 Due: 10/18/2016 (T1)	
Entry Task week of October 10 Due: 10/14/2016 (T1)	A
Cornell Notes page 177-183 Due: 10/14/2016 (T1)	A

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15. Clicking on the class grade will open up the class summary. This view shows more detailed information regarding assignments, points, and percentages.
16. The paperclip next to an assignment indicates the assignment has been attached and can be printed from home. Clicking on the paperclip will either download the attachment or show you which assignments are available to download if more than one has been uploaded.

▶ **US HISTORY**  
 Period 3 (10:05 AM - 10:55 AM)  
 Kenneth Durham

B+
B+
B+

Hailey (JOHN SEDGWICK JUNIOR HIGH)

US HISTORY (Period 3) Kenneth Durham

Summary

Grade Mark Legend

T1 Grade <small>(09/07/2016 - 11/09/2016)</small>	Percent	Points Earned
B+	88.55%	208.1 out of 235

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
<b>ASSIGNMENT</b>		<b>208.1 out of 235</b>	<b>88.55</b>	<b>B+</b>			
10/21/16	Entry Task week of October 17	5 out of 5	100.00	A			
10/20/16	Cornell Notes page 190-194	9.7 out of 10	97.00	A			
10/18/16	Cornell Notes page 184-189		92.00	A-			
10/14/16	Entry Task week of October 10	5 out of 5	100.00	A			
10/14/16	Cornell Notes page 177-183	9.5 out of 10	95.00	A			
10/13/16	Chapter 6 Review Assessment	0 out of 20	0.00	F			
10/11/16	Declaration of Indepen jigsaw	30 out of 30	100.00	A			
10/07/16	Entry Task week of October 3	5 out of 5	100.00	A			
10/05/16	Cornell Notes page 160-165	9.7 out of 10	97.00	A			
10/03/16	Cornell Notes page 154-157	9 out of 10	90.00	A-			
09/30/16	Entry Task week of Sept 26	5 out of 5	100.00	A			
09/29/16	Townshend to Tea Party drawing	28 out of 30	93.33	A			

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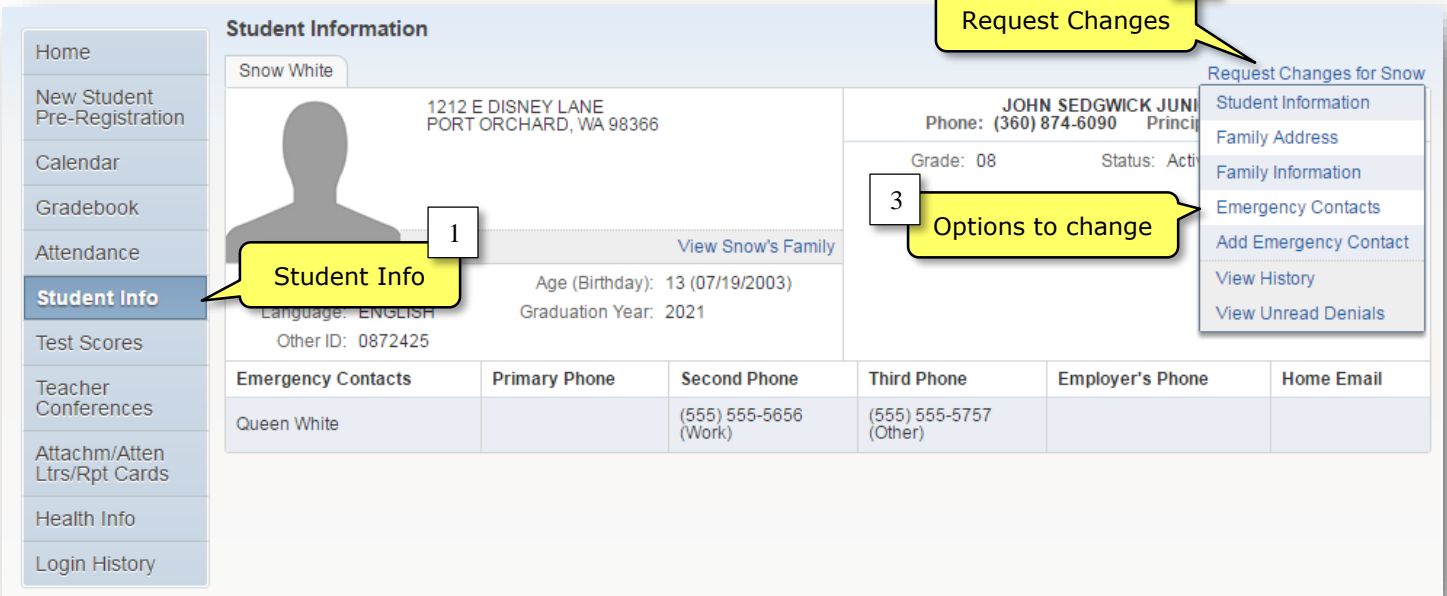
Family Access allows guardians to view and, in some cases, edit student information. You can access Family Access over the internet using a secure Login ID that has been assigned to you.

If you'd like to request changes to your student's demographic information, you can do that through Family Access.

**NOTE: These changes do not go into effect immediately. They must be approved by your student's building.**

1. Click on the Student Info tab
2. On the right side, click the Request changes for 'Student Name' link.
3. You will see a list of options: Chose the area you wish to change
  - Student Information
  - Family Information
  - Emergency Contacts
  - Add Emergency Contact
  - View History
  - View Unread Denials

For this example, we will be looking at Emergency Contacts



The screenshot shows the 'Student Information' page for a student named 'Snow White'. The page includes a navigation menu on the left, a main content area with student details, and a table for emergency contacts. Three callouts are present: '1' points to the 'Student Info' tab in the left menu; '2' points to the 'Request Changes' link at the top right; '3' points to the dropdown menu of options to change, which includes 'Emergency Contacts'.

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
Queen White		(555) 555-5656 (Work)	(555) 555-5757 (Other)		

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4. Clicking on the Emergency Contact link will bring up a prompt that will allow you to make your changes
5. Click Save
6. Under the Request Changes for 'Student Name', click on View History
7. This screen will show the status of your request

**Edit Emergency Contacts for Snow White**
✕

Contact Number:

First:

Middle:

Last:

Relationship:

Delete this Emergency Contact

Primary Phone:   Ext:

Work ▼ (555) 555-5656 Ext:

Other ▼ (555) 555-5757 Ext:

Pick Up:  ▼

4
 Emergency Contact Change screen

4
 Make desired changes

5
 Click Save

- Home
- New Student Pre-Registration
- Calendar
- Gradebook
- Attendance
- Student Info
- Test Scores
- Teacher Conferences
- Attachm/Atten Ltrs/Rpt Cards
- Health Info
- Login History

**Student Information**

Snow White

1212 E DISNEY LANE  
PORT ORCHARD, WA 98366

Gender: Female      Age (Birthday): 13 (07/19/2003)  
Language: ENGLISH      Graduation Year: 2021  
Other ID: 0872425

JOHN SEDGWICK JUNIOR HIGH  
Phone: (360) 874-6090      Principa  
ID: 08      Status: Acti

[Request Changes for Snow](#)  
[Student Information](#)  
[Family Address](#)  
[Family Information](#)  
[Emergency Contacts](#)  
[Add Emergency Contact](#)  

6
 View History
   
[View Unread Denials](#)

**Change Request History**

Snow (JOHN SEDGWICK JUNIOR HIGH)

Requested Date	Requested to Change	Status	Requested For	Requested Change
Fri Oct 21, 2016 1:54pm	Second Phone (Emergency Contacts)	Waiting Approval	Queen White	(555) 555-5658

7
 Status

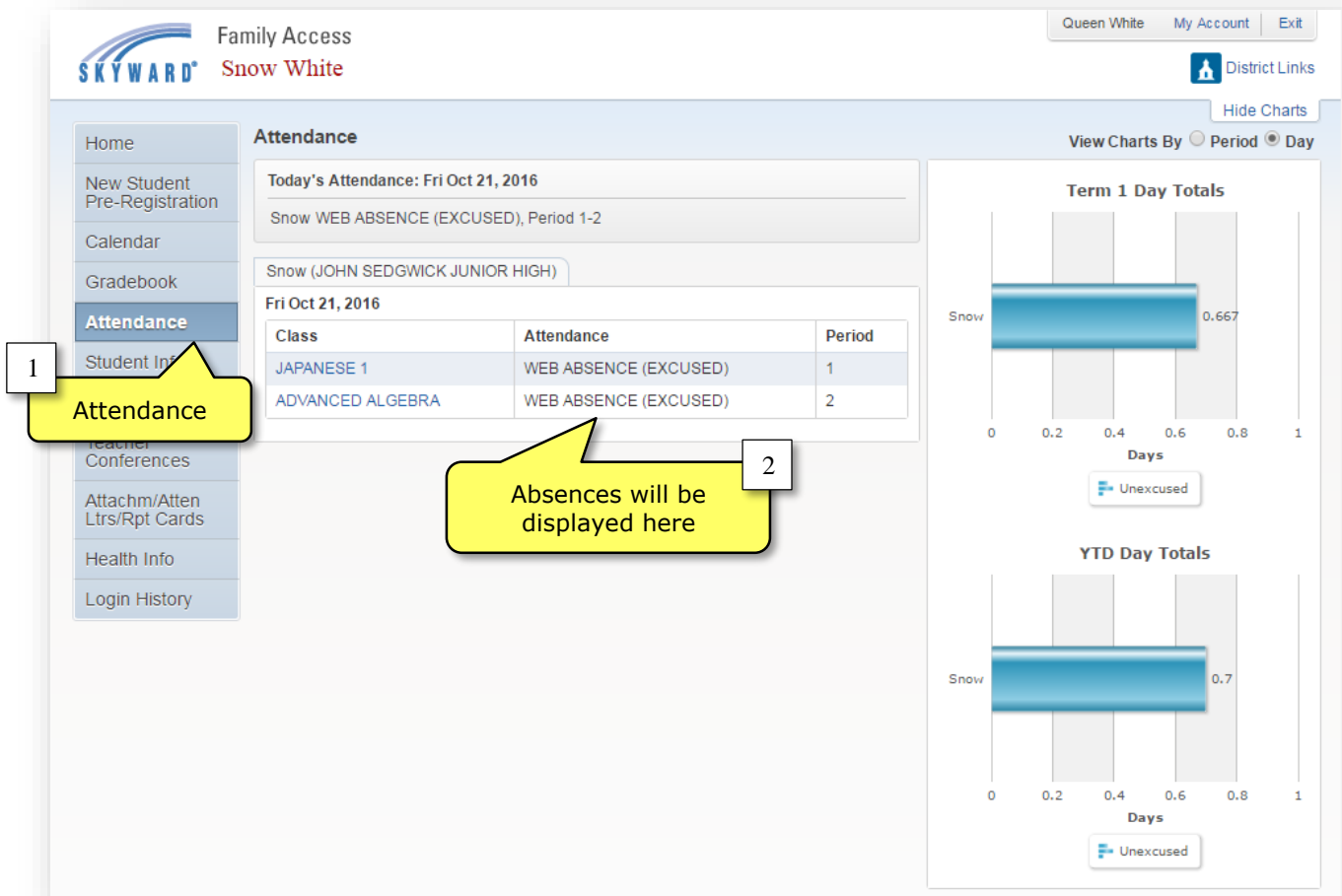
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You can also check your student's attendance in Family Access.

1. Click on the Attendance Tab
2. Any absences your student has will display here



The screenshot shows the Family Access interface for a user named Queen White. The main content area is titled "Attendance" and displays "Today's Attendance: Fri Oct 21, 2016" with a note "Snow WEB ABSENCE (EXCUSED), Period 1-2". Below this, a table shows absences for "Snow (JOHN SEDGWICK JUNIOR HIGH)" on "Fri Oct 21, 2016".

Class	Attendance	Period
JAPANESE 1	WEB ABSENCE (EXCUSED)	1
ADVANCED ALGEBRA	WEB ABSENCE (EXCUSED)	2

Two bar charts are also visible: "Term 1 Day Totals" showing 0.667 days of unexcused absence and "YTD Day Totals" showing 0.7 days of unexcused absence.