

Skyward Family Access 2010-11

What can families see in Family Access?

Today, families may view Student Profile Information, Lunch Information, Health Records, and your login history. In the future, Gradebook (formerly webgrader), Attendance, Discipline, and Message Center (2-way communication between you and your child's teacher, works like email account within *Family Access*) will also be added. When logging in for the first time, you may be requested to verify your child's race and ethnicity. If you have already submitted this information to the office, you should not be asked to provide it again. If we don't have an email address on file for your family, you may be prompted to provide one.

After you log-in to *Family Access* you may click on the "Account Info" tab located at the top right corner of the site and change your account information to something more meaningful to you and your family. After creating your own *Family Access* account, it is your choice as to how you receive information from *Family Access*. You may personalize your account at any time, such as including additional phone numbers and e-mail addresses. Because this information is used with our AlertNow automated phone system, **please do not list work phone numbers as your primary phone numbers**, since most employers do not appreciate automated phone messages. Specific questions concerning family accounts may be answered by contacting the office at your child's school. You will have the ability to update your child's profile. Some information will automatically be changed in the record and some will be 'on hold' until approved by school staff. You may begin using your account at anytime. If you have questions, you may call the school office or send an email to familyaccess@browndeerschools.com.

How do I log-in to *Family Access*?

1. Go to www.browndeerschools.com
2. Click on the *Family Access* link in the left column
3. Click on the *Skyward Family Access* icon at the top of the page
4. Enter your Login ID and secret password listed below
5. Select your child's name from the drop-down list (if all students in your family are not listed, contact the district office)

How do I learn how to use *Family Access*?

1. **Instructional Links**
The *Family Access* site is easy to use – it works much like many other interactive online sites. To help you learn how to use the secure system we will be posting instructions on the District website.
2. **Face-to-Face Training for Families**
If you prefer face-to-face training, watch for dates for sessions that will be scheduled after school starts.

What information is on file for my child now?

After logging in, parents can view their child's information. It is important that we have accurate and current information on file. Please review the available information and make changes, corrections, and add missing information where appropriate.

Is all of the following information complete and accurate?

- Student name, gender, birthdate & race/ethnicity
- Parent / guardian names
- Addresses (student, parent, guardian)
- Phone numbers (parents, guardians, emergency contacts)
- Current Emergency Contact Information (name, relationship to student, & phone number)
- Physician's & Dentist's name and phone number
- Notes regarding Health condition(s) & medications
- Vaccinations (See requirements on back of vaccination list. NOTE: there are new requirements for some grades for the 2010-11 school year. See District website for Health Dept. Clinic Information.)
- Current email address(es), where it is acceptable for you to receive school/district communication

*All of the above items that are underlined may be updated by logging in to *Skyward Family Access* and entering the updated information or adding a note for staff to update. Other corrections should be made by contacting the school office.