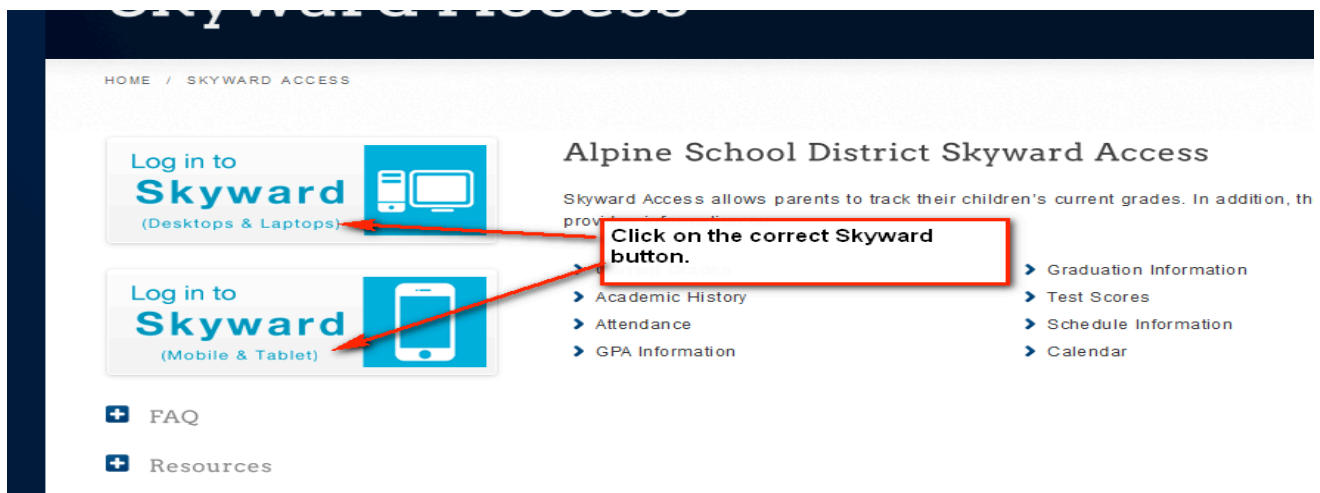
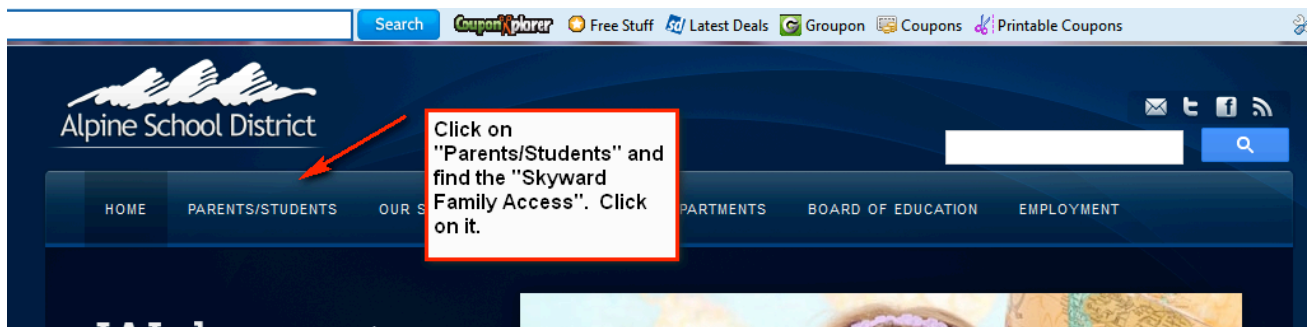


## SKYWARD ONLINE STUDENT INFORMATION UPDATE

### PARENT SKYWARD TUTORIAL

LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU WILL NOT BE ABLE TO COMPLETE THE ONLINE STUDENT INFORMATION UPDATE IF YOU ARE LOGGING IN AS YOUR STUDENT.

GO TO THE SKYWARD LOGIN SCREEN, ON THE ALPINE SCHOOL DISTRICT WEBSITE : [www.alpineschools.org](http://www.alpineschools.org)



IF YOU HAVE FORGOTTEN YOUR LOGIN AND PASSWORD:

CLICK ON "Forgot my login and password".

Login to Skyward. If you have forgotten your Login and/or password or never received it, click on "Forgot your Login/Password"

SKYWARD®

Alpine School District  
Student Production - Live

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.13.02.00.11-10.2

Login Area: All Areas

YOU WILL ENTER YOUR EMAIL ADDRESS. THIS WILL BE THE HOME EMAIL ADDRESS YOU HAVE PREVIOUSLY ENTERED IN SKYWARD.

SKYWARD®

**Forgotten Login/Password Assistance**

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

Submit Back

Enter the email address you gave the school for Skyward. Submit

YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR EMAIL. IF YOUR EMAIL ADDRESS IS NOT IN SKYWARD, CONTACT THE SCHOOL AND HAVE THE SECRETARY ADD IT TO YOUR PROFILE.

**THE STUDENT INFORMATION UPDATE WILL BE AVAILABLE FOR YOU TO MAKE CHANGES UNTIL SEPTEMBER 30<sup>TH</sup>.**

You will be able to continue to Login to Skyward through out the School year and make changes to phone numbers, email addresses and Emergency Contacts.

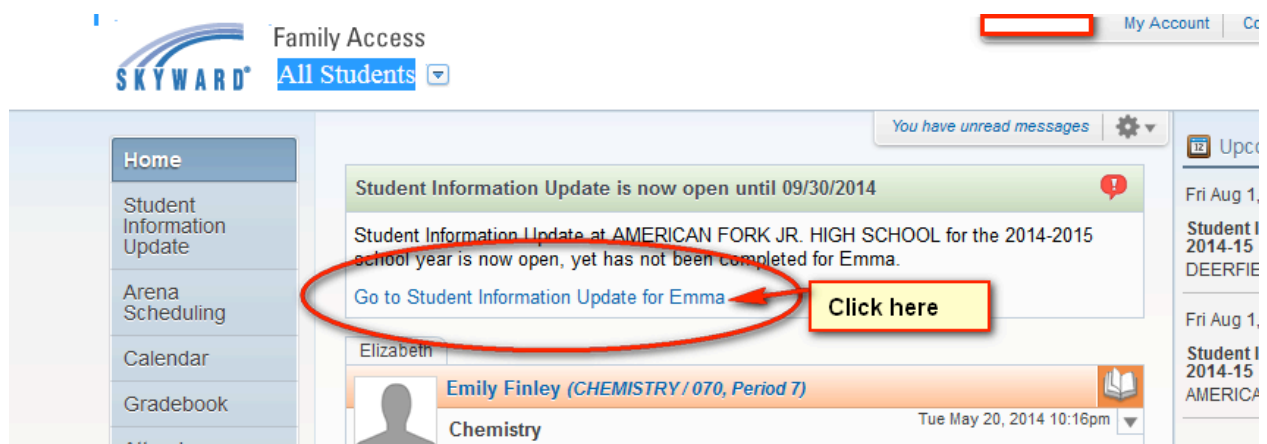
**NOTE:**

YOU WILL DO THE FOLLOWING FOR EACH OF YOUR CHILDREN WHO ARE ATTENDING A SCHOOL IN ALPINE SCHOOL DISTRICT.

**LOGIN TO SKYWARD:**

CLICK ON THE "GO TO STUDENT INFORMATION UPDATE" LINK

YOU WILL SEE THE FOLLOWING SCREEN.



## DO THE FOLLOWING FOR EACH STEP

- 1- CLICK ON EACH STEP TO OPEN IT. PLEASE OPEN AND REVIEW EACH SCREEN.
- 2- REVIEW THE INFORMATION AND MAKE ANY NEEDED CHANGES
- 3- **MARK THE STEP AS COMPLETED** WHEN YOU HAVE DETERMINED THE INFORMATION IS CORRECT.

### STUDENT INFORMATION SCREEN:

**NOTE:** IF YOU NEED TO MAKE CHANGES TO YOUR STUDENT'S NAME OR BIRTH INFORMATION, PLEASE CONTACT THE SCHOOL. STUDENT NAMES IN SKYWARD MUST BE THEIR LEGAL NAME AS FOUND ON THEIR BIRTH CERTIFICATE. PARENT NAMES IN SKYWARD SHOULD ALSO BE LEGAL NAMES.

Family Access  
Emm [redacted]

Review this screen and make changes if necessary.

Student Information Update

Emma (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

Step 1a. Verify Student Information: Student Information

Undo

1. Verify Student Information

a. Student Information

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

f. Health Information

2. Verify Ethnicity/Race

3. School Discipline Policy

4. Verify/Update SkyAlert Information

5. Acceptable Use Policy

6. Student Personal Information Release

7. School Website

8. School Fee Payment

9. Complete Student Information Update

Step 1

General Information

First: Emma Middle: J

Last: [redacted] Suffix: [redacted]

\* Birthday: [redacted] Gender: Female

Language: English

School Email: [redacted]@alpinesd.org Home Email: [redacted]

Allow Publication of Student's Name for: [redacted]

Military Use: Yes Higher Ed Use: Yes

I have completed this step

(\*) Indicates a required field.

Check the box to complete this step

Previous Step Next Step

Close and Finish Later

**BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP**

ON THE BOTTOM RIGHT HAND SIDE OF THE SCREEN YOU CAN GO TO THE NEXT STEP OR CLOSE AND FINISH LATER.

This screenshot shows a progress bar for the 'Student Information Update' process. The steps are listed as follows:

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
  - f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy
4. Verify/Update Skylert Information
5. Acceptable Use Policy
6. Student Personal Information Release
7. School Website
8. School Fee Payment
9. Complete Student Information Update

Callouts and navigation options:

- To go the next step, you can click here**: Points to the 'Next Step' button.
- Or...you can click here to go to the next step.**: Points to the 'Next Step' button.
- If you need to close the screen and finish later, click here.**: Points to the 'Close and Finish Later' button.
- Buttons: 'Previous Step', 'Next Step', and 'Close and Finish Later'.
- Text: 'completed this step' is shown below the progress bar.

## FAMILY ADDRESS SCREEN:

This screenshot shows the 'Family Address' screen for a student named Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015). The screen is titled 'Step 1b. Verify Student Information: Family Address'.

Navigation and status:

- Buttons: 'Undo', 'Previous Step', 'Next Step', 'Close and Finish Later'.
- Text: 'I have completed this step' (unchecked).

Address fields:

- Street Number: [Redacted]
- Street Dir: W
- Street Name: 350 S
- SUD: [Dropdown]
- #: [Redacted]
- P.O. Box: [Redacted]
- Address 2: [Redacted]
- Zip Code: 84003A
- Plus 4: [Redacted]
- City/State: American Fork, UT
- County: [Redacted]

Mailing Address section:

- Checkbox:  Same as Address
- Text: **Uncheck this box to enter a mailing address.** (with arrow pointing to the checkbox)
- Fields: Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State.

Callout box:

**If you make an address change it will not change immediately in Skyward. Once an electronic approval has been updated by the school, you will see the change in Skward. Address changes require a proof of residency.**

Progress bar on the right side of the screen:

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
  - f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy
4. Verify/Update Skylert Information
5. Acceptable Use Policy
6. Student Personal Information Release
7. School Website
8. School Fee Payment
9. Complete Student Information Update

TO COMPLETE AN ADDRESS CHANGE YOU MUST BRING "PROOF OF RESIDENCY" TO THE SCHOOL.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

## FAMILY INFORMATION SCREEN:

The screenshot shows the 'Student Information Update' interface for Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015). The current step is 'Step 1c. Verify Student Information: Family Information'. The interface includes a sidebar with navigation options like Home, Student Information Update, Calendar, Attendance, Student Info, Test Scores, Teacher Conferences, Portfolio, Skylert, and Login History. The main content area is divided into 'Family Options' and two guardian sections. The 'Family Options' section has a 'Home Language' dropdown set to 'English' and a checked box for 'Receive a Paper Copy of Report Card'. The first guardian section (Guardian Number: 1) includes fields for Name (Matt), Relationship, Employer (IH), and Home Email, along with phone number dropdowns for Primary, Work, and Cell, each with an 'Ext:' field. The second guardian section (Guardian Number: 2) includes fields for Name (Stacy), Relationship, Employer, and Home Email, along with phone number dropdowns for Work and Cell, each with an 'Ext:' field. A checkbox at the bottom right of the form is labeled 'I have completed this step'. On the right side, there is a vertical list of steps from 1 to 9, with 'c. Family Information' highlighted. At the bottom right, there are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

## EMERGENCY INFORMATION SCREEN:

THIS INFORMATION, IS NOT REQUIRED, BUT CAN HELP US IN AN EMERGENCY SITUTATION IF WE CANNOT CONTACT YOU.

The screenshot shows the 'Student Information Update' interface for Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015). The current step is 'Step 1d. Verify Student Information: Emergency Information'. The interface is similar to the previous screen, with the same sidebar and navigation options. The main content area is a form for emergency information, including fields for 'Last Name, First', 'Physician', 'Dentist', 'Hospital', 'Insurance', and 'Policy'. The 'Physician' field contains the text 'Cheryl 801-3'. A checkbox at the bottom of the form is labeled 'I have completed this step'. On the right side, there is a vertical list of steps from 1 to 9, with 'd. Emergency Information' highlighted. At the bottom right, there are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

## EMERGENCY CONTACTS SCREEN:

YOU CAN HAVE UP TO 8 EMERGENCY CONTACTS. **LEGAL GUARDIANS/PARENTS SHOULD NOT BE LISTED AS EMERGENCY CONTACTS ON THIS SCREEN. LEGAL GUARDIANS ARE ALWAYS CONTACTED FIRST IN AN EMERGENCY SITUATION.**

The screenshot shows the top portion of the 'Emergency Contacts' screen. On the left, there is a navigation bar with the word 'contacts' and an 'Undo' button. Below this is a button labeled 'Add Emergency Contact' with a red arrow pointing to it. Underneath the button is a checkbox labeled 'I have completed this step'. To the right is a progress list with 9 steps: 1. Verify Student Information (sub-steps a-f), 2. Verify Ethnicity/Race, 3. School Discipline Policy, 4. Verify/Update Skylert Information, 5. Acceptable Use Policy, 6. Student Personal Information Release, 7. School Website, 8. School Fee Payment, and 9. Complete Student Information Update. At the bottom of the progress list are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'.

This screenshot shows the 'Step 1e. Verify Student Information: Emergency Contacts' form. On the left is a sidebar menu with options like Home, Student Information Update, Calendar, Attendance, Student Info, Test Scores, Teacher Conferences, Portfolio, Skylert, and Login History. The main form area contains two contact entry forms. The first form is for 'Contact Number: 1' with fields for First (Karen), Middle, Last, and Relationship (Aunt). The second form is for 'Contact Number: 2' with fields for First (Annette), Middle, Last, and Relationship (Grandmother). Each form has a 'Delete this Emergency Contact' button. A red box highlights the 'Add Emergency Contact' button at the top. A yellow box with a red arrow points to the 'Delete this Emergency Contact' button for the second contact, with the text 'To remove an emergency contact click here.' A red box highlights the 'Delete this Emergency Contact' button for the first contact. A yellow box at the top right contains the text 'The "undo" button will undo any unsaved changes to emergency contacts.' The progress list on the right is the same as in the previous screenshot, with 'e. Emergency Contacts' highlighted. At the bottom are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'.

ON THE EMERGENCY CONTACT SCREEN, YOU WILL CLICK ON "ADD EMERGENCY CONTACT" TO ENTER NEW INFORMATION.

**Step 1e. Verify Student Information: Emergency Contacts**

The screenshot shows the 'Add Emergency Contact' form. The 'Contact Number' is set to 6. The 'Primary Phone' field is empty. The 'First' and 'Last' name fields are empty and highlighted with red boxes. A yellow callout box with a red border contains the text: "Enter the correct information". The 'Save' button is visible at the bottom right.

AS YOU ADD EMERGENCY CONTACT INFORMATION , SKYWARD WILL LOOK AT THE DATA BASE AND BRING UP SUGGESTIONS. PLEASE LOOK AT THE CHOICES CAREFULLY AND CHOOSE THE MOST CORRECT.

The screenshot shows the 'Add Emergency Contact' form with suggestions. The 'First' field contains 'Todd' and the 'Last' field contains 'SPENCER'. The 'Relationship' field is empty. A yellow callout box with a red border contains the text: "As you enter information you will see scroll bars appear. Move the scroll bars to see your choices." Two red arrows point to the scroll bars on the 'First' and 'Last' fields. The 'Save' button is visible at the bottom right.



IF YOU DO NOT SEE A SUGGESTION GO AHEAD AND ENTER THE NEW INFORMATION.

WHEN THE INFORMATION IS COMPLETE, CLICK THE SAVE BUTTON.

YOU CAN ALSO REMOVE A CURRENT EMERGENCY CONTACT ON THIS SCREEN.

The image shows a form for adding or editing emergency contacts. At the top, there is a blue link that says "Delete this Emergency Contact", which is circled in red. Below this are three rows of input fields for phone numbers. The first row is labeled "Primary Phone:" and has a dropdown menu with "(801)" selected, followed by a text box containing a redacted number, and an "Ext:" field. The second row is labeled "Cell" and has a dropdown menu with "(801)" selected, followed by a text box containing a redacted number, and an "Ext:" field. The third row has an empty dropdown menu, followed by two empty text boxes, and an "Ext:" field. At the bottom of the form, there is a "Pick Up:" dropdown menu with "Yes" selected.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

## HEALTH INFORMATION SCREEN:

The image shows a web interface for a student named Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015). The main heading is "Step 1f. Verify Student Information: Health Information". On the right side, there is a list of steps: 1. Verify Student Information (with sub-steps a-f), 2. Verify Ethnicity/Race, 3. School Discipline Policy, 4. Verify/Update Skylert Information, 5. Acceptable Use Policy, 6. Student Personal Information Release, 7. School Website, 8. School Fee Payment, and 9. Complete Student Information Update. The "f. Health Information" step is currently selected. Below the heading are several text input fields with instructions in yellow boxes: "Health Problems: Enter health problems in this box.", "Allergy Notes: Septtra Enter allergy information here.", "Medication Notes: If you student is on medication that the school should be aware of , enter that information here.", "Hospital Notes:", "Vision Notes: School nurses will be monitoring this screen.", "Hearing Notes:", and "Other Concerns:". At the bottom right, there are buttons for "Previous Step", "Next Step", and "Close and Finish Later". At the bottom left, there is a checkbox labeled "I have completed this step".

HEALTH INFORMATION CHANGES WILL AUTOMATICALLY BE SENT TO THE SCHOOL NURSE. THIS WAY YOU WILL KNOW THE NURSE IS AWARE OF YOUR CHILD'S HEALTH NEEDS. WHEN THE NURSE APPROVES THE CHANGE, YOU WILL SEE THE CHANGE IN SKYWARD.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

## VERIFY ETHNICITY/RACE SCREEN:

READ THE LETTER AND THEN CLICK ON "CONTINUE".

**Student Information Update**  
Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

**Step 2. Verify Ethnicity/Race**

Dear Parent or Guardian:

Every school district is required to report to the Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the education programs and services to which they are entitled.

Please complete the online form by no later than the first day of school.

For more information about the student data reporting categories for ethnicity and race, please contact the district office.

Sincerely,  
Alpine School District

[Continue](#)

I have completed this step

1. Verify Student Information  
a. Student Information  
b. Family Address  
c. Family Information  
d. Emergency Information  
e. Emergency Contacts  
f. Health Information  
**2. Verify Ethnicity/Race**  
3. School Discipline Policy  
4. Verify/Update SkyAlert Information  
5. Acceptable Use Policy  
6. Student Personal Information Release  
7. School Website  
8. School Fee Payment  
9. Complete Student Information Update

[Previous Step](#) [Next Step](#)  
[Close and Finish Later](#)

VERIFY THE INFORMATION AND MARK AS COMPLETED.

**Student Information Update**  
Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

**Step 2. Verify Ethnicity/Race**

Please answer BOTH questions 1 and 2.

1. Is Zoey   Hispanic or Latino?  
 No, My Child is not Hispanic or Latino  
 Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

2. What is Zoey   race? (Please mark all that apply)  
 American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment  
 Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam  
 Black or African American - A person having origins in any of the black racial groups of Africa  
 Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands  
 White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

3. What is Zoey   Tribal Affiliation?  
 (Required if race is American Indian or Alaska Native)

I have completed this step

1. Verify Student Information  
a. Student Information  
b. Family Address  
c. Family Information  
d. Emergency Information  
e. Emergency Contacts  
f. Health Information  
**2. Verify Ethnicity/Race**  
3. School Discipline Policy  
4. Verify/Update SkyAlert Information  
5. Acceptable Use Policy  
6. Student Personal Information Release  
7. School Website  
8. School Fee Payment  
9. Complete Student Information Update

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

**SCHOOL DISCIPLINE POLICY SCREEN:**

READ THE SCHOOL DISCIPLINE POLICY BY CLICKING ON THE "School Discipline Policy" link.

Home

Student Information Update

Calendar

Attendance

Student Info

Test Scores

Teacher Conferences

Portfolio

Student Information Update

Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

**Step 3. School Discipline Policy**

As required by 2014 Utah state code, Alpine School District is requesting that you read and become familiar with school discipline policies. Your electronic signature acknowledges access to your child's school discipline and conduct policy. For further information, refer to applicable school rules and regulations by accessing your school's student handbook. Please visit your specific school's URL(s) from the link provided to be better informed.

[School Discipline Policy](#)

I have completed this step

1. Verify St

a. Stuc

b. Fam

c. Fam

d. Em

e. Em

f. Heal

2. Verify Et

3. School

4. Verifi

DISCIPLINE POLICY WILL LOOK SOMETHING LIKE THIS:

# American Fork Junior High School

***Student and Parent  
Handbook  
2014-2015***

Each school will  
have their own  
discipline policy  
here

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

## VERIFY/UPDATE SKYLERT INFORMATION SCREEN:

ON THIS SCREEN YOU CAN DETERMINE HOW YOU WANT TO RECEIVE INFORMATION FROM THE SCHOOL BY CLICKING ON THE CORRECT BOXES.

**Student Information Update**  
Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

**Step 4. Verify/Update Skylert Information**

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

Choose the phone number and type of information you want to receive on the

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: (801) [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Phone: (801) [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cell Phone: (801) [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email: [redacted]@aol.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can receive information by email.

Additional Contact Info for Family With Zoey

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can add another phone

Email Addresses	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Email 1: [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3: [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

You can add additional email addresses.

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency
Phone 1: [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

You can choose to receive a text.

I have completed this step

1. Verify Student Information  
a. Student Information  
b. Family Address  
c. Emergency Contacts  
d. Health Information  
e. Emergency Contacts  
f. Health Information

2. Verify Ethnicity/Race  
3. School Discipline Policy  
4. Verify/Update Skylert Information  
5. Acceptable Use Policy  
6. Student Personal Information Release  
7. School Website  
8. School Fee Payment  
9. Complete Student Information Update

Previous Step Next Step  
Close and Finish Later

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

## ACCEPTABLE USE POLICY SCREEN:

THIS STEP IS PERMISSION FOR YOUR STUDENT TO USE THE INTERNET, DISTRICT ONLY STUDENT EMAIL, GOOGLE DOCS AND OTHER INTERNET SCHOOL RELATED SERVICES. READ THIS FORM CAREFULLY.

YOU MAY HAVE COMPLETED THIS FORM LAST YEAR. PLEASE MAKE SURE IT IS CORRECT. **STUDENTS WHO DO NOT HAVE APPROVAL WILL NOT BE ALLOWED ON SCHOOL COMPUTERS.** PLEASE CLICK ON "SAVE" BEFORE LEAVING THIS SCREEN.

Student Information Update

Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

**Step 5. Acceptable Use Policy**

[Acceptable Use Policy](#)  I have completed this step

Click here to give approval for you student to use the Internet in School.

1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy
4. Verify/Update SkyIert Information
<b>5. Acceptable Use Policy</b>
6. Student Personal Information Release
7. School Website

**Alpine School District**  
Student Computer & Internet Use Permission Slip  
**School: AMERICAN FORK JR. HIGH SCHOOL**  
Name: Zoey   
Student Id #

Recognizing the fundamental role technology plays in the 21<sup>st</sup> Century, Alpine School District supports and encourages the appropriate and responsible use of technology in student learning. Alpine School District will take reasonable measures to protect students and ensure that technology use aligns with educational objectives.

The current policy, including rules and regulation, is found at: <http://policy.alpinedistrict.org/policy/5225-Internet-Wide-Area-Network-Acceptable-Use-Rule> or may be obtained at any district school. It is the responsibility of the student and parent/guardian to understand the current policy.

By signing below, I acknowledge I have read and reviewed with my student the rules and regulations association with the Alpine School District Acceptable Use policy. Furthermore, I acknowledge these rules and regulations apply to both district and personal devices while on school property.

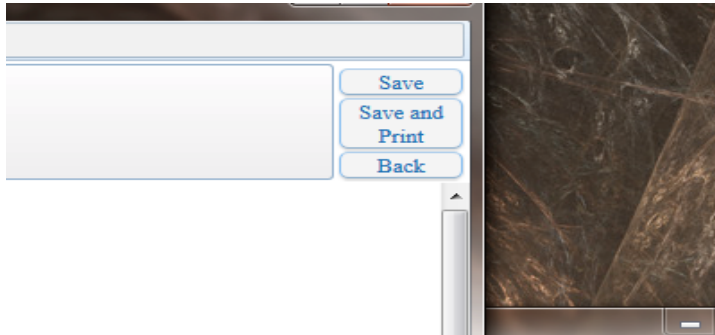
As the parent/guardian of the student,

I grant permission for my child to use the Alpine School District wide area network/Internet in ALL the following ways:

- Internet services
- Student Email

Checking this box, gives your student access to District only student emails and Internet access.

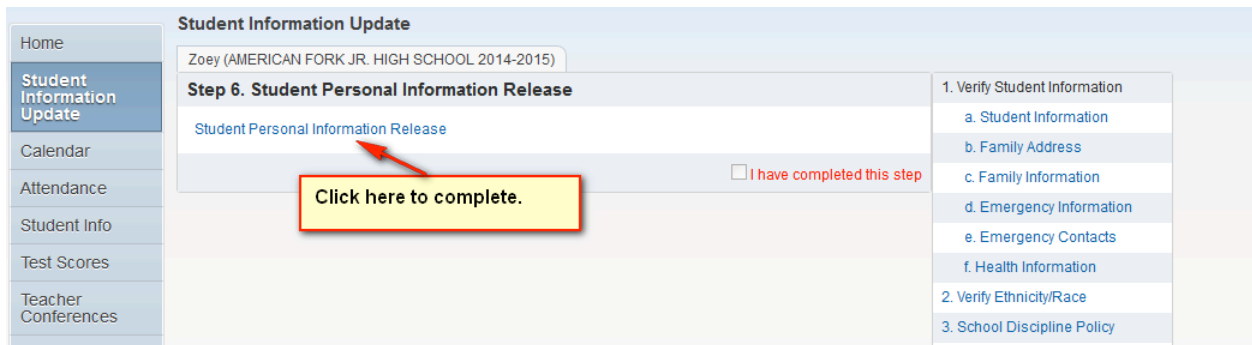
YOU CAN PRINT COPIES OF THIS APPROVAL. PLEASE **CLICK ON SAVE** BEFORE LEAVING THIS SCREEN.



BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

### **STUDENT PERSONAL INFORMATION RELEASE SCREEN:**

THIS RELEASES GIVES THE SCHOOL PERMISSION TO USE YOUR STUDENT'S NAME AND/OR PICTURE IN A MEDIA FORM. **READ THIS FORM CAREFULLY.**





# Alpine School District

Student Media Release -- School and District Publications

Name: Zoey [Redacted]  
Grade: [Redacted]

Dear Parents,

Alpine School District seeks to promote the positive accomplishments of students. Accordingly, your child's projects, photo/video, comments and name might be printed or posted on the web by the school, district or external media. Please select all appropriate options. At any time you may update your preferences in Skyward.

Release for School and District Print Publications

**For school and District**

Yes  No The school/district may publish--in print form--my child's projects, phot/video, comments, and name.

Date:

**Choose "Yes" or "No" and please enter a date.**

Release for School and District Web/Social Media

**For School, District WEB and Social Media.**

Yes  No The school/district may publish--in electronic format--my child's projects, photo/video, comments, and name. I understand that this information will be available on the Internet (please note that this does not replace the district's Acceptable Use Policy or imply permission to use

Internet services).

Date:

**For Media outside of the District.**

Release for External Media

Yes  No External media (newspaper, television, radio, and so forth) may broadcast my child's projects, photo/video, comments, and name.

Date:

[Redacted]

Parent/Legal Guardian Name

[Redacted]

Relationship to child

*This form will be kept in Skyward and may be viewed in the student's profile.*

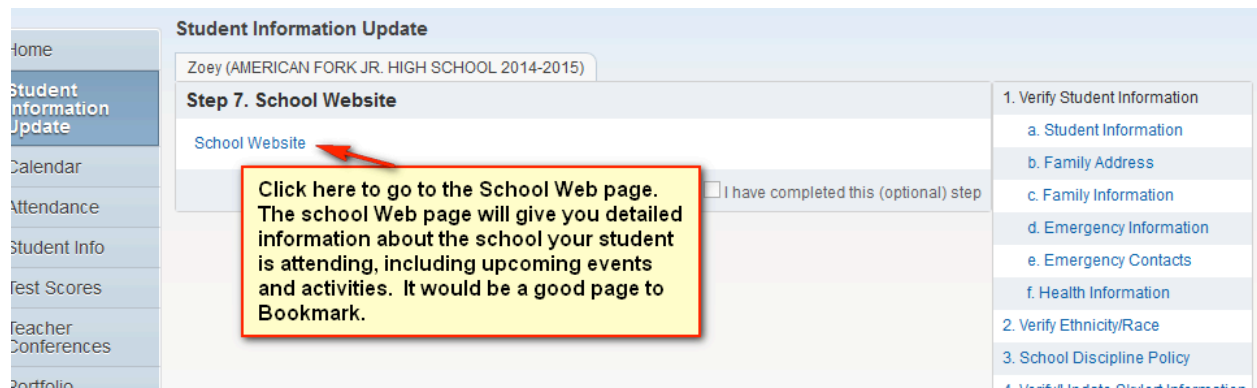
**Please Type in your name and your relationship to this child.**

**YOU CAN PRINT THIS DOCUMENT. PLEASE "SAVE" BEFORE EXITING THIS DOCUMENT.**

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP  
THE NEXT FEW STEPS ARE SCHOOL RELATED. THESE STEPS MAY DIFFER  
FOR EACH SCHOOL. CLICK ON EACH STEP AND FOLLOWING THE  
INSTRUCTIONS.

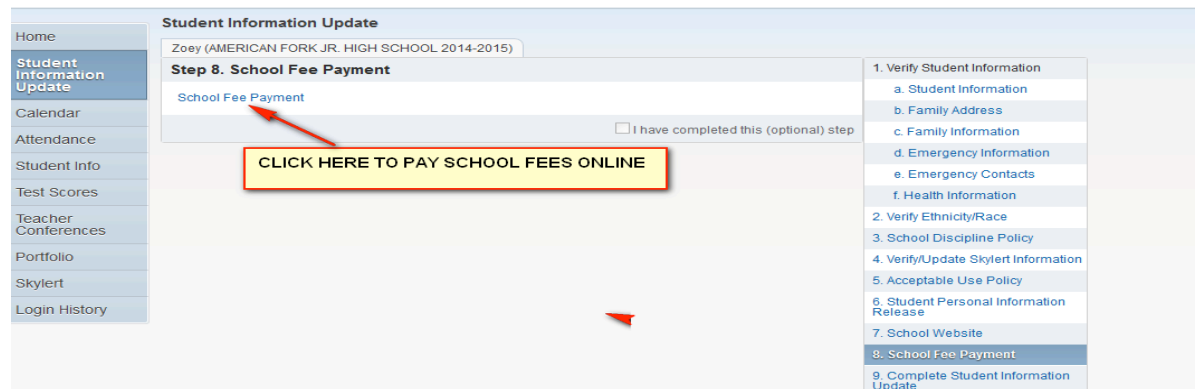
### SCHOOLWEBSITE SCREEN:

THIS SCREEN WILL TAKE YOU TO THE SCHOOL WEBSITE.



### SCHOOL FEE PAYMENT SCREEN:(SECONDARY schools only)

FOR SECONDARY STUDENTS ONE OF THE STEPS WILL BE AN "OPTION"  
TO PAY SCHOOL FEES ONLINE. TO PAY BY CASH, OR SUBMIT A FEE  
WAIVER, YOU WILL NEED TO GO TO THE SCHOOL.







## SCHOOL LUNCH PAYMENT SCREEN:

(ELEMENTARY schools only)

Home Email:

I have completed this step

- 4. Verify/Update SkyAlert Information
- 5. Acceptable Use Policy
- 6. Student Personal Information Release
- 7. School Website
- 8. School Lunch Payment
- 9. Complete Student Information Update

Previous Step Next Step

**Elementary school students click here for step 9**

Alia (ALPINE ELEMENTARY 2014-2015)

**Step 8. School Lunch Payment**

School Lunch Payment  I have completed this step

**Click here**

THIS IS THE SCREEN YOU WILL SEE.

secure solution

MyPaymentsPlus™  
K12 eManagement Solution

About Benefits Availability FAQs Testimonials

Secure Sign In

Email or Username:  Sign In

Password:  Forget your username or password?

New customer?  
Register a FREE account

Need help? Click here.

MyPaymentsPlus  
is your **ONE-STOP-SHOP** for  
Athletic Passes, Yearbooks, Field Trips,  
and more!

Welcome to MyPaymentsPlus  
Your One-Stop-Shop for all School Related Payments

Free registration gives you 24/7 access to:

- Student cafeteria balances and purchase history
- Prepayments for breakfast/lunch, with auto-pay capability
- Low balance e-mail reminders
- AP exam registration and payment
- On-line open house and orientation
- Summer school registration and payment
- Other fees and activities such as yearbooks, uniforms, field trips and more!

Not sure if MyPaymentsPlus is available in your district? [Click Here](#) to check.

Availability is based upon your district and/or school

PLEASE CONTACT THE LUNCHROOM, AT YOUR SCHOOL, IF YOU HAVE QUESTIONS REGARDING THIS SITE.

# HOW TO COMPLETE THE STUDENT INFORMATION UPDATE

**Step 9. Complete Student Information Update**  
By completing Student Information Update, you are confirming that the Steps below have been finished. Are you sure you want to complete Student Information Update for Jadin?

Review Student Information Update Steps	
Step 1) Verify Student Information	not completed
<i>No Requested Changes exist for Step 1.</i>	
Step 2) Verify Ethnicity/Race	Completed 07/31/2014 9:04am
<i>No Requested Changes exist for Step 2.</i>	
Step 3) School Discipline Policy	not completed
Step 4) Verify/Update Skylert Information	not completed
Step 5) Acceptable Use Policy	Completed 07/31/2014 9:04am
Step 6) Student Personal Information Release	not completed
Step 7) School Website	skipped
Step 8) School Fee Payment	skipped

Guardian Name:  Guardian Address:

**Check marks mean the step is completed**

**It is OK to skip these steps.**

**Steps not completed will show on this screen. Completed steps will be dated. Please go back to the uncompleted steps and mark them as completed.**

1. Verify Student Information
  - ✓ a. Student Information
  - ✓ b. Family Address
  - c. Family Information
  - ✓ d. Emergency Information
  - e. Emergency Contacts
  - ✓ f. Health Information
2. Verify Ethnicity/Race
  - ✓ Completed 07/31/2014 9:04am
3. School Discipline Policy
4. Verify/Update Skylert Information
5. Acceptable Use Policy
  - Completed 07/31/2014 9:04am
6. Student Personal Information Release
7. School Website
8. School Fee Payment
9. Complete Student Information Update

ALL STEPS MUST BE COMPLETED BEFORE YOU CAN FINISH THE UPDATE.

YOU HAVE REACHED "THE FINAL STEP". NOW YOU HAVE COMPLETED ALL OF THE STEPS. BUT YOU ARE NOT DONE!!!

**Step 9. Complete Student Information Update**  
By completing Student Information Update, you are confirming that the Steps below have been finished. Are you sure you want to complete Student Information Update for Jadin?

Review Student Information Update Steps	
Step 1) Verify Student Information	Completed 07/31/2014 9:11am
<i>No Requested Changes exist for Step 1.</i>	
Step 2) Verify Ethnicity/Race	Completed 07/31/2014 9:04am
<i>No Requested Changes exist for Step 2.</i>	
Step 3) School Discipline Policy	Completed 07/31/2014 9:11am
Step 4) Verify/Update Skylert Information	Completed 07/31/2014 9:11am
Step 5) Acceptable Use Policy	Completed 07/31/2014 9:04am
Step 6) Student Personal Information Release	Completed 07/31/2014 9:11am
Step 7) School Website	skipped
Step 8) School Fee Payment	skipped

Guardian Name:  Guardian Address:

**FINAL STEP: This step must be done to complete the Student Information Update.**

You can go back to any step to mark it as completed. IF you cannot mark the box as completed open the document and close it. Then you will be able to mark the step as completed.

Once all steps are marked as completed, you will see this button. Click on the button to submit the update.

1. Verify Student Information
  - ✓ Completed 07/31/2014 9:11am
  - ✓ a. Student Information
  - ✓ b. Family Address
  - ✓ c. Family Information
  - ✓ d. Emergency Information
  - ✓ e. Emergency Contacts
  - ✓ f. Health Information
2. Verify Ethnicity/Race
  - ✓ Completed 07/31/2014 9:04am
3. School Discipline Policy
  - ✓ Completed 07/31/2014 9:11am
4. Verify/Update Skylert Information
  - ✓ Completed 07/31/2014 9:11am
5. Acceptable Use Policy
  - ✓ Completed 07/31/2014 9:04am
6. Student Personal Information Release
  - ✓ Completed 07/31/2014 9:11am
7. School Website
8. School Fee Payment
9. Complete Student Information Update

Previous Step    Next Step

**Submit Student Information Update**

YOU WILL BE TAKEN BACK TO THE PARENT SKYWARD MAIN SCREEN.  
YOU WILL SEE A MESSAGE THAT YOU HAVE COMPLETED THE STUDENT  
INFORMATION UPDATE FOR THIS STUDENT.

YOU ARE NOW DONE WITH THIS STUDENT.

**IF YOU HAVE OTHER CHILDREN ATTENDING A  
SCHOOL IN ALPINE SCHOOL DISTRICT, YOU  
WILL NEED TO COMPLETE THIS PROCESS FOR  
EACH STUDENT.**

**HOW TO SWITCH TO ANOTHER STUDENT:**

WHEN YOU ARE LOGGED IN TO SKYWARD YOU CAN SWITCH TO  
YOUR OTHER CHILDREN'S "STUDENT INFORMATION" BY  
CLICKING ON THE DOWN ARROW BY YOUR STUDENT'S NAME.

YOU CAN SEE ALL OF YOUR CHILDRENS' INFORMATION WITH  
ONLY ONE LOGIN.

ONCE YOU HAVE COMPLETED ONE OF YOUR STUDENT'S INFORMATION  
UPDATE, GO ON TO THE NEXT STUDENT .

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo. Below it is a navigation menu with items: Home, Student Information Update, Arena Scheduling, and Calendar. The main content area is titled "Family Access" and features a dropdown menu. The dropdown menu is open, showing "All Students" and three student names: "Eliza", "Emm", and "Maya". A red circle highlights the dropdown arrow, and a red box highlights the student names. A yellow callout box with a red border contains the text: "Click here to choose the student you wish to update." Below the dropdown menu, there is a link "Go to Student Info" and a search box containing the name "Elizabeth".

\*\*\* IF YOU CANNOT SEE ALL OF YOUR CHILDREN'S NAMES, WHO ARE ENROLLED IN ANY SCHOOL IN THE DISTRICT, PLEASE CONTACT THE OLDEST CHILD'S SCHOOL\*\*\*