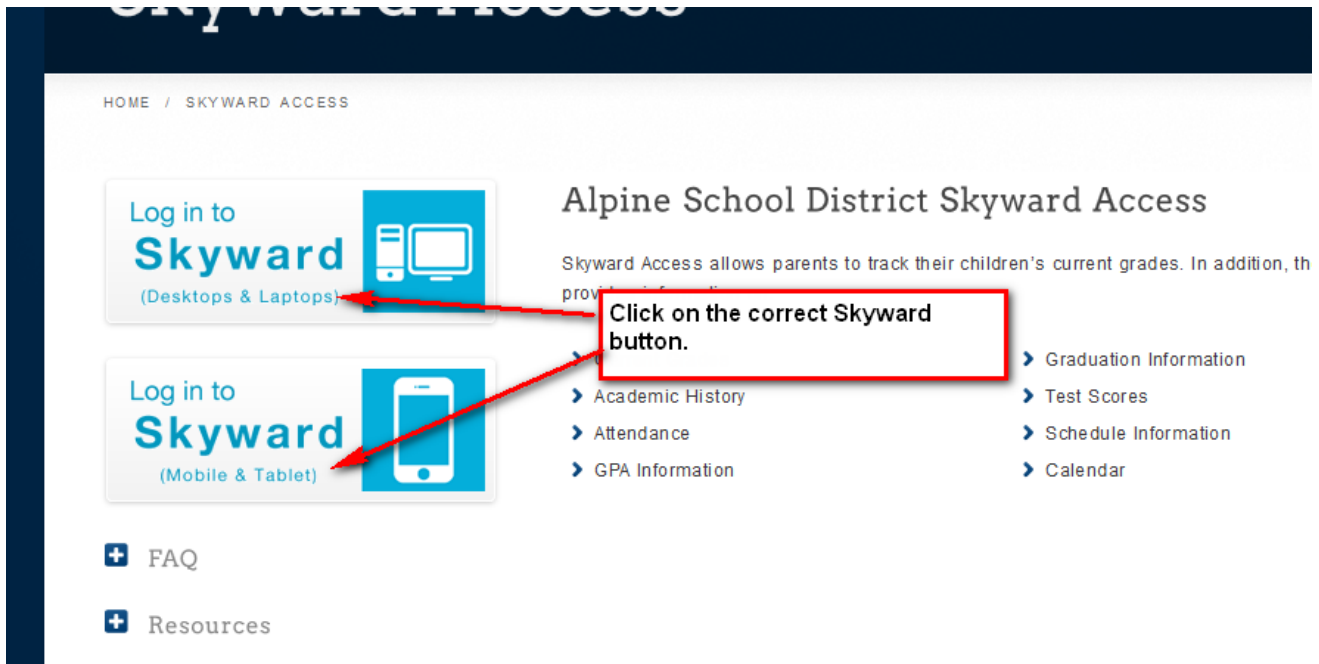
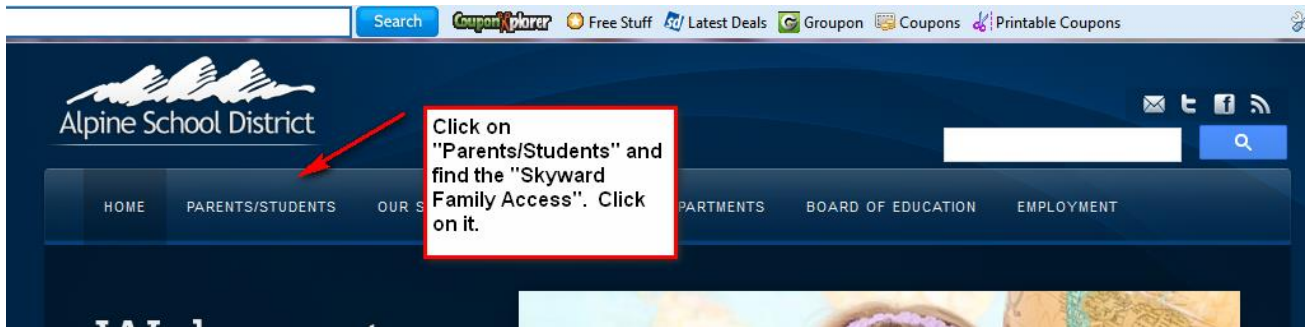


# SKYWARD ONLINE STUDENT INFORMATION UPDATE

## 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 EMAIL ADDRESS YOU GAVE THE SCHOOL FOR 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.

**YOU WILL DO THE FOLLOWING FOR EACH OF YOUR STUDENTS.**

WHEN YOU LOGIN YOU WILL SEE THIS SCREEN. COMPLETE THE INFORMATION FOR EACH OF YOUR STUDENT'S BY CHOOSING THE STUDENT NAME AND THE SCHOOL THEY ATTEND. **YOU WILL NEED TO UPDATE EACH OF YOUR STUDENT'S INFORMATION.** ONCE YOU HAVE COMPLETED ONE OF YOUR STUDENT'S INFORMATION UPDATE, GO ON TO THE NEXT STUDENT. If you cannot see all of your student's names from this screen please contact the school.

The screenshot shows the 'Student Information Update for 2013-2014' page. At the top, there are dropdown menus for 'Student:' and 'School: AMERICAN FORK HIGH SCHOOL'. A red box highlights the 'Student:' dropdown with the text 'Choose each of your students by clicking on these down arrows.' Another red box highlights the 'School:' dropdown with the text 'You MUST update information for each of your students.' Below the dropdowns, there is a button labeled 'Start Student Information Update for [redacted] for the 2013-2014 school year'. A red box points to this button with the text 'CLICK ON THIS BUTTON'. A third red box at the bottom contains the text 'If you cannot see all of your students from this screen, contact the school of the student you cannot see.' There is also an 'Attention:' message: 'You have been granted an extended amount of time to complete'.

**CLICK ON THE "START STUDENT INFORMATION UPDATE" BUTTON**

This screenshot is similar to the one above but includes a sidebar on the left for 'SKYWARD FAMILY ACCESS'. The sidebar contains links for 'Student Information Update', 'School Year 2013-14', and 'General Information' (including Calendar, Student Information, SkyAlert, Gradebook, Message Center, Attendance, Schedule, Graduation Requirements, Test Scores, Report Cards, Academic History, Email Notifications, and Login History). The main content area is the same as the previous screenshot, but the red box pointing to the 'Start Student Information Update' button now contains the text 'CLICK ON THIS BUTTON'.

YOU WILL SEE THE FOLLOWING SCREEN. Elementary/Secondary screens will look different from Step 5 to the final step.

Student: **Jordan [redacted]** Update Student for 2013-2014 Close

Student Information Update is **open** until **04/11/2013**

Please go through each of the steps below to update Jordan [redacted] for the 2013-2014 school year.

When you have finished a Step, please click the 'Step # has been completed' checkbox for that Step.  
When you have finished all of the Steps, please click the 'Complete Student Information Update' button.

This step allows you the opportunity to update your student's personal, family and health information. You also have the ability to change/add emergency contact information. Please note that the emergency contacts entered in Skyward are also those individuals that you authorize to check your student out of the school.

Step 1) [Verify Student\Emergency Information](#)  Step 1 has not been completed

Step 2) [Verify Ethnicity/Race](#)  Step 2 has not been completed

Step 3) [Acceptable Use Policy Form](#)  Step 3 has not been completed

Step 4) [Media Release Form](#)  Step 4 has not been completed

This step opens a new window in your browser. When you are finished with the school fees close the window to return to Skyward Family Access.

Step 5) [Pay School Fees](#)  Step 5 (optional) has not been completed

Step 6) [School Web Resources](#)  Step 6 (optional) has not been completed

This link allows you to control the methods of communication the school uses to contact you. This includes phone, email and text messaging.

Step 7) [Skylert](#)  Step 7 (optional) has not been completed

Final Step) [Complete Student Information Update for Jordan \[redacted\] for the 2013-2014 school year](#)

YOU WILL CLICK ON EACH STEP TO OPEN IT. **YOU MUST OPEN EACH STEP,** REVIEW THE INFORMATION AND MAKE ANY NEEDED CHANGES, CLOSE THE SCREEN, YOU MUST **MARK THE STEP AS COMPLETED** BEFORE YOU CAN MOVE ON TO THE NEXT STEP.

### STEP 1:

This step allows you the opportunity to update your student's personal, family and health information. You also have the ability to change/add emergency contact information. Please note that the emergency contacts entered in Skyward are also those individuals that you authorize to check your student out of the school.

Step 1) [Verify Student\Emergency Information](#)  Step 1 has not been completed Click here.

Step 2) [Verify Ethnicity/Race](#)  Step 2 has not been completed

THIS SCREEN WILL OPEN.

**Verify Information for Jordan M. Spencer**

[View History](#) [Request Changes to Student Information](#)

**Student Information**

**General Information**

Student Name: **Jordan** [redacted]  
Home Phone: **(801) 763-**[redacted]  
Second Phone: [redacted]  
Third Phone: [redacted]  
Student School Email: [redacted]000@alpinesd.org  
Student Home Email: [redacted]@yahoo.com  
Language: **English**  
Race: **WHITE**  
Gender: **Female**  
Birthday: **09/**[redacted]**1996**  
Birth County: [redacted]  
Birth State: **WASHINGTON**  
Birth Country: **USA**

**Allow Publication of Student's Name for:**

Military Use: **Yes**  
Higher Ed Use: **Yes**  
District Use: **Yes**

Click here to edit publication information options, add phone numbers, change student's email address, or language.

IF YOU REQUEST CHANGES FOR THIS SCREEN YOU WILL SEE THE FOLLOWING SCREEN.

**Request Change(s) to Student Information**

[Save](#)

**General Information**

First: **Jordan**  
Middle: **Marie**  
Last: **Spencer**  
Name Suffix: [redacted]  
Home Phone: **(801) 763-0753** Ext: [redacted]  
Student School Email: **SPENCJOR000@alpinesd.org**  
Student Home Email: **crazyjordcrazy@yahoo.com**  
\* Language: **English**  
Race: **WHITE**  
Gender: **Female**  
Birthday: **09/13/1996**  
Birth County: [redacted]  
Birth State: **WA - WASHINGTON**  
Birth Country: **USA**

**Allow Publication of Student's Name for:**

Military Use: **Yes**  
Higher Ed Use: **Yes**  
District Use: **Yes**

This is the screen you will see if you choose to make changes. You can change any box that is highlighted in white. All boxes highlighted in blue cannot be changed on this screen. "Save" your changes.

Asterisk (\*) denotes a required field

**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.**

**MAKE CHANGES, IF YOU NEED TO, ON THIS SCREEN. SAVE AND GO ON TO THE NEXT BUTTON.**

**Primary Family Information** [View History](#) [Request Changes to Family Information](#)

Primary Address

County:

Click here to make changes to parent phone numbers, email addresses and and Home Language. Be sure to save.

Mailing Address

**NOTE: TO MAKE AN ADDRESS CHANGE YOU MUST CONTACT THE SCHOOL. ADDRESS CHANGES CANNOT BE MADE WITHOUT PROOF OF RESIDENCY.**

**Alert/Emergency Information** [View History](#) [Request Changes to Alert Information](#)

Physician

Dentist

Hospital

Insurance

Policy

Click here to enter Dr, Dentist, hospital and insurance information.

YOUR NEXT OPTION IS TO ADD/EDIT EMERGENCY CONTACTS. BECAUSE YOU ARE THE LEGAL GUARDIAN OF THIS STUDENT YOU DO NOT NEED TO ADD YOURSELF AS AN EMERGENCY CONTACT. LEGAL GUARDIANS OF STUDENTS ARE ALWAYS CALLED FIRST IN AN EMERGENCY SITUATION.

If you are adding a new emergency contact, please make sure you have the correct phone numbers.

Policy:

**Emergency Contacts**

Click here to make changes to current Emergency contacts.

Contact Number: 1  
Name: [Redacted]  
Relationship: BROTHER  
Comment:

Primary Phone: [Redacted]  
Second Phone:  
Third Phone:  
Pick Up:

Click here to add new Emergency contacts

Contact Number: 2  
Primary Phone: [Redacted]

Request Changes to Emergency Contacts  
Add a New Emergency Contact

IF YOU CHOOSE TO MAKE CHANGES TO YOUR EMERGENCY CONTACTS, YOU WILL SEE THIS SCREEN. YOU CAN DELETE EMERGENCY CONTACTS FROM THIS SCREEN.

https://10.248.5.100/scripts/wsisadll/WService=wsEApplus/sfamaedit002.w?isPopup=true

**Request Change(s) to Emergency Contacts**

Delete this Emergency Contact

Contact Number: 1  
First: BELINDA  
Middle:  
Last: [Redacted]  
Relationship: NEIGH NEIGHBOR  
Comment:  
Maximum characters: 256, Remaining characters: 256

\*This person is or was a Guardian in the District. They must update their own phone numbers.

Primary Phone: (801) [Redacted] Ext: [Redacted]  
Home: (801) [Redacted] Ext: [Redacted]  
Cellular: (801) [Redacted] Ext: [Redacted]  
Pick Up:

Delete this Emergency Contact

Contact Number: 2  
First: BRIAN  
Middle: [Redacted]  
Last: [Redacted]  
Relationship: BROTH BROTHER  
Comment:  
Maximum characters: 256, Remaining characters: 256

\*This person is or was a Student in the District. They must update their own phone numbers.

Primary Phone: (801) [Redacted] Ext: [Redacted]  
Ext: [Redacted]  
Ext: [Redacted]  
Pick Up:

IF YOU CHOOSE TO ADD NEW EMERGENCY CONTACTS YOU WILL SEE THIS SCREEN. FILL IN THE CORRECT INFORMATION.

The screenshot shows a web browser window with the title "Request a New Emergency Contact - Entity 704 - 05.13.06.00.02-10.2 - Mozilla Firefox". The address bar shows the URL "https://10.248.5.100/scripts/wsisa.dll/WService=wsEAplus/sfamaedit006.w?isPopup=true". The main content area is titled "Request a New Emergency Contact" and contains the following fields:

- Contact Number: 4
- \* First Name: Bre
- Middle Name: (empty)
- \* Last Name: (empty)
- Relationship: (dropdown menu)
- \* Primary Phone: (empty)
- Ext: (empty)
- Pick Up: (dropdown menu)
- Comment: (text area)

Maximum characters: 256, Remaining characters: 256

Asterisk (\*) denotes a required field

YOUR NEXT OPTION IS TO EDIT/ADD HEALTH INFORMATION

The screenshot shows the "Health Information" section of the web form. It includes a "View History" link and a "Request Changes to Health Information" button. A red box highlights the text "Click here to add to/change current Health Information." with a red arrow pointing to the "Request Changes to Health Information" button.

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 TO "SAVE"**

CLICK THE "BACK" BUTTON TO MOVE ON TO THE NEXT STEP.

The screenshot shows the "Verify Information for Student" web form. It includes a "View History" link and a "Request Changes to Student Information" button. A red box highlights the text "Click the 'back' button in the upper right hand corner when you have completed all of your changes." with a red arrow pointing to the "Back" button.



# NOW YOU CAN MARK STEP ONE AS COMPLETED AND MOVE ON TO STEP TWO.

This step allows you the opportunity to update your student's personal, family and health information. You also have the ability to change/add emergency contact information. Please note that the emergency contacts entered in Skyward are also those individuals that you authorize to check your student out of the school.

Step 1)   **Step 1 has been completed**  
Completed on 04/24/2013 at 3:49 pm by [redacted]

Step 2)   Step 2 has not been completed

## STEP 2:

Step 2)  **CLICK HERE** Completed on 04/24/2013 at 3:49 pm by [redacted]

Step 3)   Step 3 has not been completed

https://10.248.5.100/scripts/wsisa.dll/WService=wsEPlus/sfamraceedit001.w?ViewModeOnly=false&isPopup=true

### Validate Ethnicity and Race for Student

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

**Read the above and then click here.**

### Validate Ethnicity and Race for Student

Ethnicity/Race Validation

Please answer **BOTH** questions 1 and 2.

**Make sure this information is correct and then save.**

1. Is [redacted] 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 [redacted] 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.

MARK STEP TWO AS COMPLETED.

Step 1)	<input type="button" value="Verify Student\Emergency Information"/>	<input checked="" type="checkbox"/> <b>Step 1 has been completed</b> Completed on 04/24/2013 at 3:49 pm by [redacted]
Step 2)	<input type="button" value="Verify Ethnicity/Race"/>	<input checked="" type="checkbox"/> <b>Step 2 has been completed</b> Completed on 04/24/2013 at 3:58 pm by [redacted]
Step 3)	<input type="button" value="Acceptable Use Policy Form"/>	<input type="checkbox"/> Step 3 has not been completed

**STEP 3:**

THIS STEP IS PERMISSION FOR YOUR STUDENT TO USE THE INTERNET. YOU MAY HAVE COMPLETED THIS FORM LAST YEAR. PLEASE OPEN IT, MAKE SURE IT IS CORRECT AND SAVE.

Step 3)	<input type="button" value="Acceptable Use Policy Form"/>	Completed on 04/24/2013 at 3:58 pm by [redacted]
		<input type="checkbox"/> Step 3 has not been completed

As the parent/guardian of the student,

I grant  permission for my child to use the [redacted] area network/Internet in ALL the following ways:

- Internet services
- Student Email
- Google Docs
- Other services

**Read the form and make any change here.**

MARK STEP 3 AS COMPLETED

Step 3)	<input type="button" value="Acceptable Use Policy Form"/>	<input checked="" type="checkbox"/> <b>Step 3 has been completed</b> Completed on 04/24/2013 at 4:04 [redacted]
Step 4)	<input type="button" value="Media Release Form"/>	<input type="checkbox"/> Step 4 has not been completed

**STEP 4:**


Step 4)

[Media Release Form](#)

**Click Here**

not been completed

This step gives parents the ability to control the types of communications they receive from the school.

  
**Alpine School District**  
Student Media Release -- School and District Publications  
Name:   
Grade: 11 Date: 4/25/2013

Read this form carefully and mark the boxes you agree with. Enter your name at the bottom and save. Remember, if you choose to make changes to this document you must contact the school.

Dear Parent/Guardian,

From time to time, your child's name and /or photo might be considered for publication/display in a school/district created web page or publication. Please take time to review the Information Release Form and select all appropriate options. If your preference changes during the year, you are responsible for contacting the school and completing a new form. If you have any other questions, please contact the school before saving.

Please click the box(es) below to indicate you agree to give permission.

WEB RELEASE: For publication on school/district created web pages

The school and district has permission to display my child's photo.

Date: 05/23/2012

The school and district has permission to display my child's photo with first and last name attached.

Date: 05/23/2012

I understand that this information will be available to anyone on the Internet.

Please note that this does not replace the District's [Acceptable Use Policy](#) or imply permission to use

**MARK STEP 4 AS COMPLETED.**

Step 4)

[Media Release Form](#)

**Step 4 has been completed**

Completed on 04/25/2013 at 9:32 am by

This step gives parents the ability to control the types of communications they receive from the school.

**THE NEXT FEW STEPS ARE SCHOOL RELATED. THESE STEPS MAY DIFFER FOR EACH SCHOOL. CLICK ON EACH STEP AND FOLLOWING THE INSTRUCTIONS. 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.**

**CLOSE THE DOCUMENT AND MARK THE STEP AS COMPLETED.**

LAST STEP BEFORE THE FINAL STEP. THE STEP NUMBER WILL VARY ACCORDING TO THE SCHOOL YOUR STUDENT ATTENDS : Note: Skylert may not be available by Aug 1.

Step 5) [Verify Skylert Information](#)   Step 5 (optional) has not been completed

This step will allow you to request emails from Skyward regarding your Student's grading and attendance. If you wish to receive the emails, complete this step, save and mark this step as completed.


Step 5) [Verify Skylert Information](#)  **Step 5 (optional) has been completed**  
Completed on 04/25/2013 at 9:46 am by 


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

entered in Skyward are also those methods that you wish to use to reach your student out of the bus.


Step 1) [Verify Student\Emergency Information](#)  **Step 1 has been completed**  
Completed on 04/24/2013 at 3:44 PM by 


Step 2) [Verify Ethnicity/Race](#)  **Step 2 has been completed**  
Completed on 04/24/2013 at 3:53 PM by 


Step 3) [Acceptable Use Policy Form](#)  **Step 3 has been completed**  
Completed on 04/24/2013 at 3:59 PM by 

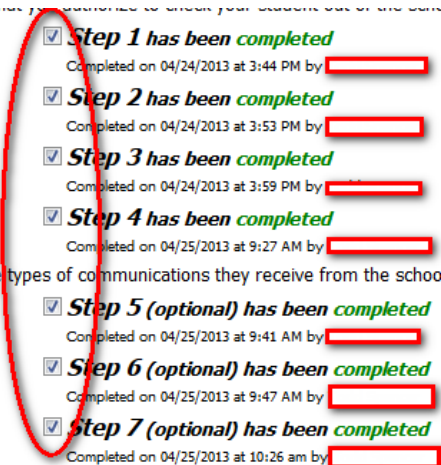
Step 4) [Media Release Form](#)  **Step 4 has been completed**  
Completed on 04/25/2013 at 9:27 AM by 

This step gives parents the ability to control the types of communications they receive from the school.

Step 5) [Verify Skylert Information](#)  **Step 5 (optional) has been completed**  
Completed on 04/25/2013 at 9:41 AM by 

Step 6) [School Web Resources](#)  **Step 6 (optional) has been completed**  
Completed on 04/25/2013 at 9:47 AM by 

Step 7) [Pay school fees](#)  **Step 7 (optional) has been completed**  
Completed on 04/25/2013 at 10:26 am by 



YOU ARE NOT DONE !!!!!!! YOU MUST CLICK ON THE LAST BUTTON AT THE BOTTOM OF THE PAGE.

Final Step) [Complete Student Information Update for !\[\]\(ec9132f1d27c8919987d92907322654d\_img.jpg\) for the 2013-2014 school year](#)  


THIS FINAL SCREEN, SHOWS YOU WHICH STEPS HAD NO CHANGES.

**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 [redacted]

**Review Student Information Update Steps**

Step 1)	<b>Verify Student\Emergency Information</b> <i>No Requested Changes exist for Step 1.</i>	Completed on 04/24/2013 at 3:44 PM
Step 2)	<b>Verify Ethnicity/Race</b> <i>No Requested Changes exist for Step 2.</i>	Completed on 04/24/2013 at 3:53 PM
Step 3)	<b>Acceptable Use Policy Form</b>	Completed on 04/24/2013 at 3:59 PM
Step 4)	<b>Media Release Form</b>	Completed on 04/25/2013 at 9:27 AM
Step 5)	<b>Verify Skylert Information</b> (Optional)	Completed on 04/25/2013 at 9:41 AM
Step 6)	<b>School Web Resources</b> (Optional)	Completed on 04/25/2013 at 9:47 AM
Step 7)	<b>Pay school fees</b> (Optional)	Completed on 04/25/2013 at 10:21 AM

Review the information. If you need to make a change to any of the information, click on the "Back" button in the upper right hand corner. Go back to the step you need to change. Complete your changes and mark the step as completed. Then come back to this screen.

If the information is complete click on the "Complete Student Information Update" button. Now you are done. Thank you .

Guardian Name: [redacted] Guardian Address: [redacted]  
Highland, UT 84003

Buttons: Complete Student Information Update, Print

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

Student Information Update was **COMPLETED** for [redacted] on 04/25/2013 by [redacted]

Student Information Update has been marked as Completed for [redacted] for the **2013-2014** school year.  
[Click here to re-open Student Information Update in order to make changes.](#)

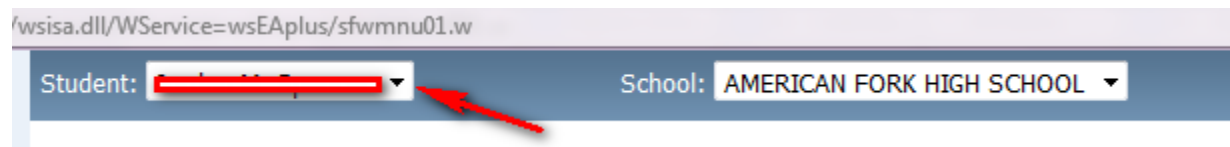
YOU ARE NOW DONE WITH THIS STUDENT.

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.



**Note:** 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.