

Family Access Tutorial

A Guide for Parents



Northwest Regional Data Center
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FAMILY AND STUDENT ACCESS OVERVIEW

Family Access is a Web module that allows family members to access student information over the Internet via a secured web connection in real-time. One of the great things about Family Access is that it's available from your home, office or anywhere you have access to the Internet.

This tutorial provides information guardians can use to better understand and navigate more effectively within Family Access. Depending on how school districts configure it, guardians will have access to a wide variety of student information such as attendance, discipline, health and vaccination information, student and family demographics, food service information, fines and fees, current grades, classroom assignments and classroom messages. Because schools differ from one another, just like children, not all Family Access features will be available at all schools.

Family Access makes attendance tracking and absence notifications easier for guardians. Guardians can view their student's attendance history in real-time, submit absence notifications to the school through Family Access and subscribe to receive real-time email notifications when their student is marked absent in a class.

Family Access allows guardians to become more involved in their student's education. Families can take an active role in assisting students and improving their educational experience. The technology raises awareness in the community of the school district's educational efforts by opening additional lines of communication between the guardians and the school.

Family Access can be a tool for guardians and schools to communicate with each other. Good school to guardian communication prevents surprises at parent/teacher conferences or when guardians are contacted by the school with student's attendance or discipline issues. School districts can provide teacher/staff email addresses via Family Access to further improve communication access and opportunities.

BASIC INFORMATION

Login Screen/Information

Figure 1: Family Access Login Screen



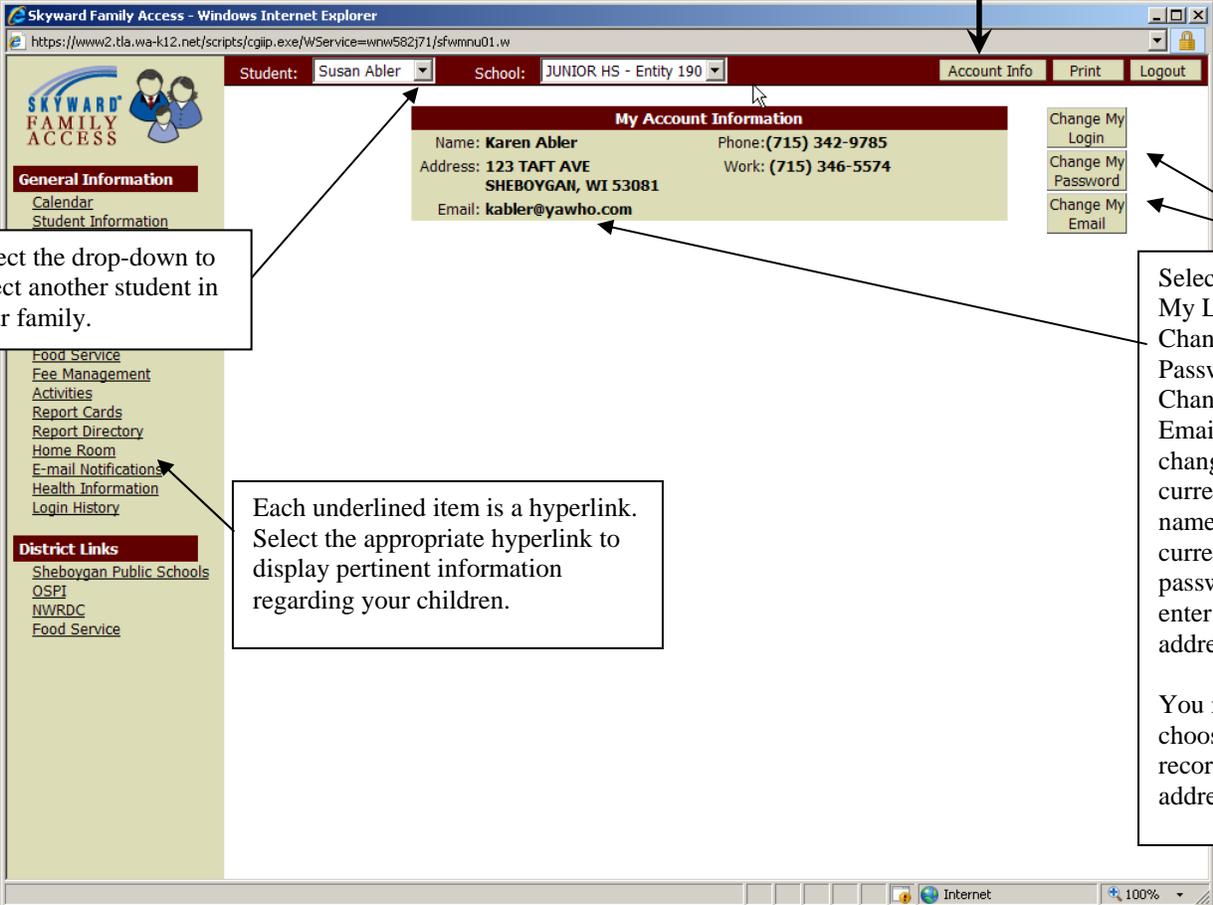
Enter the Login Name and Password supplied by your student's school and select the login button (If you have not received your information please contact your child's school). This single login and password will allow you to view information for each child for whom you are listed as a guardian.

About your login: The login supplied to you is comprised of the first five characters of your last name, the first three characters of your first name and a system generated three-digit-number. If your last name has less than five characters, then you will need to include the appropriate number of spaces to fill the void. For example: Last Name = DOE, First Name = JOHN, the login will be: DOE JOH006 note that there are two spaces between DOE and JOH to complete the entire name key. Logins and Passwords are **NOT** case sensitive in this system. When you log in for the first time, you will see your account information page (see Fig. 2). You have an opportunity to update the student information system with your email address. After entering your email address, make sure to input your current password (for validation purposes), and select the "Save" button. You may also choose to "Record no Address". If your school district allows, you may also be able to change your account password.

Important Note: Please use a **VALID** email address; teachers can use it within the system to communicate directly with guardians via email regarding their child.

Account Information

Figure 2: Account Info Screen.



Select the drop-down to select another student in your family.

Each underlined item is a hyperlink. Select the appropriate hyperlink to display pertinent information regarding your children.

Select Change My Login, Change My Password or Change My Email, to change your current login name, your current password or enter your email address.

You may also choose to record no email address.

On the general information menu (see Fig. 2), you will have hyperlinks to display the different types of information your school district has made available to you. These hyperlinks may include: Student Information (Demographics, Family, and Emergency Contacts), Grades or Gradebook, Message Center, Attendance, Schedule, Discipline, Food Service, Fee Management, Activities, Report Directory, Health Information and Login History. If you have multiple students, you can use the drop-down student selector to switch students. In addition, there are three buttons near the top right-hand side of every screen in Family Access. Select the “Account Info” button to return to this screen to view or make changes to your login, password, and email address or email notifications that you receive. In addition, select the “Print” button to print information from each screen you view. Family Access will automatically log you off after 5 - 10 minutes of inactivity or you may select the Logout button at any time to exit the system.

NOTE: Creating a password greater than 15 characters can cause system issues.

“Course Requests” and “Arena Scheduling” are two additional menus your student’s school may make available to you. If activated they will allow you and/or your student to make online course requests and/or create class schedules for the current or future school years.

GENERAL INFORMATION

Calendar

Select the Calendar hyperlink on the general information menu if it is not displayed automatically to view calendar items that pertain to your student's school. It defaults to the current month and places a small square around the current date. Items that show are non-school days, end of term or semester days. If configured by your district, daily Absences or Tardies, Administrator or Teacher Messages, Gradebook Assignments and Activity Events will display. Hover the cursor over these items or click on them with your mouse to display details of each one. Use the Next Month and Previous Month buttons to scroll through the year (see Fig. 3).

Figure 3: Calendar.

The screenshot shows the Skyward Family Access interface for a student named Susan Abler at JUNIOR HS - Entity 190. The calendar is for January 2008. The interface includes a navigation menu on the left with 'General Information' selected, and a main calendar grid. Callouts provide the following information:

- General Information Menu:** Contains links for Calendar, Student Information, Gradebook, Message Center, and Attendance.
- Calendar Grid:**
 - 1 No School:** Non-school day.
 - 2 Absent:** Student marked absent.
 - 7 No School:** Non-school day.
 - 8 MC-WASL Scores:** Activity event.
 - 10 AC-Girl's Varsity Basketball:** Activity event.
 - 11 Final Exam MC-Mr. Day (A):** Class/gradebook assignment.
 - 12 AC-Girl's Varsity Basketball:** Activity event.
 - 14 End of Term 2/Semester 2:** End of term/semester date.
- Activity Leaders/Coaches:** Can place events on the calendar for items such as practice or game dates.
- Teachers & Administrators:** Can create messages for a class or the entire building and post them on specific dates on the calendar.

At the bottom of the calendar, there are checkboxes for:

- Show Absences/Tardies
- Show MC-Messages
- Show Gradebook Assignments (Grade Earned)
- Show AC-Activity Events

Student Information

Select the Student Information hyperlink on the general information menu to see your student's demographic, family and emergency contact information (see Fig. 4-5).

Figure 4: Student Information.

Student: Susan Abler **School:** JUNIOR HS - Entity 190

General Information

- Calendar
- Student Information
- Gradebook
- Message Center
- Attendance
- Schedule
- Discipline
- Test Scores
- Food Service
- Fee Management
- Activities

Student Information | Student/Family Info | Bus Schedule

[Request Change\(s\) to my Child's Information](#)

Susan Abler

Address: 123 TAFT AVE SHEBOYGAN, WI 53081
Mailing Address: PO BOX 1234 SHEBOYGAN, WI 53081

School Email:
Home Email:
Birthday: 08/12/1994 Age: 13 Gender: Female
Grad. Year: 2012 (08) Language: ENGLISH Homeroom: 111 - Patricia Warren
School: JUNIOR HS Locker: 036 Advisor: Lola Dutcher
Status: Active - Full-time Combination: 1-11-52 Disc. Officer: Mark Martin

Family 1

Karen Abler (MOTHER) Address: 123 TAFT AVE Mailing Ad: PO BOX SHEBOY
kabler@yawho.com
Phone: (715) 342-9785 Work: (715) 346-5574

Kyle Abler (FATHER)
Phone: (715) 342-9785 Work: (715) 345-5855

Emergency Contacts

Name	Primary	Second
Bea Abler (GRANDMOTHER)	(715) 342-5833 (Confidential)	
Ben Abler (GRANDFATHER)	(715) 342-5833 (Confidential)	
Norman Rockford (UNCLE)	(715) 341-2585	
Comments: CAN ONLY BE REACHED AFTER 11 AM		
Karen Abler (MOTHER)	(715) 342-9785	(715) 346-5574
		Employer's Phone: (715) 347-9394
Kyle Abler (FATHER)	(715) 342-9785	(715) 345-5855

Callout 1: Please be aware that Emergency Contact information may be different for each of your students. Verify each child's information for accuracy by using the student drop-down.

Callout 2: If it's allowed by the school district and building your student attends, guardians can request changes to much of the demographic information on this screen.

Figure 5: Bus Schedule.

Student: Susan Abler **School:** JUNIOR HS - Entity 190

Student Information | Student/Family Info | **Bus Schedule**

Bus Details

AM Bus Number: 07 PM Bus Number: 07
Pick Up Address: 123 TAFT AVE SHEBOYGAN, WI 53081 Drop Off Address: 123 TAFT AVE SHEBOYGAN, WI 53081

Message Center

Select the Message Center hyperlink on the general information menu to see class messages posted by your student's teachers. You may display current messages or expired (see Fig. 10-11). Teachers determine if guardians will be able to reply to a message or if they will allow them to reply via email. If a teacher's name is a hyperlink it is linked to their email address so you can easily send a quick email back to that individual if you need to.

Figure 10: Message Center, view by Current.

The screenshot shows the Skyward Family Access interface in Microsoft Internet Explorer. The browser address bar shows <https://www2.tla.wa-k12.net>. The page title is "Skyward Family Access - Microsoft Internet Explorer". The user is logged in as "Susan Ablor" at "JUNIOR HS - Entity 190".

The "Message Center" is set to "Current". The "Teacher Messages" table is as follows:

Date	Class	Description	Summary	Posted By	Total Responses	Expiration Date
07/13/2007	ART1/01	BEGINNING ART	Materials for this course	Lola Dutcher		08/24/2007
Message: Dear parents, Please be advise your student is coming home with a class materials list. One thing not include they'll need occasionally is a digital camera. If you have one at home and can make it available great. thanks, Lola						
07/12/2007	AMHIST/01	AMERICAN HISTORY	Family Access	Patricia Warren		
Message: Welcome parents and students to the new Family Access tool. Administrators and teachers are excited to be trying this new communications tool during term find it useful and rewarding. If you have any questions or issues logging into the system please contact our school registrar. If you have any questions at all regarding your student's grade please don't hesitate to contact call. Ms. Warren View Responses (1 Unread)						

Callout boxes provide additional context:

- An arrow points to the "Message Center" link in the left-hand navigation menu.
- A box explains that the "Current" view allows guardians to post a reply to the teacher via family access.
- Another box explains that the "View Responses" hyperlink allows guardians to read responses from the teacher or to add a response.

Figure 11: Message Center, view By Expired.

The screenshot shows the Skyward Family Access interface in Microsoft Internet Explorer. The browser address bar shows <https://www2.tla.wa-k12.net>. The page title is "Skyward Family Access - Microsoft Internet Explorer". The user is logged in as "Susan Ablor" at "JUNIOR HS - Entity 190".

The "Message Center" is set to "Expired". The "Teacher Messages" table is as follows:

Date	Class	Description	Summary	Posted By	Total Responses	Expiration Date
07/12/2007	AMHIST/01	AMERICAN HISTORY	Mid-term	Patricia Warren (from 07/06/2007 - 07/09/2007)		07/09/2007
Message: Dear parents and students this is the mid way point of our 4th term. All assignment scores have been updated through today and your grade is current and up-to-date. If the term were to end today, that is the grade you should expect on your report card.						

A callout box explains that the "Expired" view allows guardians to reply to the teacher via email but not to post a reply to the message.

Attendance

Select the Attendance hyperlink on the general information menu to see your student's attendance record for the current school year. Selecting the tabs will change the display from "Calendar" view to "By Day" or "Totals" (see Fig. 12-15). In calendar view if your student has an absence or tardy record, it will be hyperlinked on the date and color coded for easy cross reference. Selecting on the hyperlinked date will result in a separate pop-up window that displays the period by period breakdown along with absence type and reason.

Figure 12: Attendance, view By Calendar.

Student: Susan Ablor | School: JUNIOR HS - Entity 190

Attendance | **Calendar** | By Day | Term Totals | Absence Notifications

Legend: ■ - Tardy ■ - Excused ■ - UnExcused ■ - Other

Click on any blue underlined date to see period by period attendance for that day.

July 2007							June 2007							May 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30	31					2	3	4	5	6	7	8
														9	10	11	12	13	14	15
														16	17	18	19	20	21	22
														23	24	25	26	27	28	29
														30	31					

April 2007						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Attendance Details	
Date	Parent Notified
04/16/07	yes
Period	Type - Reason
01	EXCUSED - VACATION
02	EXCUSED - VACATION
03	EXCUSED - VACATION
04	EXCUSED - VACATION
05	EXCUSED - VACATION
06	EXCUSED - VACATION
07	EXCUSED - VACATION

Select the hyperlinked date to view period by period details regarding the absence.

Figure 13: Attendance, view By Day.

Date	Parent Notified	01	02	03	04	05	06	07
04/20/07 Fri	Yes	E-VA						
04/19/07 Thur	Yes	E-VA						
04/18/07 Wed	Yes	E-VA						
04/17/07 Tue	Yes	E-VA						
04/16/07 Mon	Yes	E-VA						
12/27/06 Wed	Yes	W-						
12/26/06 Tue	Yes	E-IL						
11/22/06 Wed	Yes			W-	W-	W-	W-	W-
10/25/06 Wed	Yes	E-IL						
09/15/06 Fri	Yes	U-						

Absence Codes		Absence Reasons	
A	WEB ABSENCE	DO	DR APPT
E	EXCUSED	FT	FIELD TRIP
I	IN SCHOOL SUSP	FU	FUNERAL
L	WEB TARDY	IL	ILLNESS
O	OUT SCHOOL SUSP	SK	SKIPPING
T	TARDY	SU	SUSPENSION
U	UNEXCUSED	VA	VACATION
W	WEB ABSENCE		
X	EXPULSION		

Figure 14: Attendance, view by Term Totals.

Totals for Term	Date Range	Excused Days	Excused Periods	UnExcused Days	UnExcused Periods	Tardy Periods	Other Days	Other Periods	Totals Days	Totals Periods
1	08/25/06 - 11/08/06	1.0	7.0	1.0	7.0				2.0	14.0
2	11/09/06 - 12/25/06			1.0	4.0				1.0	4.0
3	12/26/06 - 03/08/07	1.0	7.0	1.0	7.0				2.0	14.0
4	03/09/07 - 08/24/07	5.0	35.0						5.0	35.0

Figure 15: Attendance, view by Absence Notifications.

https://www2.tla.wa-k12.net - Skyward Family Access - Microsoft Internet Explorer

Student: Susan Abler School: JUNIOR HS - Entity 190 Account Info Print Logout

Attendance Calendar By Day Term Totals Absence Notifications Help

View History Add Notification

Status	Absent From	Absent To	Reason
Pending	12/27/06 7:30 AM	12/27/06 2:30 PM	ILLNESS
Comment: Susan was not feeling well for a 2nd day. Please excuse her once again. Kyle Abler			
Accepted	12/26/06 7:30 AM	12/26/06 2:30 PM	ILLNESS
Comment: Please excuse Susan as she was not feeling well. Best regards, Kyle Abler			
School Comment: Thank you Mr. Abler for the notification. Ms. Smith, Attn Secretary, Jr. High School			

General Information

- Student Information
- Gradebook
- Message Center
- Attendance
- Schedule
- Discipline
- Graduation Requirements
- Test Scores
- Food Service
- Fee Management
- Activities
- Report Cards
- Report Directory
- Home Room
- Health Information
- Login History

Course Requests

- 2006-2007 Courses

Arena Scheduling

- 2006-2007 Courses

If configured by your school district, view, add, change or delete an absence notification explaining the reason your child was absent on a specific day.

If the school building has accepted the absence notification, it can no longer be changed or deleted.

Schedule

Select the Schedule hyperlink on the general information menu to see your student's class schedule for the current term (see Fig. 16-17). The Current Year tab allows you to view your student's class schedule for the entire school year.

Figure 16: Schedule, view by Current Term.

Student: Susan Ablar | School: JUNIOR HS - Entity 190

Schedule: **Current Term** | Current Year - All Terms | Next Year - All Terms

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1	ALGEB1/01	ALGEBRA 1	YR	07:30am-08:20am	MTWRF	L Day		1.000
2	ART1 /01	BEG ART	T4	08:25am-09:15am	MTWRF	L Dutcher		0.250
3	AMHIST/01	AMERICAN HIST	YR	09:20am-10:10am	MTWRF	P Warren		1.000
4	ENGL07/01	ENGLISH 7	YR	10:15am-11:05am	MTWRF	E MacDonald		1.000
5	BIOLOG/01	BIOLOGY	YR	11:45am-12:35pm	MTWRF	C Manley		1.000
6	BND100/01	BEG BAND	YR	12:40pm-01:30pm	MTWRF	M Martin		1.000
7	PE07 /01	PHY ED	S2	01:35pm-02:25pm	MTWRF	W Loftus		

Figure 17: Schedule, view by Current Term.

Student: Susan Ablar | School: JUNIOR HS - Entity 190

Schedule: **Current Year - All Terms** | Current Term | Next Year - All Terms

Period	Term 1	Term 2	Term 3	Term 4
Period 0				
Period 1 07:30am-08:20am	ALGEBRA 1 L Day (ALGEB1/01) MTWRF 1.000 credits	ALGEBRA 1 L Day (ALGEB1/01) MTWRF 1.000 credits	ALGEBRA 1 L Day (ALGEB1/01) MTWRF 1.000 credits	ALGEBRA 1 L Day (ALGEB1/01) MTWRF 1.000 credits
Period 2 08:25am-09:15am	BEG COMPUTERS A Obtuse (COMP /01) MTWRF 0.250 credits	COMPUTER PROG 1 A Obtuse (COMP1 /01) MTWRF 0.250 credits	BEG PHOT L Du... (PHOT...) MTWRF 0...	
Period 3 09:20am-10:10am	AMERICAN HIST P Warren (AMHIST/01) MTWRF 1.000 credits	AMERICAN HIST P Warren (AMHIST/01) MTWRF 1.000 credits	AMERIC... P Ws... (AMHIS...) MTWRF 1...	
Period 4 10:15am-11:05am	ENGLISH 7 E MacDonald (ENGL07/01) MTWRF 1.000 credits	ENGLISH 7 E MacDonald (ENGL07/01) MTWRF 1.000 credits	ENGL... E Mac... (ENGL07/01) MTWRF 1.000 credits	(ENGL07/01) MTWRF 1.000 credits
Period 5 11:45am-12:35pm	BIOLOGY C Manley (BIOLOG/01) MTWRF 1.000 credits	BIOLOGY C Manley (BIOLOG/01) MTWRF 1.000 credits	BIOLOGY C Manley (BIOLOG/01) MTWRF 1.000 credits	BIOLOGY C Manley (BIOLOG/01) MTWRF 1.000 credits
Period 6 12:40pm-01:30pm	BEG BAND M Martin (BND100/01) MTWRF 1.000 credits	BEG BAND M Martin (BND100/01) MTWRF 1.000 credits	BEG BAND M Martin (BND100/01) MTWRF 1.000 credits	BEG BAND M Martin (BND100/01) MTWRF 1.000 credits
Period 7 01:35pm-02:25pm	HEALTH 1 W Loftus (HLTH 1/01) MTWRF 0.500 credits	HEALTH 1 W Loftus (HLTH 1/01) MTWRF 0.500 credits	PHY ED W Loftus (PE07 /01) MTWRF 0.500 credits	PHY ED W Loftus (PE07 /01) MTWRF 0.500 credits

Discipline

Select the Discipline hyperlink on the general information menu to see your student's discipline referrals/offenses for the current school year (see Fig. 18-19).

Figure 18: Discipline, Offense Information.

Click on an underlined Offense to see more details about that Offense, including any Actions Taken

Date	Time	Offense	Location	School	Parent Notified	Discipline Officer	Actions Taken
09/18/06	09:25 AM	DISRUPTIVE IN CLASS	CLASS	JUNIOR HS	No	P Warren	1

Comments: Susan was chewing gum against class rules. When she was asked to place it in the trash, she made a scene.

View your student's discipline offense (wrongdoing) information.
Select the offense hyperlink to view the actions (consequence) your student's school has taken.

Figure 19: Discipline, Actions Taken Information.

Offense

Offense: **DIS - DISRUPTIVE IN CLASS**
 Parent Notified: **No**
 Date: **09/18/2006 Mon** Time: **12:32 PM**
 Location: **CLASSROOM** School: **JUNIOR HS**
 Officer: **Patricia Warren** Data Entered: **07/09/2007 - 3:35 PM**
 Comment: **Susan was chewing gum against class rules. When she was asked to place it in the trash she made a scene.**

Action	Date	Parent Notified	Officer	Suspension Type	Time Required	Time Served	Status
Lunch Detention	09/20/2006 Wed	No	Martin Mark	None	.5 Hours	.5 Hours	Served

[Hide Details](#)

Action Details for Lunch Detention

Date	Time	Location	Parent Notified	Officer	Time Req
09/20/06	11:37 PM	OFFICE	No	Martin Mark	.5 Hours

View your student's discipline action (consequence) information.
Select the show/hide details hyperlink to view additional action details your student's school has taken.

Test Scores

Select the Test Scores hyperlink on the general information menu to see your student's standardized test score information (see Fig. 20).

Figure 20: Test Score, view by Account Information.

The screenshot shows the Skyward Family Access web application. The browser address bar displays <https://www2.tla.wa-k12.net>. The page title is "Skyward Family Access - Microsoft Internet Explorer". The header includes a navigation bar with "Student" (Susan Ablar), "School" (JUNIOR HS - Entity 190), and buttons for "Account Info", "Print", and "Logout".

The main content area is titled "Test Scores" and contains a table with the following columns: Test Date, Entity, Test, Edition, Level, Form, and Test Name. The table lists test scores for 03/15/2003 and 05/01/2007. A callout box points to the "Hide Scores" link in the first row, with the text: "View your student's test score information. Select the show/hide scores hyperlink to view additional details about the test."

Test Date	Entity	Test	Edition	Level	Form	Test Name
03/15/2003	190	IT03	IT03			GRADE 3, SPRING ITBS
Scores for GRADE 3, SPRING ITBS Section: SCR - SCORES						
Rows						SCR
(1) VOCABULARY						99
(2) COMPREHENSION						74
(3) TOTAL READING						94
(4) MATH CON/EST						98
(5) MATH PS/DI						99
(6) COMPUTATION						98
(7) TOTAL MATH						99
(8) R/M COMP SCORE						97
(9) TOT LANG ART						87
(10) CORE TOTAL						97
(11) SOC STUDIES OPT						
(12) SCIENCE OPT						
(13) TOT SOURCE INFO						
(14)						
(15)						
(16) TOTAL						
(17) NO OF QUESTIONS						
05/01/2007	190	W07M	W07M	07		GR 07 WASL MATHEMATICS
05/01/2007	190	W07R	W07R	07		GR 07 WASL READ WRITE LISTEN

Food Service

Select the Food Service hyperlink on the general information menu to see your student's food service information for the current school year (see Fig. 21-24).

Figure 21: Food service, view by Account Information.

Account Information for Susan Abler

Lunch Type: Norm. Full Cost	
Prior Year Balance:	\$5.83
+ YTD Payments:	\$50.00
- YTD Purchases:	\$27.05
= Current Balance:	\$28.78
Last Payment:	\$0.00
Last Check:	
Last Payment Date:	07/11/2007

View your student's food service account information.

Figure 22: Food service, view by Payments for <Student FN>.

Payments made by Susan Abler for Susan Abler

Pay Date	Check #	Payment
12/26/06	2108	\$35.00
09/05/06	2075	\$15.00

View your student's food service payment information.

Figure 23: Food service, view by All Payments.

Student: Susan Abler School: JUNIOR HS - Entity 190

Food Service Account Information Payments for Susan All Payments Purchases

All Payments made by Payor Susan Abler

Pay Date	Check #	Payment	Payment For
12/26/06	2108	\$35.00	Susan Abler
09/05/06	2075	\$15.00	Susan Abler

View your student's food service payment history for the current school year.

Figure 24: Food service, view by Purchases.

Student: Susan Abler School: JUNIOR HS - Entity 190

Food Service Account Information Payments for Susan All Payments Purchases

Previous Items Bought during the week of: 05/28/2007 Next

Day	Item	Price	Quantity	Total
Monday	- 05/28/07			
Tuesday	- 05/29/07			
	Yogurt	\$0.50	1	\$0.50
	Milk	\$0.35	1	\$0.35
	Hot Pocket	\$1.00	1	\$1.00
	Candy Bar	\$1.00	1	\$1.00
	French Fries	\$1.00	1	\$1.00
				\$3.85
Wednesday	- 05/30/07			
	Milk	\$0.35	1	\$0.35
	Fruit Bowls	\$1.50	1	\$1.50
				\$1.85
Thursday	- 05/31/07			
	Breakfast	\$2.25	1	\$2.25
	Breakfast	\$2.25	2	\$4.50
	Juice	\$1.00	3	\$3.00
				\$9.75
Friday	- 06/01/07			
	Bagel	\$0.35	1	\$0.35
	Juice	\$1.00	1	\$1.00
	Hot Pocket	\$1.00	1	\$1.00
	French Fries	\$1.00	4	\$4.00
	Hot Dog	\$1.00	3	\$3.00
				\$9.35
Saturday	- 06/02/07			
Sunday	- 06/03/07			

View all of your student's food service purchases during a one week timeframe.

Select the previous and next buttons to change which week you're viewing.

Report Directory

Select the Report Directory hyperlink on the general information menu to view reports that contain information regarding your student (see Fig. 29-30).

Figure 29: Report Directory.

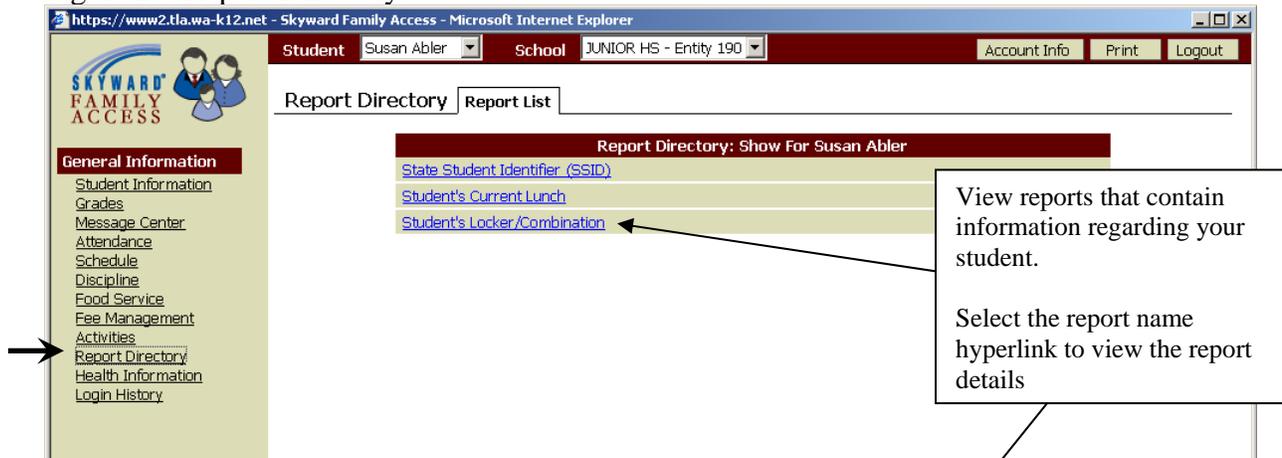
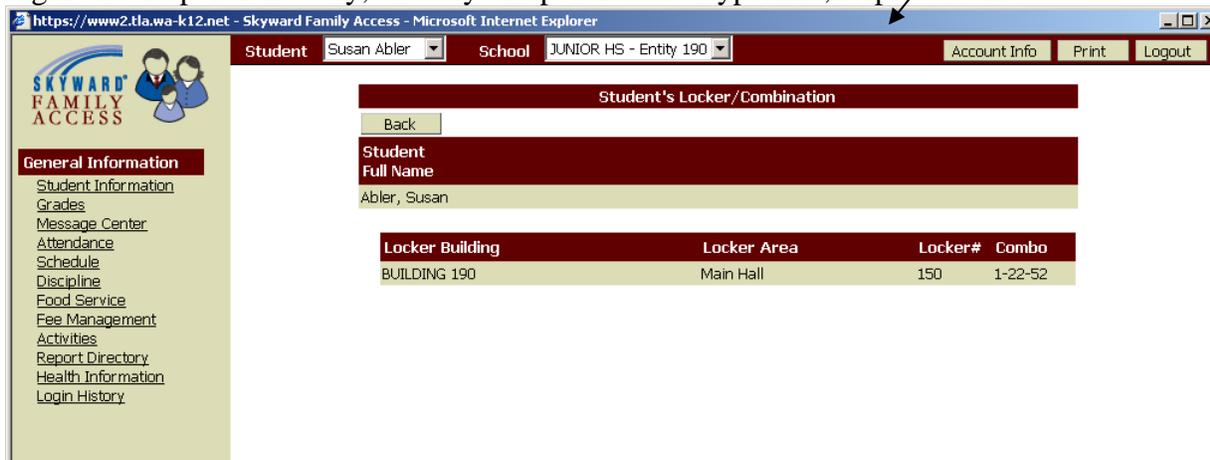


Figure 30: Report Directory, view by <Report Name> hyperlink, Report details.

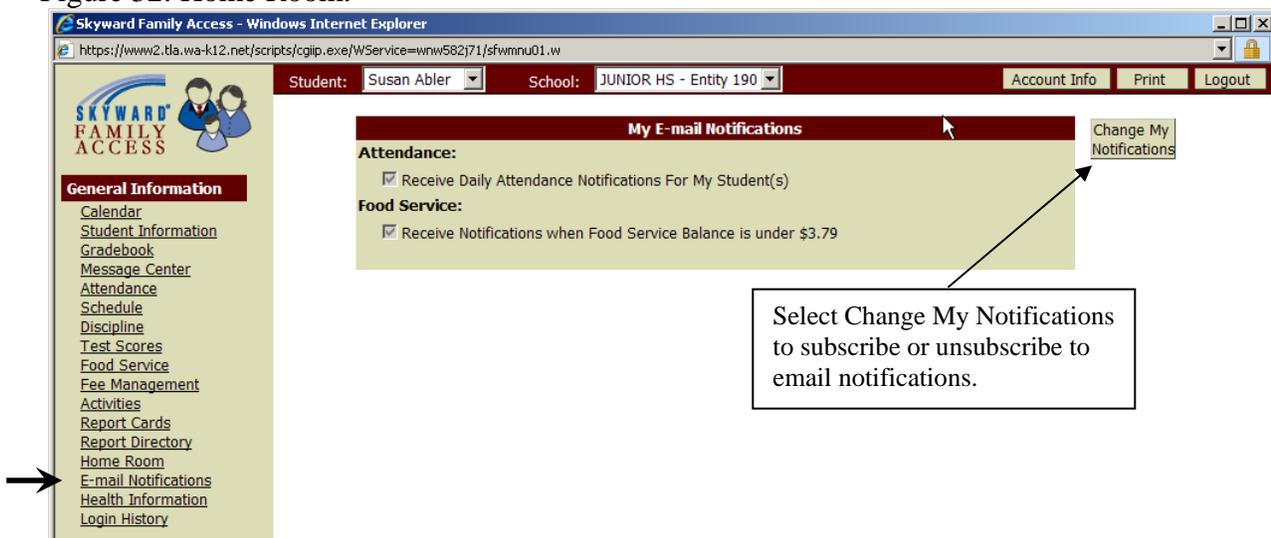


E-mail Notifications

Select the E-mail Notifications hyperlink on the general information menu to subscribe to Daily Attendance notifications or Food Service Balance notifications for your student. These options are building specific and may not be available at every school building in the district.

The attendance notification is a scheduled task that is sent typically at 4:00 PM each day. It is only sent if your student has been marked absent or tardy in one or more class. The food service balance notification is also sent at 4:00 PM and is triggered when the student's food service account balance is below a pre-set amount. The pre-set dollar amount is set by the district (see Fig. 32).

Figure 32: Home Room.



The screenshot shows the Skyward Family Access web application in a Windows Internet Explorer browser window. The address bar shows the URL: <https://www2.tla.wa-k12.net/scripts/cgip.exe/WService=wnw582j71/sfwmn01.w>. The page header includes the Skyward Family Access logo and a navigation menu with the following items: [Calendar](#), [Student Information](#), [Gradebook](#), [Message Center](#), [Attendance](#), [Schedule](#), [Discipline](#), [Test Scores](#), [Food Service](#), [Fee Management](#), [Activities](#), [Report Cards](#), [Report Directory](#), [Home Room](#), [E-mail Notifications](#), [Health Information](#), and [Login History](#). The 'E-mail Notifications' link is highlighted with a black arrow. The main content area is titled 'My E-mail Notifications' and contains the following options:

- Attendance:**
 - Receive Daily Attendance Notifications For My Student(s)
- Food Service:**
 - Receive Notifications when Food Service Balance is under \$3.79

A 'Change My Notifications' button is located in the top right corner of the notification section. A black arrow points from a text box to this button. The text box contains the instruction: 'Select Change My Notifications to subscribe or unsubscribe to email notifications.'

Login History

Select the Login History hyperlink on the general information menu to see information regarding your login history/usage of Family Access. It will allow you to view historically the date, time and IP Address of your login. In addition you can view the specific areas of the system and for what student you inquired upon (see Fig. 38-39).

Figure 38: Login History.

View your login history.
Select the show/hide details hyperlink to view details of the login date.

Date	Time	IP Address	
12/26/06	Tue 09:34 AM	192.206.201.215	Show Details
12/26/06	Tue 09:15 AM	192.206.201.215	Show Details
12/26/06	Tue 08:57 AM	192.206.201.215	
12/26/06	Tue 08:44 AM	192.206.201.215	Show Details
12/20/06	Wed 03:22 PM	192.206.201.215	
12/18/06	Mon 01:05 PM	192.206.201.215	Show Details
12/18/06	Mon 12:55 PM	192.206.201.215	Show Details

Figure 39: Login History, view by show/hide details hyperlink, history details.

Date	Time	IP Address	
12/26/06	Tue 09:34 AM	192.206.201.215	Hide Details
Detail for Login: 12/26/06 09:34 AM			
Info Viewed			
	Student	School	
Food Service	Susan Abler	JUNIOR HS - Entity 1	
Activities	Susan Abler	JUNIOR HS - Entity 1	
Activities	Susan Abler	JUNIOR HS - Entity 1	
Activities	Susan Abler	JUNIOR HS - Entity 1	
12/26/06	Tue 09:15 AM	192.206.201.215	Show Details
12/26/06	Tue 08:57 AM	192.206.201.215	
12/26/06	Tue 08:44 AM	192.206.201.215	Show Details
12/20/06	Wed 03:22 PM	192.206.201.215	
12/18/06	Mon 01:05 PM	192.206.201.215	Show Details
12/18/06	Mon 12:55 PM	192.206.201.215	Show Details



DISTRICT LINKS

School districts can place hyperlinks to resource-related Web sites in Family Access. The school district may make a link available to guardians and students of the entire district or each building can have their own unique links available to access.

These links could be for information related to educational sites that help your child learn and grow. They could be to Government sites designed to assist Bilingual or non-English speaking families. Other possibilities could be health related or simply the school district's own web site.