

Updating Parent/Guardian Contact Information in Family Access

Step 1:

To change/update the telephone numbers listed in Skyward *for your child*, click on **Student Information** on the left side of the screen under General Information. Select **Request Change(s) to my Child's Information**.

The screenshot shows the Skyward Family Access interface. At the top, there are dropdown menus for 'Student' and 'School: STEPHENVILLE HIGH SCHOOL', along with 'Account Info', 'Print', and 'Logout' buttons. The left sidebar contains a 'General Information' section with a blue circle around the 'Student Information' link. Below it is a 'Course Requests' section with a link for 'Courses for 2010-2011'. The main content area is titled 'Student Information' and 'Student/Family Info'. It contains a red header bar with the link 'Request Change(s) to my Child's Information' circled in blue. Below this, there are sections for 'Address' and 'Mailing Address' (both showing 'STEPHEENVILLE TX 76401'), 'Alert Information' (a large empty box), 'School Email', 'Home Email', 'Birthday', 'Age: 16', 'Gender', 'Language: ENGLISH', 'Homeroom', 'Advisor', 'Disc. Officer', 'Status: Active - Full-time', and 'Other ID: 000008077'. A 'Family 1' label is at the bottom.

Note: Only the Primary Guardian, usually the first person listed on the student's enrollment form, has authorization to change this information. Contact your child's campus if you need to change the primary guardian.

Step 2:

From the Request Change(s) to my Child's Information page, you will see these two options: **[Request Changes to Student Information](#)** and **[Request Changes to Family Information](#)**.

Select the contact information you wish to modify.

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

LAUREN L. POPE - Student Information		View History
Student Name:	Birthdate: 07/30/2003	Back Request Changes to Student Information
Home Phone:	Birth County: ERATH	
Second Phone:	Birth State: TX	
Third Phone:	Birth Country: USA	
Language:	Allow Publication of Student's Name for:	
Race:	Military Use: Yes	
Gender:	Higher Education Use: Yes	
Student School Email:	Public Use: Yes	
Student Home Email:	Local Use: Yes	
LAUREN L. POPE - Primary Family Information		View History
Guardian Number: 1	Primary Phone:	Request Changes to Family Information
Name:	<input type="checkbox"/> Confidential <input type="checkbox"/> Long Distance	
Home Email:	Cellular:	
	Work:	
Guardian Number: 2	Cellular:	
Name:	Work:	
Home Email:		
LAUREN L. POPE - Alert/Emergency Information		View History
<input type="checkbox"/> Critical Alert Information	Physician:	
	Dentist:	
	Hospital:	
	Insurance:	
	Policy:	

Primary Family Information

Guardian Number: <input style="width: 100%;" type="text"/>	Primary Phone: (254) <input style="width: 100px;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	Save Cancel
First: <input style="width: 100%;" type="text"/>	<input type="checkbox"/> Confidential <input type="checkbox"/> Long Distance	
Middle: <input style="width: 100%;" type="text"/>	Cellular <input type="button" value="v"/> (254) <input style="width: 100px;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	
Last: <input style="width: 100%;" type="text"/>	Work <input type="button" value="v"/> (254) <input style="width: 100px;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	
	Home Email: <input style="width: 100%;" type="text"/>	

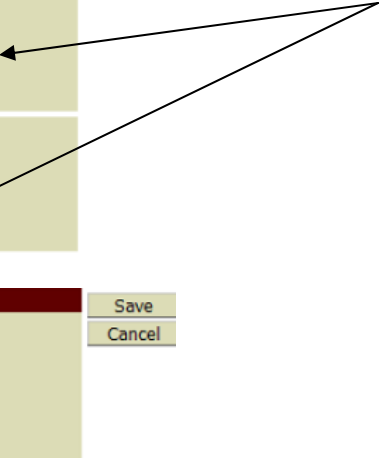
Student Information

Guardian Number: <input style="width: 100%;" type="text"/>	Work <input type="button" value="v"/> (254) <input style="width: 100px;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	Save Cancel
First: <input style="width: 100%;" type="text"/>	Cellular <input type="button" value="v"/> (254) <input style="width: 100px;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	
Middle: <input style="width: 100%;" type="text"/>	Home Email: <input style="width: 100%;" type="text"/>	
Last: <input style="width: 100%;" type="text"/>		

First: <input style="width: 100%;" type="text"/>	Birth County: <input style="width: 100%;" type="text"/>	Save Cancel
Middle: <input style="width: 100%;" type="text"/>	Birth State: <input style="width: 100%;" type="text" value="Unknown"/>	
Last: <input style="width: 100%;" type="text"/>	Birth Country: <input style="width: 100%;" type="text"/>	
Home Phone: <input style="width: 100%;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	Allow Publication of Student's Name for:	
Work <input type="button" value="v"/> (254) <input style="width: 100px;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	Military Use: <input type="text" value="No"/>	
Work <input type="button" value="v"/> (254) <input style="width: 100px;" type="text"/> Ext: <input style="width: 50px;" type="text"/>	Higher Education Use: <input type="text" value="No"/>	
Student School Email: <input style="width: 100%;" type="text"/>	Public Use: <input type="text" value="No"/>	
Student Home Email: <input style="width: 100%;" type="text"/>	Local Use: <input type="text" value="No"/>	
Language: <input style="width: 100%;" type="text"/>		
Race: <input style="width: 100%;" type="text"/>		
Gender: <input style="width: 100%;" type="text"/>		
Birthday: <input style="width: 100%;" type="text"/>		

Change any phone numbers or email addresses in either range of information fields.

Save your changes.



Step 3:

To select how you would like to be notified of absences or receive other school alerts access the Skylert screen.

Select **Skylert** from the General Information menu. Select all of the media that you would like to receive notices. Save your changes.

The screenshot shows the 'Skylert' configuration page. At the top, there are dropdown menus for 'Student' and 'School' (STEPHENVILLE HIGH SCHOOL), and buttons for 'Account Info', 'Print', and 'Logout'. The left sidebar contains a 'General Information' menu with 'Skylert' circled in blue, along with other options like 'Calendar', 'Message Center', and 'Course Requests'. The main content area is titled 'Skylert' and includes a brief description: 'Skylert enables you to receive notifications concerning your child. You have control over which notifications to receive and how you would like to receive them.' Below this, there are sections for setting up notifications for the primary guardian and additional notifications by phone, email, and text message. Each section has a table of notification types with checkboxes for selection.

Student: [dropdown] School: STEPHENVILLE HIGH SCHOOL [dropdown] Account Info Print Logout

Skylert

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

Setup Parent Notification for [redacted]

		Receive Notification for:				
Notifications for Primary Guardian:		Emergency	Attendance	General	Non-school Hours	
		Emergency	Emergency	Emergency	Emergency	
Primary Phone:	[input]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Save Undo Changes Back
Cellular <input checked="" type="checkbox"/>	[input]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Work <input checked="" type="checkbox"/>	[input]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Home Email:	[input]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

		Receive Notification for:				
Receive Additional Notifications by Phone:		Emergency	Attendance	General	Non-school Hours	
		Emergency	Emergency	Emergency	Emergency	
Additional Phone 1:	[input]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

		Receive Notification for:				
Receive Additional Notifications by Email:		Emergency	Attendance	General	Non-school Hours	
		Emergency	Emergency	Emergency	Emergency	
Additional Email 1:	[input]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

		Receive Notification for:				
Receive Additional Notifications by Text Message:		Emergency	Attendance	General	Non-school Hours	
		Emergency	Emergency	Emergency	Emergency	
Phone 1:	[input]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	