

Using Family Access



How to check, manage, and understand student Demographic, Attendance, Grading and Schedule Information.

Hortonville Area School District

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The HASD does not provide technical support for your home computers. If you experience technical support problems, please contact your computer technical support for assistance. The system requirement for Family Access can be found in the training packet. The school secretary may confirm your Family Access account and password in the event of an emergency.

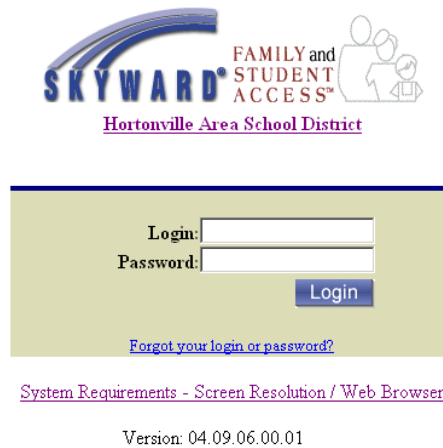
Using Family Access

Welcome to Family Access!! Family Access is an online service that will allow parents to view their child's or children's demographic, attendance, grades and scheduling information.

Logging in

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Your child's school will provide you with a login and password to Family Access.



SKYWARD
FAMILY and
STUDENT
ACCESS

Hortonville Area School District

Login:
Password:

Login

[Forgot your login or password?](#)

[System Requirements - Screen Resolution / Web Browser](#)

Version: 04.09.06.00.01

I Forgot My Login and Password

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If you forgot your login and password you can click on the link called "Forgot your login or password?" The system will come up with a screen that will ask for your email address. If the current email address is not entered into our system this feature will not work. Once you enter in the proper email address your login and password will be mailed to you.



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STUDENT
ACCESS

Please enter your email address in the field below and click "submit" to retrieve your account information. If the school district has a matching address on file, your username and password will be emailed to that account.

Recover Account Information

Email Address:

Submit
Cancel

Using Skyward Family Access

Student Information Screen

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When you first log in to Skyward Family Access, Skyward will open up with your student's information Card. This includes their Birthday/Age, Grade, School, Address, and any Alerts, such as allergies, that your son/daughter might have. This screen will also contain the guardian contact information.

General Information

- Student Information
- Attendance
- Schedule
- Fee Management
- Report Cards
- Academic History
- E-mail Notifications
- Login History

Student Information Student/Family Info [Request Change\(s\) to my Child's Information](#)

Im A Student

Address: 100 Penny LN
Hortonville WI 54944

Mailing Address: 100 Penny LN
Hortonville WI 54944

Alert Information

School Email:
Home Email:

Birthday: 03/13/1994
Grad. Year: 2012 (10)
School: Hortonville High
Status: Active - Full-time
Other ID: 129024

Age: 15
Language: English
Locker:
Combination:

Gender: Male
Homeroom:
Advisor:
Disc. Officer:

Family 1

Mrs Parent (Mother)
Address: 100 Penny LN
Hortonville WI 54944
Mailing Address: 100 Penny LN
Hortonville WI 54944
Phone: (920) 555-5555

Mr Parent (Father)
Phone: (920) 555-5555

Emergency Contacts

Name	Primary	Second	Third
Mrs Parent (Mother)	(920) 555-5555		
Mr Parent (Father)	(920) 555-5555		

To report student demographic data corrections please contact the school office.

Viewing Parent Account Information:

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To access Parent information click on Account Info. This option will bring you to your account information. At this screen you can change your password and change your email address.

Skyward Family Access - Microsoft Internet Explorer provided by provided by - HASD

Student: Im A Student School: Hortonville High Account Info Print Logout

Mrs Parent's Account Information

Name: Mrs Parent Phone:(920) 555-5555
Address: 100 Penny LN Hortonville WI 54944
Email: MRSPARENT@HASD.ORG

Mr Parent's Account Information

Name: Mr Parent Phone:(920) 555-5555
Address: 100 Penny LN Hortonville WI 54944
Email: MRPARENT@HASD.ORG

Change Mrs's Login
Change Mrs's Password
Change Mrs's Email
Change Mr's Email

General Information

- Calendar
- Student Information
- Attendance
- Schedule
- Fee Management
- Report Cards
- Academic History
- E-mail Notifications
- Login History

Changing Your Password:

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To change your password in the account info screen click on change password located on the right hand side of the screen. You will then be asked to type in your new password, and then retype your new password. At the end of the three boxes you are required to type in the current password that you are using. When completed click on save.

Skyward Family Access - Microsoft Internet Explorer provided by provided by - HASD

Student: Im A Student School: Hortonville High Account Info Print Logout

Mrs Parent's Account Information

Name: Mrs Parent Phone:(920) 555-5555
Address: 100 Penny LN Hortonville WI 54944
Email: MRSPARENT@HASD.ORG

Change my Password

New Password:
Retype New Password:
* Current Password:

Save Back

* Your current password is required before saving changes to your Account.

General Information

- Calendar
- Student Information
- Attendance
- Schedule
- Fee Management
- Report Cards
- Academic History
- E-mail Notifications
- Login History

Changing Your Email:

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To change your email on the Account Info screen click on Change My Email on the right hand side of the screen. After doing that you will get a screen that includes the current Email address that Skyward has. You then will have to place your new Email address in the Email box. You will then have to put in your Current Password in the last box. When finished click on save on the right hand side of the screen.

The screenshot shows the Skyward Family Access interface. At the top, there are dropdown menus for 'Student: Im A Student' and 'School: Hortonville High', along with 'Account Info', 'Print', and 'Logout' buttons. The main content area is titled 'Mrs Parent's Account Information' and displays the following details: Name: Mrs Parent, Phone: (920) 555-5555, Address: 100 Penny LN, Hortonville WI 54944, and Email: MRSPARENT@HASD.ORG. Below this, there is a section titled 'Change Mrs's Email' with a 'Current Email: MRSPARENT@HASD.ORG' and an 'Email:' input field containing 'MRSPARENT@HASD.ORG'. To the right of this section are 'Save' and 'Back' buttons. On the left side, there is a navigation menu with 'General Information' selected, and sub-links for Calendar, Student Information, Attendance, Schedule, Fee Management, Report Cards, Academic History, E-mail Notifications, and Login History.

Checking your students Attendance:

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To check your student's attendance click on the link for Attendance located on the left hand side of the screen. On the attendance screen you are given a **monthly (Calendar)** of when a student is marked tardy, excused or unexcused absent.

The screenshot shows the Skyward Family Access interface with the 'Attendance' section selected. The 'Calendar' tab is highlighted with a red circle. Below the navigation tabs, there is a legend: a green square for '- Tardy', a yellow square for '- Excused', a blue square for '- UnExcused', and a red square for '- Other'. Below the legend, there is a text prompt: 'Click on any blue underlined date to see period by period attendance for that day.' The main content is a calendar for August 2009. The calendar grid shows days from Sunday to Saturday. The date '1' is underlined in blue, indicating a date with attendance data. The rest of the calendar cells are empty.

August 2009						
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					

You then can click on the **By Day** tab on the top to see a listing of days that your student was marked absent or tardy.

The screenshot shows the 'Attendance' section with the 'By Day' tab selected. The main table displays attendance records for a student, including dates, days of the week, and absence codes. Below the main table are two columns: 'Absence Codes' and 'Absence Reasons'.

Date	Parent Notified	01	02	03	04
12/12/06 Tue	No	E-AP	E-AP	E-AP	E-AP
12/04/06 Mon	No	E-IL	E-IL	E-IL	E-IL
11/20/06 Mon	No				E-AP
11/14/06 Tue	No	T-UF			
10/13/06 Fri	No	T-UF			

Absence Codes	Absence Reasons
A WEB ABSENCE	AP Appointment
E EXCUSED	AT Athletic Excuse
I IN SCHOOL SUS	BL Building
L WEB TARDY	CO Co-Curricular
O OUT OF SCHOOL	CV College Visit
P PRESENT	FE Family Emrcy
T TARDY	FN Funeral
U UNEXCUSED	FR Family Responsi
X EXEMPT	FT Field Trip
	HB Home Bound

You can click on the **Term Totals** tab on the top to see the student's attendance records according to the school's quarter date ranges.

The screenshot shows the 'Attendance' section with the 'Term Totals' tab selected. The main table displays attendance records for a student, organized by term and date range. The table includes columns for 'Totals for Term', 'Date Range', 'Excused Days Periods', 'UnExcused Days Periods', 'Tardy Periods', 'Other Days Periods', and 'Totals Days Periods'.

Totals for Term	Date Range	Excused Days Periods	UnExcused Days Periods	Tardy Periods	Other Days Periods	Totals Days Periods
1	09/05/06 - 11/03/06			1.0		1.0
2	11/06/06 - 01/19/07	2.0 9.0		1.0		2.0 10.0
3	01/22/07 - 03/23/07					
4	03/26/07 - 06/07/07					

To report corrections regarding attendance records, please contact the school office.

Checking Your Students Schedule:

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To access your students schedule click on the link titled Schedule located on the left hand side of your screen. When this opens you will get your student's current class list including time and location of class, how often the class meets and the teacher's name.

The screenshot shows the 'Schedule' section with the 'Current Term' tab selected. The main table displays the student's current class list, including period, class, description, term, time, days, teacher, room, and credits.

Period	Class	Description	Term	Time	Days	Teacher	Room	Credits
1	2031/01	GEOMETRY A	S1	08:00am-08:45am	MTWRF	MR. Hart	G106	0.500
2	9033/01	AUTO CAD I	S1	08:51am-09:36am	MTWRF	MR. Lebeck	B144	0.500
3	0205/03	BEGINNING SPANI	S1	09:42am-10:27am	MTWRF	MS. Reinke	C151	0.500
4	1077/01	CULT GEOG A	S1	10:33am-11:18am	MTWRF	MR. Ehike	C232	0.500
5	8012/05	STUDY HALL	S1	11:24am-12:34pm	MTWRF	Ziegert	G150	0.000
6	4014/01	BIOLOGY	S1	12:40pm-01:25pm	MTWRF	MS. Bever	E133	0.500
7	3012/02	PHY ED II	S1	01:31pm-02:16pm	MTWRF	MR. Gennrich	GYM	0.500
8	0014/01	ENGLISH 10	S1	02:22pm-03:07pm	MTWRF	MS. Friebohle	C240	0.500

To see the whole current year click on the tab on the top labeled **Current Year- All Terms.**

Period 0	Term 1	Term 2	Term 3	Term 4
Period 1 08:00am-08:45am	GEOMETRY A MR. Hart (2031/01) Rm G106 MTWRF 0.500 credits	GEOMETRY A MR. Hart (2031/01) Rm G106 MTWRF 0.500 credits		
Period 2 08:51am-09:36am	AUTO CAD I MR. Lebeck (9033/01) Rm B144 MTWRF 0.500 credits	AUTO CAD I MR. Lebeck (9033/01) Rm B144 MTWRF 0.500 credits		
Period 3 09:42am-10:27am	BEGINNING SPANI MS. Reinke (0205/03) Rm C151 MTWRF 0.500 credits	BEGINNING SPANI MS. Reinke (0205/03) Rm C151 MTWRF 0.500 credits		

Viewing Siblings Records:

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To view another one of your children's information you will need to use the drop down box located at the top of your screen. You will then be able to choose a different child. You can also change to the different schools that your student attends by click on the arrow by the school box.

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

Im A Student

Address: 100 Penny LN
Hortonville WI 54944

Mailing Address: 100 Penny LN
Hortonville WI 54944

School Email:
Home Email:

Alert Information

Birthdate: 03/13/1994
Age: 15
Gender: Male

Grad. Year: 2012 (10)
Language: English

School: Hortonville High
Locker:
Status: Active - Full-time
Combination:

Other ID: 129024
Disc. Officer:

Family 1

Mrs Parent (Mother) Address: 100 Penny LN
Phone: (920) 555-5555 Mailing Address: 100 Penny LN
Hortonville WI 54944

Mr Parent (Father) Phone: (920) 555-5555

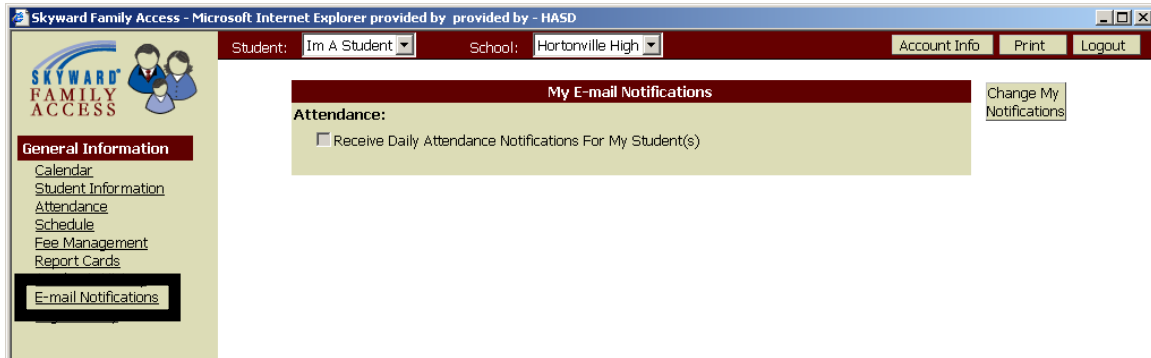
Emergency Contacts

Name	Primary	Second	Third
Mrs Parent (Mother)	(920) 555-5555		
Mr Parent (Father)	(920) 555-5555		

Creating Your Email Notifications:

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Family Access will allow you to create a subscription to receive emails on your student's attendance and grading information. To access E-Mail Notifications click on the link titled E-Mail Notifications located on the left hand side of your screen. When this opens you can change your notification settings.



Troubleshooting:

I Need Assistance with Family Access

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Please read through the packet to see if our instructions can help you with the issue(s) you are having with Family Access. Please contact your school secretary regarding student records data accuracy.

System Requirements

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To Access Family System Requirements:

A screenshot of a web login page with a light green background. It contains two input fields labeled "Login:" and "Password:", a blue "Login" button, and a blue link that says "Forgot your login or password?".

[System Requirements - Screen Resolution / Web Browser](#)

Version: 04.09.06.00.01

System Requirements-Screen Resolution/Web Browser

Click on the link “**System Requirements-Screen Resolution/Web Browser**” the screen below will appear. To use this program you need to follow these requirements

Screen Resolution

Family Access is best viewed at a minimum screen resolution of 1024 x 768.

Supported Web Browsers

Macintosh® 8.1-9.X:
Internet Explorer® 5.1.7

Macintosh® 10.3 or higher:
Safari® 1.2
Firefox 1.5+

Windows® 98/98SE/ME/2000/XP:
Internet Explorer® 5.5+
Firefox 1.5+

Beta versions of Web Browsers are not supported.

Close

The HASD does not provide technical support for your home computers. If you experience technical support problems, please contact your computer technical support for assistance. The system requirement for Family Access can be found in the training packet. The school secretary may confirm your Family Access account and password in the event of an emergency.

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Windows®, Internet Explorer® - trademark owned by Microsoft Corporation.

