



8/2016

## SKYWARD ONLINE STUDENT INFORMATION UPDATE

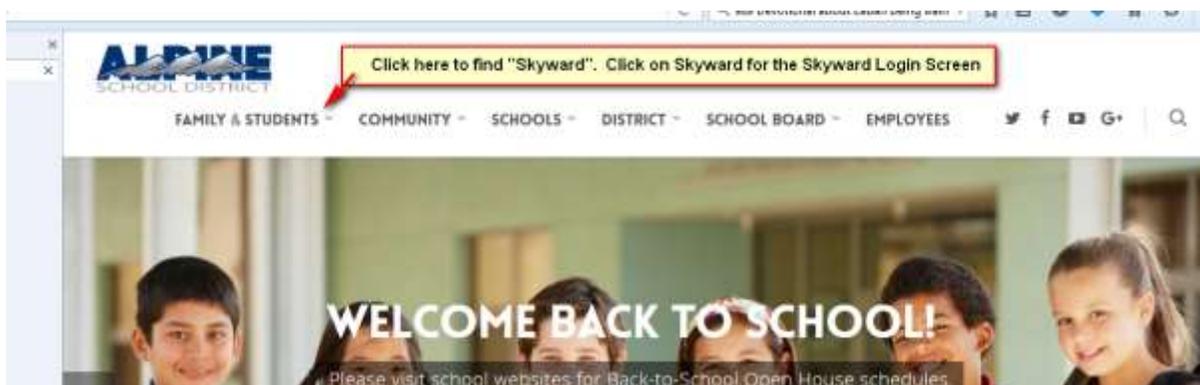
**THE STUDENT INFORMATION UPDATE WILL BE AVAILABLE FOR YOU TO MAKE CHANGES ON AUG 1.**

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

**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) CLICK ON "FAMILY & STUDENTS".**

**CLICK ON "SKYWARD"**



YOU WILL BE TAKEN TO THE SKYWARD LOGIN SCREEN  
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<sup>®</sup>  
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 HOME EMAIL ADDRESS.



SKYWARD<sup>®</sup>

**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.

### **Parents of Elementary Students:**

If you Login on an iPhone or iPad you will not see the Homeroom code that identifies your students as an AM or PM student.

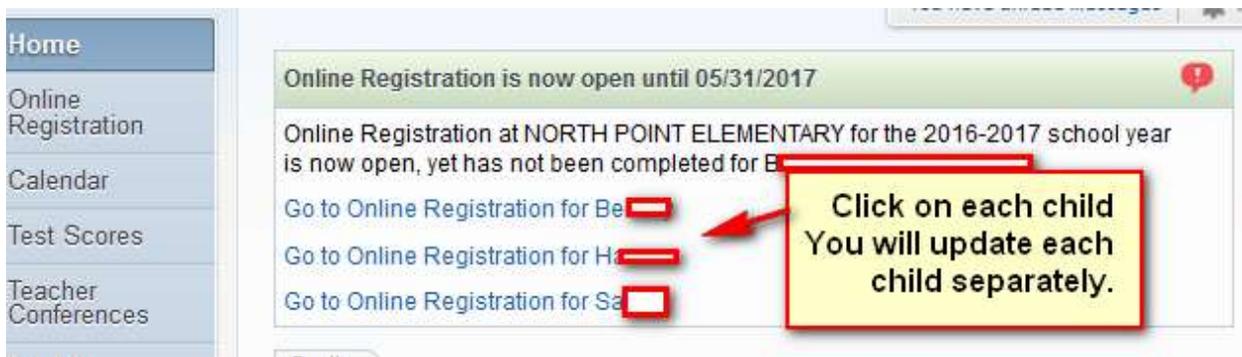
# NOTE:

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

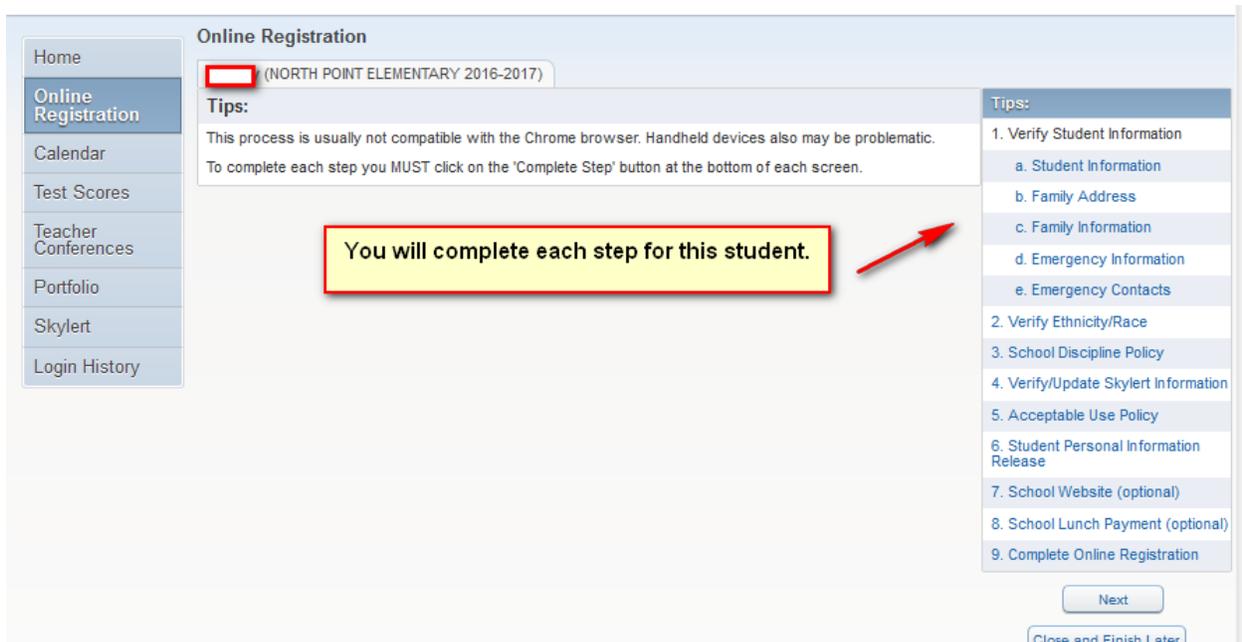
## LOGIN TO SKYWARD:

CLICK ON THE "GO TO STUDENT INFORMATION UPDATE" LINK

YOU WILL SEE THE FOLLOWING SCREEN.



You will be taken to 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. You do this at the bottom of the page:

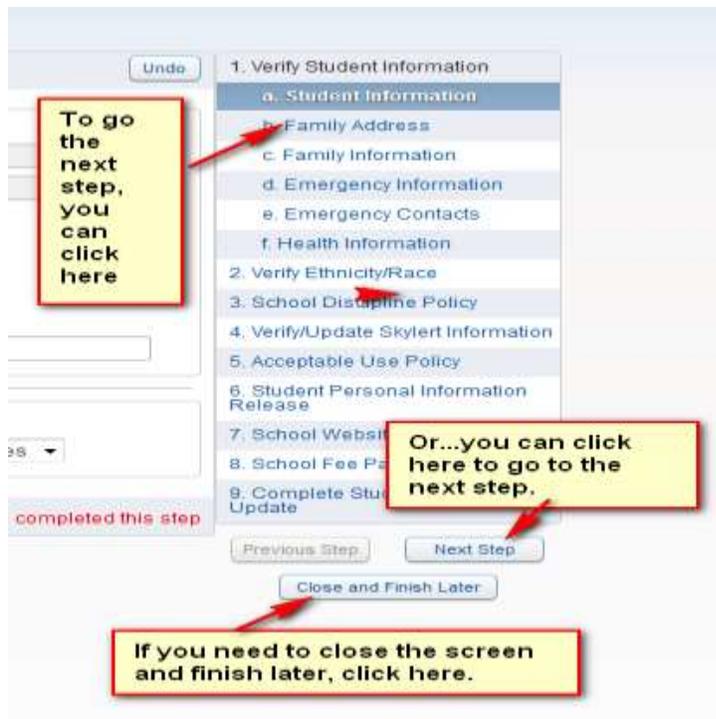


Complete Step 1a and move to Step 1b

### **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.

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



## FAMILY ADDRESS SCREEN:

Only make address changes, if you have moved to a new address from the address you see here. Address changes must be approved by the office. You will need to take "Proof of Residency" to the front office of your school. The "Address" is your mailing address unless you enter a different address in the "Mailing Address" information. **DO NOT enter the same address, as your physical address, for the "Mailing Address".**

Address Preview Address

Street Number:  Street Dir:  Street Name:

SUB:  #:  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

County:

Mailing Address

Street Number:  Street Dir:  Street Name:

SUB:  #:  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

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

**BE SURE TO COMPLETE THIS STEP**

### **FAMILY INFORMATION SCREEN:**

Home Language: English  Receive a Paper Copy of Report Card

Guardian Number 1  
Name: Mr. [redacted]  
Relationship: [redacted]  
Employer: [redacted]  
Home Email: [redacted]@aol.com

Primary Phone: (801) [redacted] Ext: [redacted]  
Work: (801) [redacted] Ext: [redacted]  
Cell: (801) [redacted] Ext: [redacted]

Guardian Number 2  
Name: Stacy [redacted]  
Relationship: [redacted]  
Employer: [redacted]  
Home Email: [redacted]@aol.com

Work: (801) [redacted] Ext: [redacted]  
Cell: (801) [redacted] Ext: [redacted]

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 Emergency/Race  
3. School Discipline Policy  
4. Verify/Update Student 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 HAVE COMPLETED THIS STEP**

### **EMERGENCY INFORMATION SCREEN:**

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

Emergency Contacts can only be added and changed by the primary family guardians.

Critical Alert Information

**If the nurse is aware of a critical health problem, you will see the alert here.**

Last Name, First

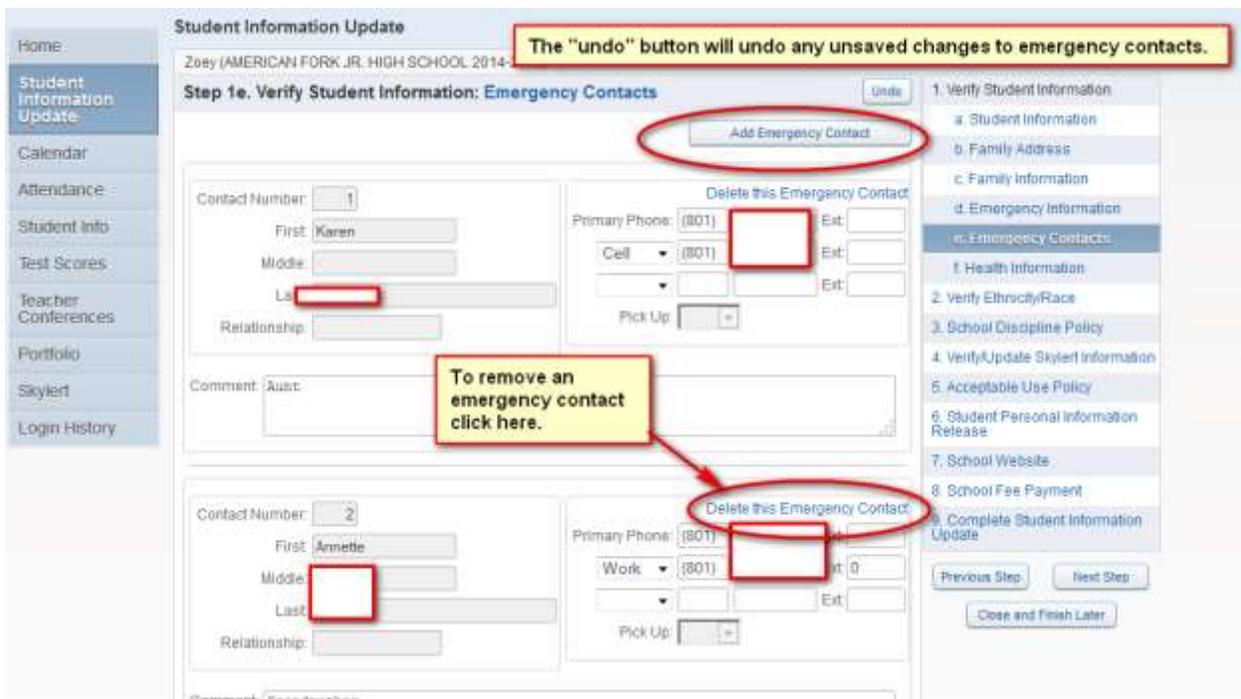
Physician: [redacted]  
Dentist: [redacted]  
Hospital: [redacted]  
Insurance: [redacted]  
Policy: [redacted]

Complete Step 1d and move to Step 1e

**BE SURE YOU HAVE COMPLETED THIS STEP**

**EMERGENCY CONTACTS SCREEN:**

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



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

primary family guardians.

Add Emergency Contact

Delete this Emergency Contact

Step 1e. Verify Student Information: Emergency Contacts

The screenshot shows the 'Add Emergency Contact' dialog box. The 'Contact Number' is set to 6. The 'Primary Phone' field is empty. The 'First' and 'Last' name fields are empty and marked with an asterisk (\*). The 'Relationship' and 'Comment' fields are also empty. A yellow callout box with a red border contains the text: 'Enter the correct information'. A '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' dialog box with suggestions. The 'First' field now contains 'Todd' and the 'Last' field contains 'SPENCER'. The 'Relationship' field is empty. The 'Comment' 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. A '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 screenshot shows a form for adding or editing an emergency contact. At the top, a blue button labeled "Delete this Emergency Contact" is circled in red. Below it are three rows of phone number input fields. The first row is labeled "Primary Phone:" and contains "(801)", a red-outlined empty box, and "Ext:". The second row is labeled "Cell" and contains "(801)", a red-outlined empty box, and "Ext:". The third row is empty and contains "Ext:". Below the phone fields is a "Pick Up:" dropdown menu with "Yes" selected.

BE SURE YOU HAVE COMPLETED THIS STEP

### HEALTH INFORMATION SCREEN:

The screenshot shows a web application 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, a navigation pane lists steps 1 through 9, with "1. Verify Student Information" expanded to show sub-steps a through f, where "f. Health Information" is selected. The main content area has several text input fields with yellow callout boxes: "Health Problems:" with "Enter health problems in this box.", "Allergy Notes:" with "Septrea" and "Enter allergy information here.", "Medication Notes:" with "If you student is on medication that the school should be aware of , enter that information here.", "Hospital Notes:", "Vision Notes:" with "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". A checkbox at the bottom left is 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".

Home

Student Information Update

CALENDAR

ATTENDANCE

Student Info

Test Scores

Teacher Communications

Portfolio

Skyward

Login History

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.

incerely,  
Alpine School District

Continue

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 Skyler Information

5. Acceptable Use Policy

6. Student Personal Information Release

7. School Website

8. School Fee Payment

9. Complete Student Information Update

I have completed this step

Previous Step Next Step

Check 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 [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 Zoey [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

3. What is Zoey [redacted] Tribal Affiliation?

▼ (Required if race is American Indian or Alaska Native)

Continue

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 Skyler Information

5. Acceptable Use Policy

6. Student Personal Information Release

7. School Website

8. School Fee Payment

9. Complete Student Information Update

I have completed this step

Previous Step Next Step

Check and Finish Later

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

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. Farr  
c. Fam  
d. Em  
e. Em  
f. Heat  
2. Verify Et  
3. School  
4. Verify Et

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 Information

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 checked="" 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. [redacted]  
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.**

**PARENTS MUST RE-SUBMIT NEW FORMS THIS YEAR THERE HAVE BEEN SOME CHANGES. 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 Skyler! 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 # [redacted]

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](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.

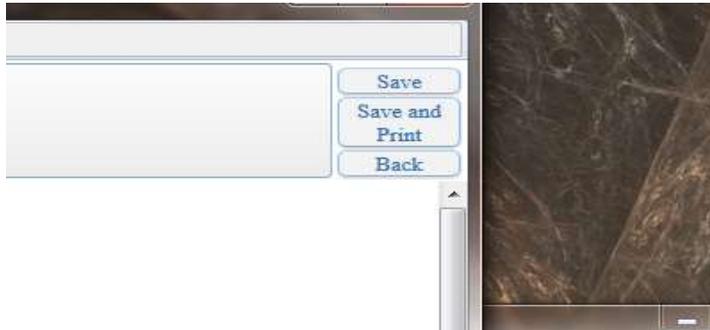
As the parent/guardian of the student,

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.

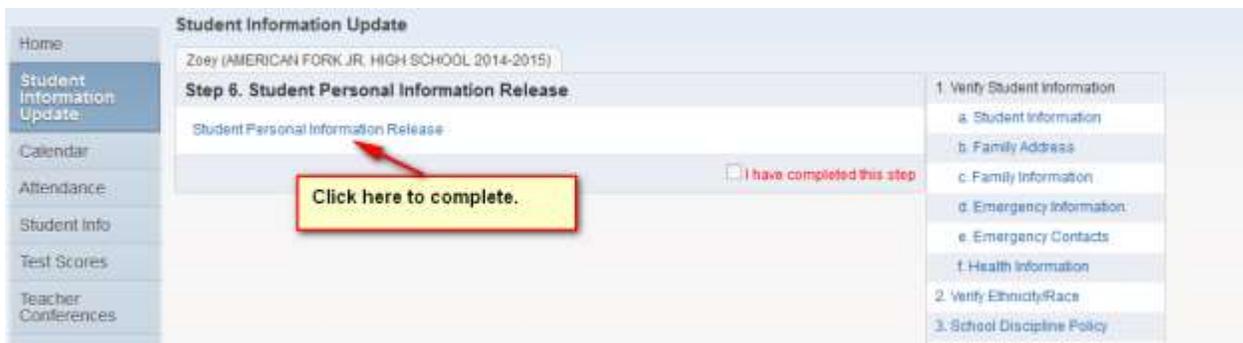
YOU CAN PRINT COPIES OF THIS APPROVAL. PLEASE **CLICK ON SAVE** BEFORE LEAVING THIS SCREEN.



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

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

PARENTS MUST RE-SUBMIT THIS FORM THIS YEAR. THERE HAVE BEEN SOME CHANGES. THIS RELEASE GIVES THE SCHOOL/DISTRICT 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

Grade:

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:

Parent/Legal Guardian Name

Relationship to child

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

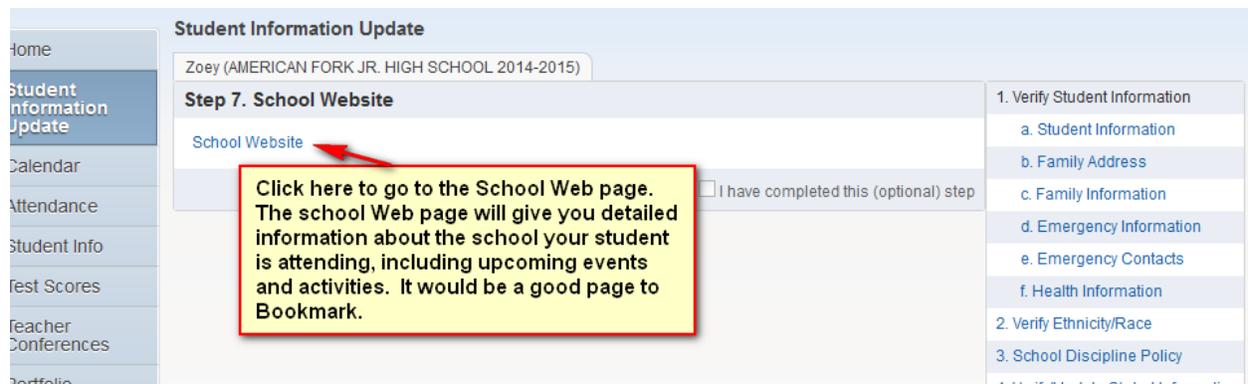
**Please Type in your name and your relationship to this child.**

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.

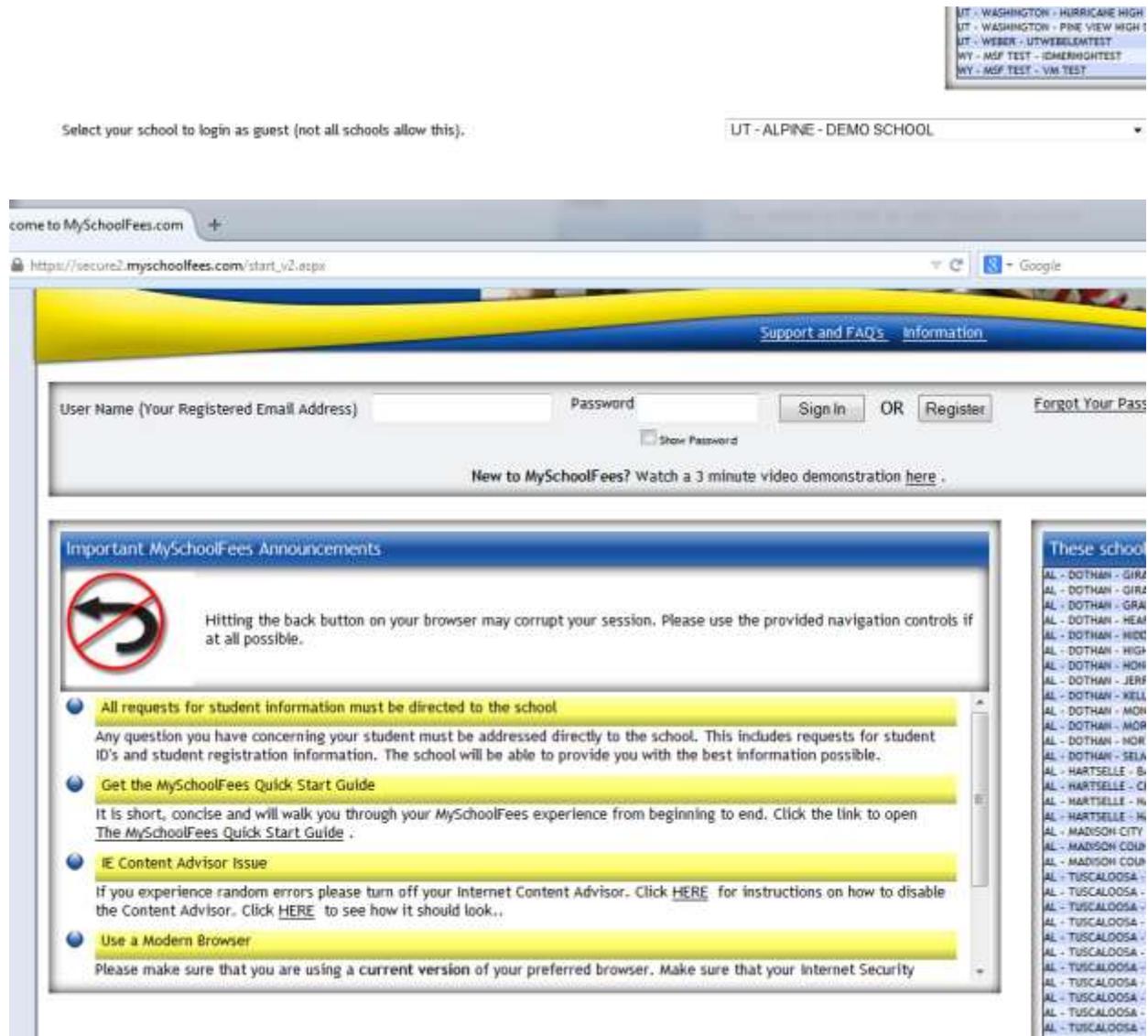


### SCHOOL FEE PAYMENT SCREEN:(SECONDARY schools only)

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.



IF YOU ARE NEW TO PAYING SCHOOL FEES ONLINE YOU CAN WATCH A VIDEO. YOU WILL NEED A LOGIN AND PASSWORD TO PAY FOR FEES ONLINE. AT THE BOTTOM RIGHT HAND CORNER OF THE PAGE, YOU WILL CHOOSE YOUR STUDENT'S SCHOOL.



CALL THE SCHOOL FINANCE SECRETARY, AT YOUR SCHOOL, IF YOU HAVE ANY QUESTIONS REGARDING THIS PAGE.

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

## 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

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



Alla (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.



**MyPaymentsPlus™**  
K12 eManagement Solution

secure solution

About | Benefits | Availability | FAQs | Testimonials

**Secure Sign In**

Email or Username:

Password:

forgot username or password?

**New customer?**

[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?

Step	Step Name	Status	Completion Date
Step 1)	Verify Student Information	not completed	
Step 2)	Verify Ethnicity/Race	Completed	07/31/2014 9:04am
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.**

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?

Step	Step Name	Status	Completion Date
Step 1)	Verify Student Information	Completed	07/31/2014 9:11am
Step 2)	Verify Ethnicity/Race	Completed	07/31/2014 9:04am
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.

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 .

SKYWARD

Family Access

All Students

Eliza

Emm

Maya

Click here to choose the student you wish to update.

Home

Student Information Update

Arena Scheduling

Calendar

Student Information

school year is now

Go to Student Info

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\*\*\*