

Reviewing and Updating Skyward Family Access

Family and Student Information

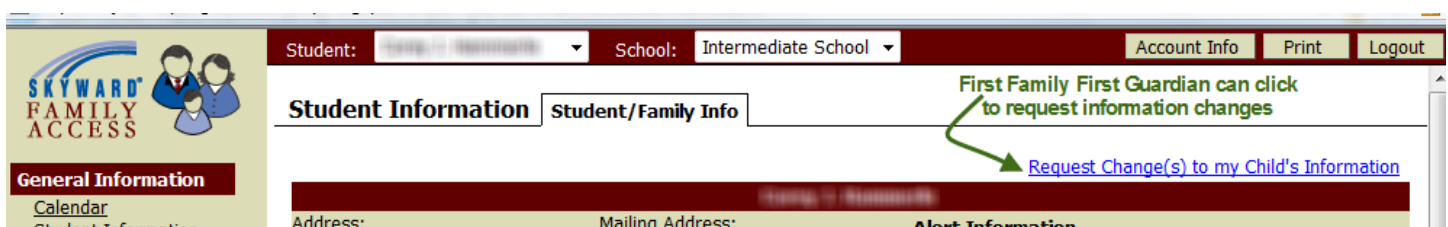
We have listened to requests to reduce the quantity of paper and the amount of writing involved in Student First Day Packets. To that end, it is extremely important that families review the Student and Family Information that is recorded in our database and viewable/updatable from **Skyward Family Access**. Note that only the first guardian of the first family (known as Primary Guardian in Skyward) as recorded in our **Skyward Student** database has the ability to make changes to this information. **Address changes CANNOT be made online and MUST be made in person at your child's school with appropriate proof of residency.**

Please note that there are 3 types of changes that you can make/request in **Skyward Family Access**:

1. **Direct Immediate Changes** – this type of change is limited to certain family-related phone numbers and e-mail addresses. When making changes to these numbers and addresses, the data is immediately recorded in the **Skyward Student** database. (When making the change on the **Student/Family Info** screen, the change is not ported to **Skylert**, the automated parent contact system, until overnight. Immediate changes to phone numbers can be made in the **Skylert** portion of **Skyward Family Access**.)
2. **Pseudo Changes** – this type of change occurs with the following information: birthday, birth country, birth state, language, race, gender, physician, and dentist. You may change or overwrite the correct information directly in the field in question. Once the information is submitted, the school office will review and approve the change. While in the pending state, a red message will appear.
3. **Pseudo Changes Written in a Comment Box** – changes made to emergency contacts – name (legal name, NOT nickname) and phone numbers must be written in a Comment Box provided on-screen below the information to be changed. The school office will review and make the requested changes. Please include the contact's address to assist us with the change.

Editing Family and Student Information

Log in to **Skyward Family Access** through www.spring-ford.net | **Community** | **Skyward Family Access**. Once logged in, click on **Student Information** on the **General Information** menu on the left navigation bar. Your **Student Information** will display. If you desire to make changes, click on **Request Change(s) to my Child's Information** on the right of the screen.



Change Buttons

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

Request Change(s) - Student Information		View History	Back
Student Name: <input type="text"/>	Home Phone: (610) 948- <input type="text"/> *(484) 948- <input type="text"/>	Birthday: 08/ <input type="text"/> / <input type="text"/> 19 <input type="text"/>	Request Changes to Student Information
Language: English	Race: WHITE	Birth County: <input type="text"/>	Undo Request Changes to Student Information
Gender: Male	Student School Email: <input type="text"/>	Birth State: PA	
Student Home Email: <input type="text"/>	Click this button to make or request changes to "Student Information".		

* Indicates Change(s) to Student Information that are pending approval

Request Change(s) - Primary Family Information		View History	Request Changes to Family Information
Guardian Number: 1	Name: <input type="text"/>	Primary Phone: (610) 948- <input type="text"/>	Request Changes to Family Information
Home Email: <input type="text"/>	family@verizon.net	Work: (610) 948- <input type="text"/>	
Guardian Number: 2	Name: <input type="text"/>	Cellular: (610) 416- <input type="text"/>	
Home Email: <input type="text"/>	family@verizon.net	Work: (610) <input type="text"/>	
		Cellular: (610) 416- <input type="text"/>	
Click this button to make or request changes to "Family Information".			

Note: When selecting your **Physician** or **Dentist**, start typing the last name of the professional....a list of existing professionals will appear. Please make your choice from the list.

Request Change(s) - Alert/Emergency Information		View History	Request Changes to Alert Information
Physician: Penn Care Kids	Dentist: <input type="text"/>	Click this button to change Physician or Dentist.	

Request Change(s) - Emergency Contacts		View History	Request Changes to Emergency Contacts
Contact Number: 1	Name: <input type="text"/>	Primary Phone: (610) 948- <input type="text"/>	Request Changes to Emergency Contacts
Comment: Click this button to change information about Emergency Contacts.		Work: (610) <input type="text"/>	
		Cellular: (610) 416- <input type="text"/>	Change Order of Emergency Contacts
Contact Number: 2	Name: <input type="text"/>	Primary Phone: (610) 948- <input type="text"/>	
		Work: (610) 948- <input type="text"/>	
Comment: When reaching Dad call his work number first		Cellular: (610) 416- <input type="text"/>	
Contact Number: 3	Name: <input type="text"/>	Primary Phone: (610) 948- <input type="text"/>	
		Second Phone: <input type="text"/>	
Comment:		Cellular: (484) 716- <input type="text"/>	
Contact Number: 4	Name: <input type="text"/>	Primary Phone: (610) 948- <input type="text"/>	
		Second Phone: <input type="text"/>	
Comment:		Cellular: (610) 416- <input type="text"/>	

Requesting Changes to Student Information

On this screen, you may type directly in the fields to be changed. Be sure to click **Save** when you are finished.

Home Page | Request Change(s) to my Child's Information

Student Information [View History](#)

Student Name: [Redacted]
Home Phone: **(610) 948-** [Redacted] Birthday: 08/ /19 [Redacted]
*(484) 948-[Redacted]
Language: **English** Birth County: [Redacted]
Race: **WHITE** Birth State: **PA**
Gender: **Male** Birth Country: **USA**
Student School Email: [Redacted]
Student Home Email: [Redacted]

* Indicates Change(s) to Student Information that are pending approval

Back
Request Changes to Student Information
Undo
Request Changes to Student Information

Entity: 024 - 0 - 04.09.06.00.00 - Windows Internet Explorer

https://skyward.spring-ford.net/scripts/cgiip.exe/WService=wsStu/sfamaedit004.w?isPopup=true

Home Page | Request Change(s) to my Child's Information | Request Change(s) to Student Information [Click when done.](#)

Student Information

First: [Redacted] Birth County: [Redacted]
Middle: [Redacted] Birth State: PA PENNSYLVANIA
Last: [Redacted] Birth Country: USA
Home Phone: **484** **948-** [Redacted] Ext: [Redacted]
Student School Email: [Redacted]
Student Home Email: [Redacted]
Language: English
Race: WHITE
Gender: Male
Birthday: 08/ /19

Save
Cancel

When clicking "Request Changes to Student Information", a new window appears where you can make/request changes.
Type the change directly in the box for the field to be changed.

Requesting Changes to Family Information

On this screen, you may type directly in the fields to be changed. Be sure to click **Save** when you are finished.

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

Guardian Number: **1** Primary Phone: **(610) 948-**
Name: [Redacted] Work: **(610) 948-**
Home Email: [Redacted] **family@verizon.net** Cellular: **(610) 416-**

Guardian Number: **2** Work: **(610)**
Name: [Redacted] Cellular: **(610) 416-**
Home Email: [Redacted] **family@verizon.net**

Entity: 024 - 0 - 04.09.06.00.00 - Windows Internet Explorer
https://skyward.spring-ford.net/scripts/cgiip.exe/WService=wsStu/sfamaedit013.w?isPopup=true

Home Page | Request Change(s) to my Child's Information | Request Change(s) to Family Information **Click when done.**

Primary Family Information **Save**
Cancel

Guardian Number: **1** Primary Phone: **610** 948- Ext: [Redacted]
First: [Redacted] Work (610) 948- Ext: [Redacted]
Middle: [Redacted] Cellular (610) 416- Ext: [Redacted]
Last: [Redacted] Home Email: [Redacted] family@verizon.net

Guardian Number: **2** Work (610) Ext: [Redacted]
First: [Redacted] Cellular (610) Ext: [Redacted]
Middle: [Redacted] Home Email: [Redacted] family@verizon.net
Last: [Redacted]

When clicking "Request Changes to Family Information", a new window appears where you can make/request changes. Type the change directly in the box for the field to be changed.

Requesting Changes to Emergency Contacts

On this screen, you must request your changes by using the **Comment** field. Be sure to include the address and phone number with area code. Place information for each contact in the **Comment** field directly below that contact's information. Be sure to click **Save** when you are finished.

The screenshot displays a web browser window with the URL <https://skyward.spring-ford.net/scripts/cgiip.exe/WService=wsStu/sfamaedit002.w?isPopup=true>. The page title is "Emergency Contacts" and it includes a "View History" link. The interface shows three emergency contact entries:

- Contact 1:** Contact Number: 1. Name: [Redacted]. Primary Phone: (610) [Redacted]. Work: (610) [Redacted]. Cellular: (610) [Redacted]. Comment: [Redacted].
- Contact 2:** Contact Number: 2. Name: [Redacted]. Primary Phone: (610) 948- [Redacted]. Work: (610) 948- [Redacted]. Cellular: (610) 416- [Redacted]. Comment: "When reaching Dad call his work number first".
- Contact 3:** Contact Number: 3. Name: [Redacted]. Primary Phone: (610) 948- [Redacted]. Work: () [Redacted]. Cellular: (484) 716- [Redacted]. Comment: "Use each Comment Box only for the information regarding the contact directly above. Be specific and clear about what you are requesting. Be sure to include the Contact's address and phone number with area code."

Navigation buttons include "Request Changes to Emergency Contacts", "Change Order of Emergency", "Save" (highlighted with a green box), and "Cancel". A "Click when done." prompt is visible at the top right of the page content.