<u>Updating Family & Medical Information in Skyward Family Access</u>

Following are instructions to complete the 2021-22 Student Information Update for your children. You must use an internet browser and <u>not a mobile app</u> to complete this update.

1. Log into Skyward Family Access by visiting the district website at www.gvsd.org and selecting the icon present beneath the picture banner as circled below.
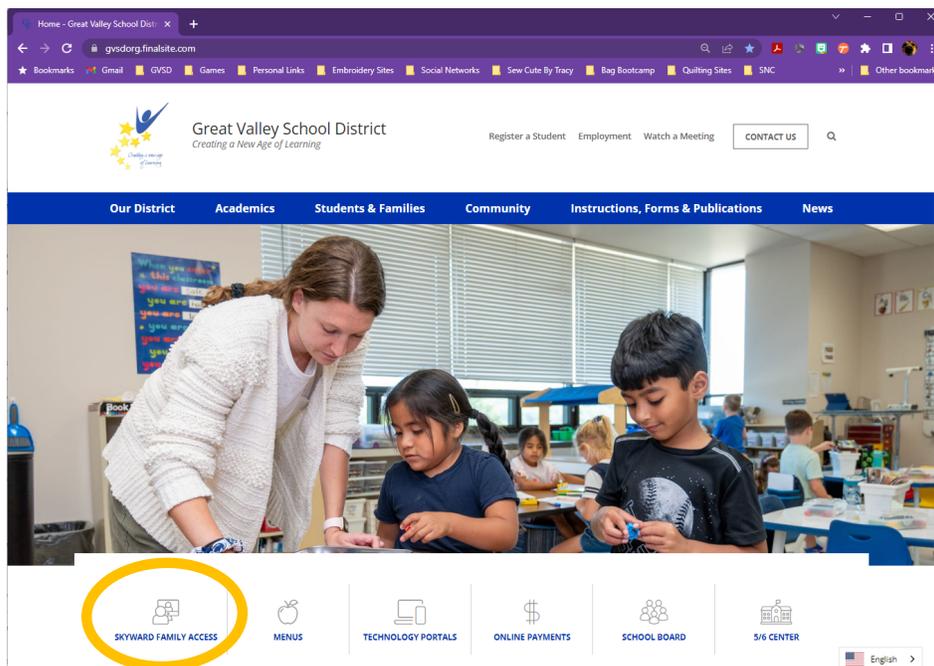
   If you cannot remember your login or password, click the "Forgot your Login/Password" link on the sign-in page and use the email address we have on record for you to reset your account.

2. Select the applicable link to complete the 2023-24 Student Information Update for all your children. An individual update is required for <u>each</u> student.
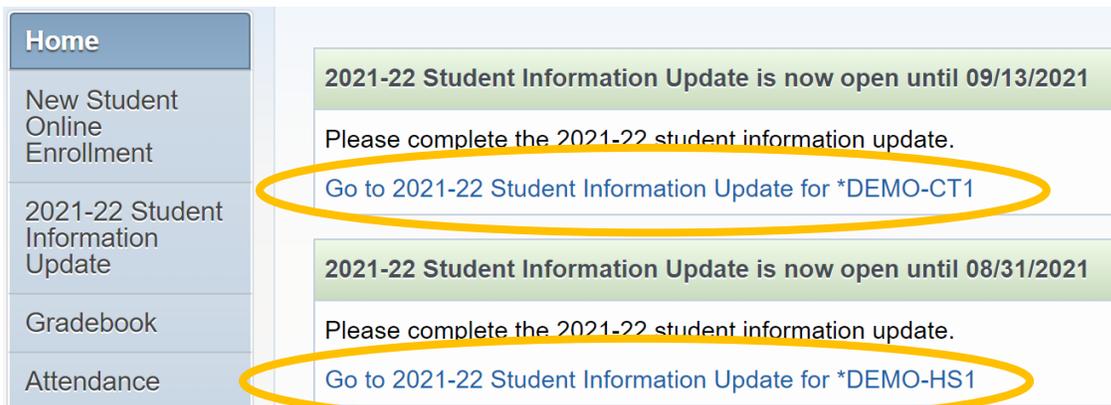
3. Complete the requested information shown below before clicking the completion button at the bottom of the screen.

   Only parents of high school students will see a section titled "Allow Publication of Student's Name for:".
   - The "Military Use" and "Higher Ed Use" questions give GVSD permission to provide student information to military recruiters and/or institutions of higher education respectively.

4. Review your family address. If it needs to be updated, you must contact the school directly to request the change and provide the necessary documentation. If you have more than one student, you only need to contact one of the schools to update your address for all your children.

   Note: A mailing address is only needed if it differs from your physical address.

   When finished, select the completion button at the bottom of the screen to proceed.

5. Complete the remaining screens using the completion button at the bottom of each screen to advance to the next one. The menu on the right side of the page tracks your progress. You may always choose to save your work for completion at a later time by selecting the "Close and Finish Later" button.

6. The final step will display a summary of each step within the update. If a step is marked as "not completed" it will be missing a green check mark next to it on the right side of the page. Complete that step by clicking the link and entering the missing information. To formally close the step, you must remember to select the completion button at the bottom of the screen.

7. Once all the steps are marked as "Completed," select the button labelled "Submit 2023-2024 Student Information Update" to submit your changes. A confirmation screen will appear and you will receive an email to acknowledge that your update is complete.

For questions or to make a change to your home address, you may contact the schools at these phone numbers:

Charlestown Elementary School	(610) 935-1555
General Wayne Elementary School	(610) 647-6651
K.D. Markley Elementary School	(610) 644-1790
Sugartown Elementary School	(610) 699-1500
Great Valley Middle School	(610) 644-6440
Great Valley High School	(610) 889-1900