

## ANNUAL VERIFICATION & ACKNOWLEDGEMENT

### – FREQUENTLY ASKED QUESTIONS –

#### **Why are we asked to complete Online Annual Verification and Acknowledgement?**

SKSD uses Skyward Family Access to better manage and to gather, track and maintain the most accurate student data effectively.

This process allows us to achieve:

- Accuracy of vital student information, including emergency contacts
- Gathering any changes to students' health and medical information
- Decreasing the amount of time school staff spends on organizing and collecting paper forms and increasing the time school staff is able to directly support families

#### **How do I access Annual Verification and Acknowledgement?**

Annual Verification and Acknowledgement is available to families of current students via Skyward Family Access. Upon logging in, select *Annual Verification and Acknowledgement* from the menu. This process will allow you to review and update your contact information, emergency contact details and your student information via multiple screens. Make sure that you complete the process for all your students. Please note that, at this time, only primary families have access to this process. Parents/guardians in secondary households may contact their student's school to verify and update information.

#### **Can I complete Annual Verification and Acknowledgement on my mobile device?**

Yes, although it is easier to navigate using a computer. Just login to your Family Access account through your web browser – the process is not supported through the mobile application.

#### **What if I forgot my Family Access Login ID and/or password?**

You are able to reset your own password using [these instructions](#).

#### **Can I use the same login and password to complete the process for all of my children?**

Yes. After you have logged into Family access and selected the Annual Verification and Acknowledgement option, you will see all of your students enrolled in the South Kitsap School District. If you do not see all of your students, please reach out to your student's school. Remember to use your own login information and not your students – students have different access than parents.

#### **Do both parents/guardians need to complete the process?**

No. Only one parent/guardian will need to complete the process for all students. Please note that, at this time, only primary families have access to this process. Parents/guardians in secondary households may contact their student's school to verify and update information.

#### **Who should I contact if I have questions?**

If you have questions about your account or trouble completing the process, please contact the main office at your student's school.

**Can I log out and start the process again when I have more time?**

Yes, you can! You are able to resume the process upon logging back into Family Access and selecting your student from the Annual Verification and Acknowledgement menu.

**What information can I update for my student?**

You will be able to update the following information for all students:

- Permissions for SKSD including photo/video participation and directory information for military recruiters and other outside entities.
- Parent/Guardian contact information
- Emergency Contacts
- Military Family Status
- Health History, Conditions, and Medications
- Oral and Written Communication Language for each parent/guardian with the same address

You will not be able to edit the student's home address, primary phone number, and some other student demographic details indicated by a greyed-out field. To update uneditable information. Please reach out to the main office at your student's school for assistance with these types of changes.

**What information will I not be able to update for my student?**

You must contact the main office at your student's school to change these areas:

- Student Name
- Student Date of Birth
- Gender
- Home and Mailing Address
- Parent/Guardian names

**How do I know that the process is complete?**

A confirmation email will be sent to you when you submit the Annual Verification and Acknowledgement process for your student(s).

