A Detailed Guide to Using Skyward Family Access

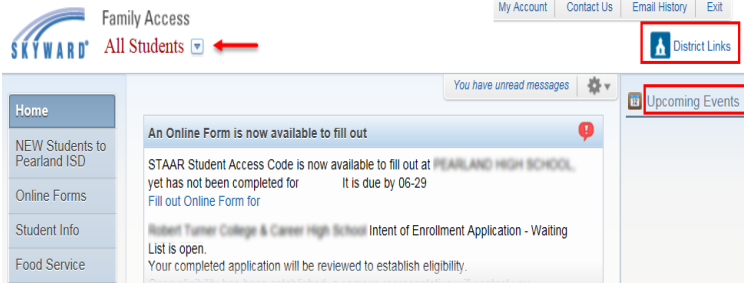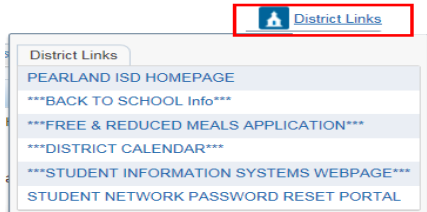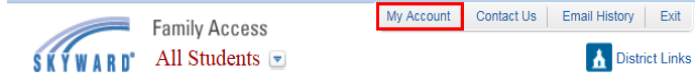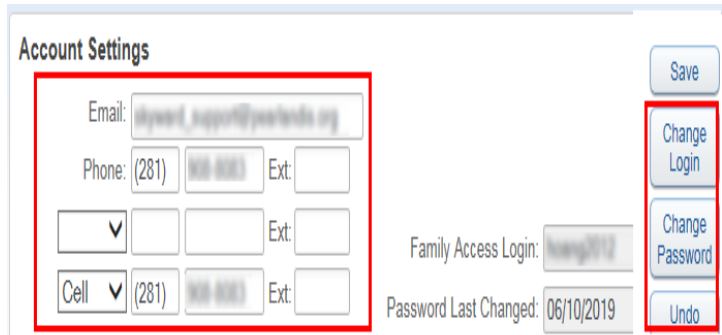Skyward provides online information for Parent/Guardians regarding grades, attendance, fees, schedules and much more. Students may use Student Access to check their assignments and grades. Please see the below information to navigate Skyward Family Access.

Go to the Pearland ISD website at www.pearlandisd.org Click on the Skyward logo located top right of Homepage	
Enter your Skyward Family Access Login ID Name and Password	
Skyward defaults to open to the Homepage which includes Messages, Upcoming Events and District Links Choose to view for All Students or from the drop down menu select individual students	
District Links will navigate to the District's Webpage for additional information	
Click on My Account to update contact information	
Update Email address and Phone numbers Change Login and Password NOTE: Addresses cannot be edited or changed from Family Access. Parent/Guardian MUST meet with the Campus Registrar and provide documentation	

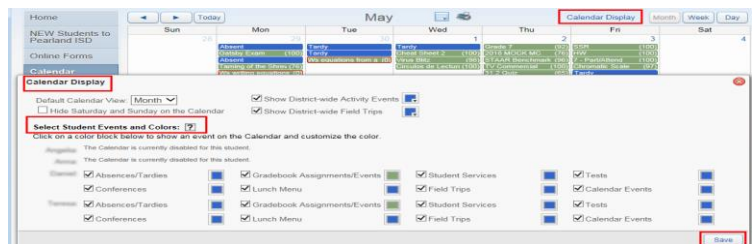|	
Email Notifications for attendance and grades can be set up by the Parent/Guardian Click on the Save tab to save all changes	**Email Notifications** ☑ Receive Daily Attendance Notifications for my student(s) by ◉ Email ○ Wall Message ○ Email and Wall Message ☑ Receive Grading Emails for my student(s) ? Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used): Low: 50.00 High: 100.00 for ☑ Receive Progress Report Emails for my student(s) ○ Daily ○ Weekly (every Saturday) ◉ Monthly (1st of each month) [Save] [Change Login] [Change Password] [Undo]
Tabs located on the left will take you to specific areas in Family Access. See detailed information below: **NEW Student to Pearland ISD** - Parent/Guardians can complete the NEW Student Online enrollment forms for a NEW student to the District **Online Forms** - Miscellaneous online forms will be located in this area. Examples include STAAR Access Code, TCCHS Intent of Enrollment and Parking Payments for High School Campuses, etc	Home NEW Students to Pearland ISD Online Forms Calendar Gradebook Attendance Student Info Food Service Schedule Fee Management Student Services Graduation Requirements Endorsements Report Cards/Transcripts Health Info Login History
Calendar - Can be displayed with all students listed or by individual student. Also, Calendar Display options can be changed to meet your needs	
- Click on an assignment within the calendar and a detailed assignment window will appear. From this screen, Parent/Guardians can select to email the Teacher, Show Assignment Details or Export to Personal Calendar	
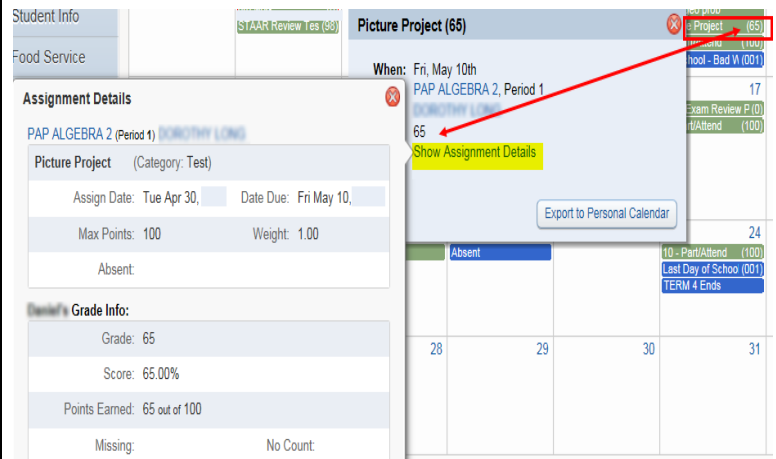
Gradebook - Missing Assignments will be listed in Red at the top of the screen. Click the *(Show All)* link, next to the Missing Assignments to view all assignments coded as missing - Parent/Guardians can then drill down on specific Assignments to gather more details, if needed	
Class Grades - Click the Display Option drop down menu to make selection on how information is displayed - The highlighted column represents the current grading period. Click on the Grade listed in the yellow to view the breakdown of the assignment and grades from that grading period. Progress Report (P) grades are only a "snapshot" of what the student was earning on a specific timeframe	
Attendance - When display is set to All students, Parent/Guardians will see attendance for ALL - Attendance is shown for the current day at the top of the page - Current Term and year to date attendance is shown for each student - Charts – Either View Charts by Period, Day or Hide Charts	

Student Information • Phone number, address and Campus information is displayed in this location • Click on View Student's Family to see Parent/Guardian address, phone number and email address. Note: No changes can be made from this location • See below information about Requesting Changes	
Request Changes for Student • Student Information – allows changes to Phone number • Family Address – Viewing only. To make any changes to the address, Parent/Guardian must bring the appropriate documentation to the Campus Registrar • Family Information – allows changes to Home Email and Phone numbers • Emergency Contacts – Update Relationship, change Phone numbers and Delete Emergency Contact information • Change Emergency Contact Order – allows Parent/Guardians to change the order of Emergency Contacts • Add Emergency Contact – allows Parent/Guardians to add up to 4 Emergency Contacts • View History – shows any changes made to Student Information • View Unread Denials – shows request that were denied	
Food Service • When display is set to All students; all of the student's Current Account Balances will be displayed • Clicking on the "Parent Online" link will take you to the site where you can manage your student's cafeteria account. Here the Parent/Guardian can make payments, view purchase history, receive low balance alerts and view school menus	

Schedule • The top left of the screen indicates the current location of the student at the time you are logged in • Option to print Student's schedule • Current Grading Term is highlighted in yellow • Course Requests for Next Year may also be displayed if that particular campus has allowed	
Fee Management • Any unpaid Balance will be reported at the top • User can view fees, payments, totals and make a payment • Instructions to make a payment online please click here	
Student Services • IEP Details are available by clicking View in Details column	
Graduation Requirements • Indicates a Student's progress upon earning credits necessary to graduate	

Endorsements	
- On the Endorsement page, Declared and Achieved Endorsements are listed - Signature of student is listed - Check the progress on any Endorsement and Option - View Graduation Requirement Detail - View Class Breakdown - View Requirements	**Endorsements** **Declared** / **Achieved** Declared: Endorsement — Option: STEM — Option E3: Math & Science. *Student Signature is Required.* Achieved: No Achieved Endorsements **Check Progress on any Endorsement** Endorsement: STEM — Option: Option E3: Math & Science (Details) Option Status: Not Met Credit Status: 1.000 of 6.000 Grad Req Status: Not Complete Grad Req Remaining: 16.500 Notes: All Requirements not met: Chemistry (No Requirement Clusters met.) Physics (No Requirement Clusters met.) and Additional Credits (No Requirement Clusters met.) Student Must Complete Grad Plan To Receive Endorsement. ▸ Graduation Requirement Detail ▸ Class breakdown for Option E3: Math & Science Option ▾ Requirements ▾ Algebra II - Met (Details) Credits Completed: 1.000 of 1.000 Advanced Credits Completed: 0.000 of 0.000 Notes: All Algebra II requirements have been met. Year / Gr / Class / Credits / Used Credits / Advanced Credits / Notes: 2019 / 09 / PAP ALGEBRA 2 / 0.500 / 0.500 / 0.000 / 0.500 earned credits used. 2019 / 09 / PAP ALGEBRA 2 / 0.500 / 0.500 / 0.000 / 0.500 earned credits used. 2020 / 09 / PAP PRE-CALCULUS / 0.000 / 0.000 / 0.000 / Class has no earned credits. 2020 / 09 / PAP PRE-CALCULUS / 0.000 / 0.000 / 0.000 / Class has no earned credits. Student Must Complete At Least 1 Cluster Requirement
Report Cards/Transcripts - Attachments	
- Current and past Report Cards can be viewed - Attendance Letters are saved in this location - Utility Bill for Address Verification can be saved in this location - High School Students can also view a copy of their unofficial transcript	**Report Cards/Transcripts - Attachments** Description / eSigned / Type / Created: ~Unofficial Transcript~ / N/A / Transcript / Mon Jun 10, 2019 3:47pm 2019 Final Report Card PHS / No / Report Card / Tue Jun 4, 2019 12:39pm 014 Tardy / N/A / Attendance Letter / Mon May 20, 2019 12:00am Utility Bill / N/A / Utility Bill / Sat Jul 21, 2018 8:41pm 2018 Final Report Card JHW / Yes / Report Card / Wed Jun 6, 2018 1:43pm 2017 Final Report Card PJHW / No / Report Card / Fri Jun 2, 2017 3:28pm 2016 Final Report Card SAB / No / Report Card / Thu Jun 9, 2016 1:39pm 2015 Final Report Card SAB / N/A / Report Card / Tue Jun 9, 2015 3:43pm Final 2014 BCE Report Card / N/A / Report Card / Sat Jun 7, 2014 9:30am
Health Information	
Health conditions and vaccinations will be displayed by choosing the appropriate Display Options	**Health Information** Display Options — *Vaccinations* Illness Waiver/Dose ** Student has had an illness that may be considered a Dose or Waiver Show Health Conditions Show Vaccinations Vacc / / Date 1 / Date 2 / Date 3 / Date 4 / Date 5 / Date 6 Dip, T... Required / 02/13/2004 / 04/13/2004 / 06/10/2004 / 06/17/2005 / 04/05/2008 / 01/29/2015 Polio / State Required / 02/13/2004 / 04/13/2004 / 06/17/2005 / 04/05/2008 Hepatitis B / State Required / 12/16/2003 / 02/13/2004 / 06/10/2004 / 11/25/2009

Login History • Displays the dates and times you have logged into Skyward Family Access • Click the View link to see what areas were viewed	**Login History** 	Date	Time	IP Address	Product	Areas Viewed
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Tue Jun 11	2:26am		Family Access	View Areas
Mon Jun 10	7:18pm		Family Access	View Areas
Sat Apr 27	11:51pm		Family Access	View Areas	
Other • Other options are available from the Homescreen – Skyward Messages setttings • *Contact Us* allows you to email Attendance Clerk, Bookkeeper, Nurse and Registrar • *Email History* will show a history of emails sent by you using Skyward Family Access • *Exit* to log off of Skyward	**Family Access** All Students My Account Contact Us Email History Exit District Links You have unread messages Home Settings Show All Hidden Messages Reset All Hidden Messages to Unhidden My Account	Contact Us	Email History	Exit District Links My Account	Contact Us	Email History	Exit District Links My Account	Contact Us	Email History	Exit District Links