



Using Skyward Family Access

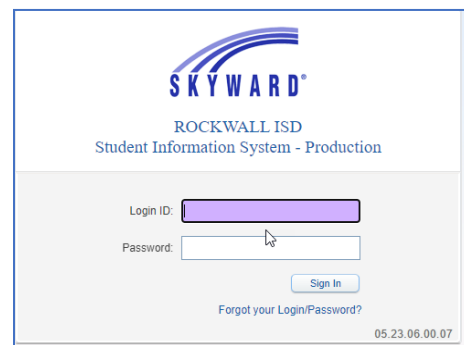
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Both students and parents/guardians can use Skyward Family Access to view grades, attendance, schedules, health information and report cards/progress reports. Parents and guardians can also use Skyward Family Access to complete Back-to-School Online Forms and submit absences online.

Logging In to Skyward Family Access:

1. Go to www.rockwallisd.com
2. Find the Skyward Icon on the main home page.
3. You can also save this link as a bookmark:
<https://skystu.rockwallisd.org/scripts/wsisa.dll/WService=wsEApplus/seplog01.w>
4. Login
5. If you have forgotten your login or password, click on the "Forgot Your Login/Password" link at the bottom of the screen.
 - a. If your email address is in Skyward, you will receive an email with the information you need. If you don't receive an email with login information or need assistance, contact your campus.
6. Your Login ID: 1st 5 letters of last name + 1st 3 letters of first name + 000.
 - a. Example - Justin Franks: frankjus000
 - b. It is possible that your Login ID may end in 001, 002, etc., depending on the number of users with that ID
 - c. If your first or last name is shorter than the login requirements, add an underscore (_) for each letter. Example - Jo Lupe: lupe_jo_000



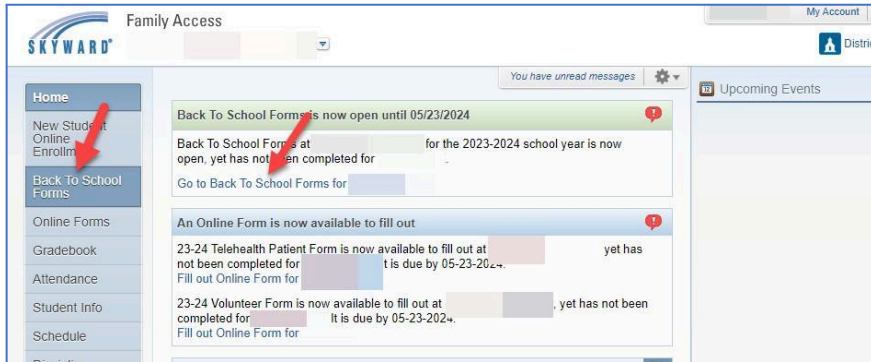
Online Back to School Forms

You will need to complete the Online Back to School Forms for each student at the beginning of every school year.

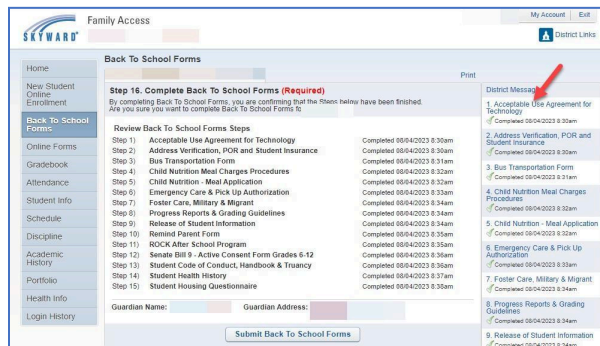
1. If you have more than one student in the district, you can click on the dropdown arrow to toggle between students.



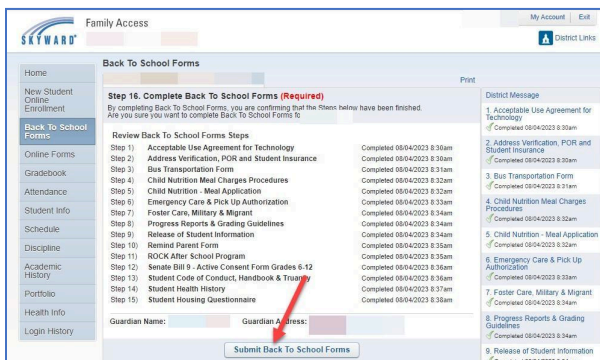
- On the left-hand side of the screen, click on **Back to School Forms**, then click on **Go to Back to School Forms**.



- You will need to complete each form. (1-15)

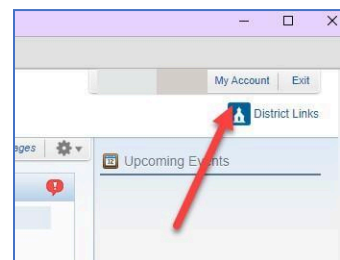


- **Very Important**** After you have completed all of the forms, be sure you click on **Submit Back to School Forms**. This will mark your student as completed in Skyward.



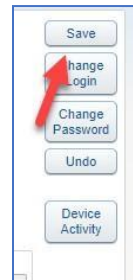
Opting in/out of Email Notifications (Attendance/Grading/Progress Reports)

- In the right-hand corner, click on **My Account**.



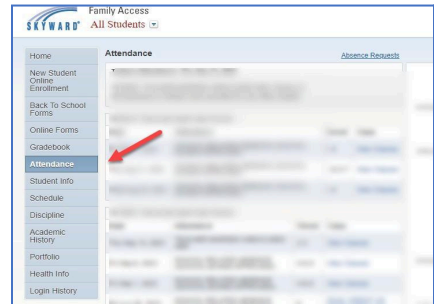
- In the section labeled **Email Notifications**, you can choose how often and in what ways do you want to be notified of attendance notifications, grading emails, progress report emails and health office visit notifications.

- Be sure to hit **Save** after making any changes to the screen. You also have the options to update your Skyward login and password in the **Account** screen

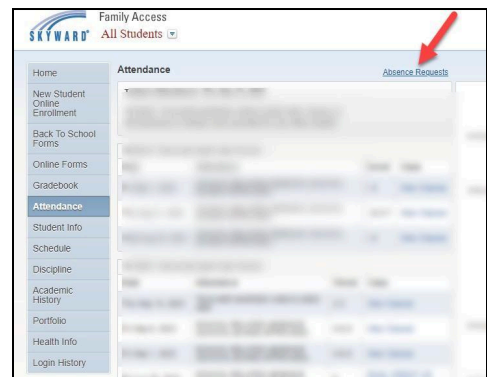


How to View Attendance and Send an Absences Note or Early Release Request

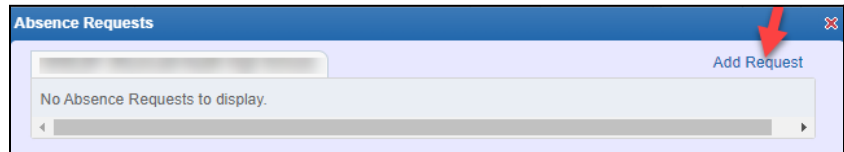
1. Click on the **Attendance** tab. In this area, you will be able to view all of your student's attendance.



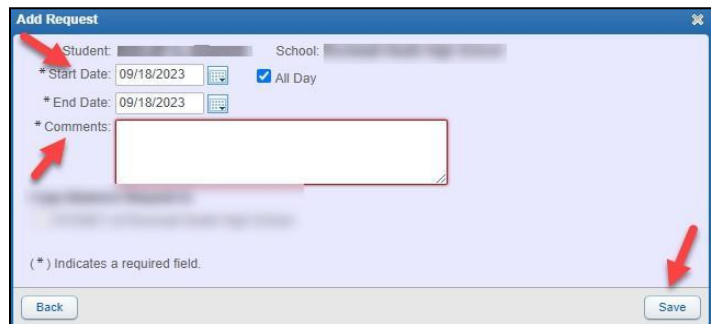
2. You will be able to enter an Absence Request or Early Release Request that will be sent directly to the attendance office at your student's school. Click on **Absence Requests** in the top right corner.



3. Click on **Add Request**.

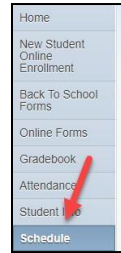


4. Enter **Date** and **Comments**. Click **Save**.

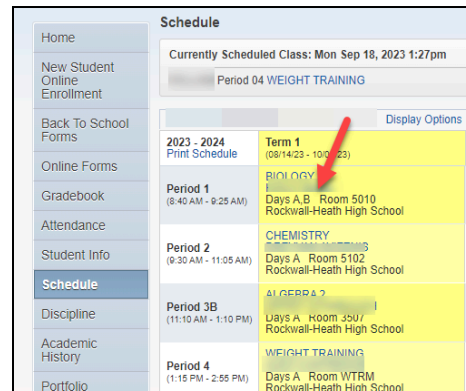


Student Schedules

1. On the left-hand side of the screen, click on **Schedule**.

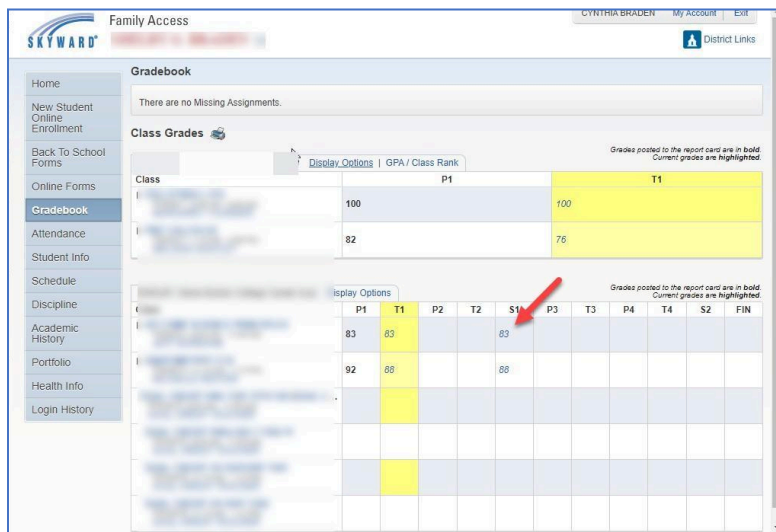


2. Once you are in the schedule screen, you have the ability to click on the teacher's name to send a direct email.



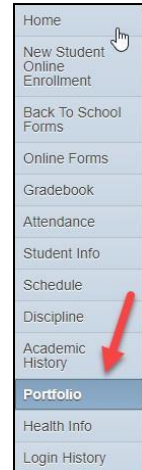
Gradebook

1. On the left-hand side, click on **Gradebook**.
2. You can click on each grade to view the assignments.



Viewing Progress Reports and Report Cards

1. On the left-hand side of your screen, click on **Portfolio**



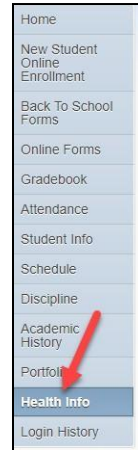
2. Once you are in the Portfolio tab, you can click on any of the blue links to view that progress report or report card.

The screenshot shows the Skyward Family Access interface. At the top, it says 'Family Access' and 'All Students'. On the left is a navigation menu with 'Portfolio' selected. The main area is titled 'Portfolio - Attachments' and contains a table with the following data:

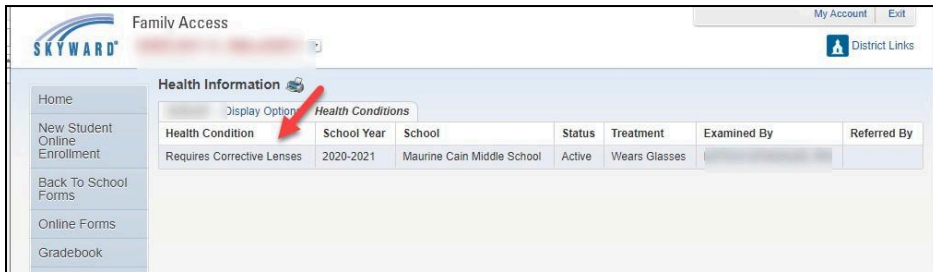
Description	Type	Created
Progress Reports P1-A	Report Card	Fri Sep 8, 2023 4:46pm
22-23 3-6 Report Card	Report Card	Thu May 25, 2023 12:56pm
23-24 POR	23-24 POR	Tue May 9, 2023 1:25am
T4 Progress Report	Report Card	Thu Apr 6, 2023 8:56am
Report Card T3	Report Card	Tue Mar 21, 2023 7:52am
Progress report 3b	Report Card	Thu Feb 16, 2023 8:46am
Progress report 3a	Report Card	Mon Jan 30, 2023 7:29am
22-23 Report Card T2	Report Card	Wed Jan 11, 2023 1:39pm
PROGRESS REPORT -2b	Report Card	Fri Dec 9, 2022 8:37am
22-23 Progress Report-2a	Report Card	Fri Nov 11, 2022 2:04pm
22-23- Grading Period-Report Card T1	Report Card	Fri Oct 21, 2022 8:40am
Progress Report- P2	Report Card	Fri Sep 30, 2022 1:09pm
PROGRESS REPORT - P1	Report Card	Fri Sep 9, 2022 9:27am

Viewing Health Information

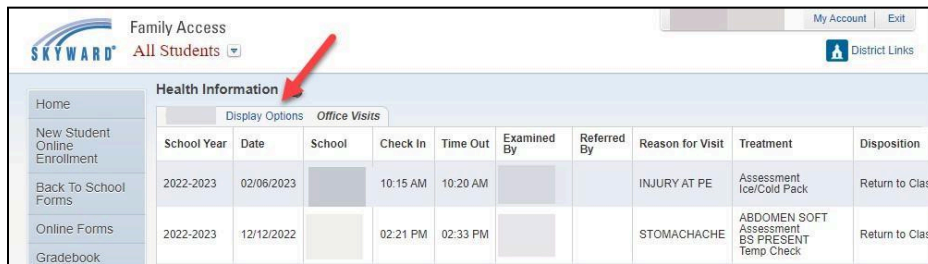
1. On the left-hand side of the screen, click on **Health Info**.



2. On this screen, you are able to view all health conditions listed for your student.

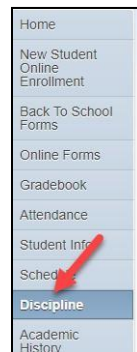


3. If you want to view any/all of your student's clinic visits, click on Display Options.



Discipline

1. On the left-hand side of the screen, click on **Discipline**.



2. On this screen, you are able to view each discipline offense. You can click on **View Actions Taken** (in blue) for more details.

The screenshot shows the Skyward Family Access interface. The main heading is "Discipline". Below it, it says "Today's Discipline: Mon Sep 18, 2023". There is a dropdown menu for "(Cain Middle School)". A table lists discipline offenses:

Date/Time	Offense	Location (School)	Officer
Tue Sep 12, 2023 12:45pm	CONDUCT CODE VIOLATION	ON CAMPUS (Maurine Cain Middle School)	[Blue button]
Mon Sep 11, 2023 1:27pm	TEACHER OFFICE REFERRAL	ON CAMPUS (Maurine Cain Middle School)	[Blue button]

Below the first row, there is a blue link that says "View Action(s) Taken", which is highlighted with a red arrow. To the right of the table is a "Term 1 Offense Totals" bar chart showing a value of 18.