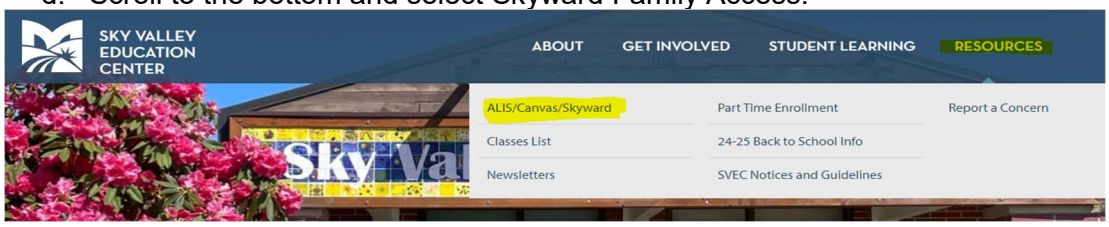
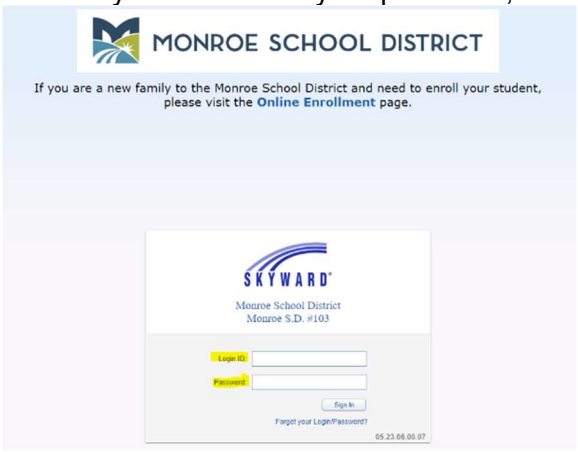
Beginning of the Year Forms
SKYWARD / Family Access

- Skyward/Family Access is the student information system (SIS) for the district and state.
- All information related to a student's enrollment within the Monroe School District lives here.
- At the beginning of each school year, the district asks every family in the district to review student information in Skyward and update if anything has changed in the past year.
- Below are the steps on how to locate this information.
- Please complete by the first day of classes.

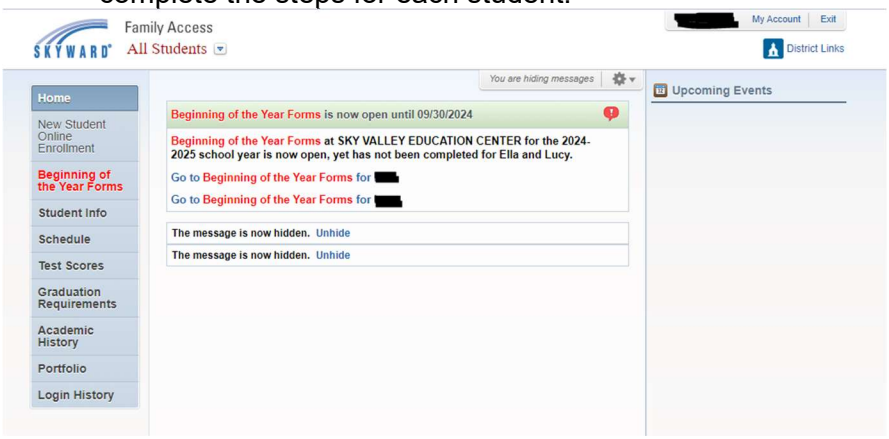
1. Log into Skyward/Family Access.
    a. Go to the SVEC website - https://www.monroe.wednet.edu/svec
    b. Hover over or click on Resources at the top of the page
    c. Click on ALLIE/Canvas/Skyward
    d. Scroll to the bottom and select Skyward Family Access.



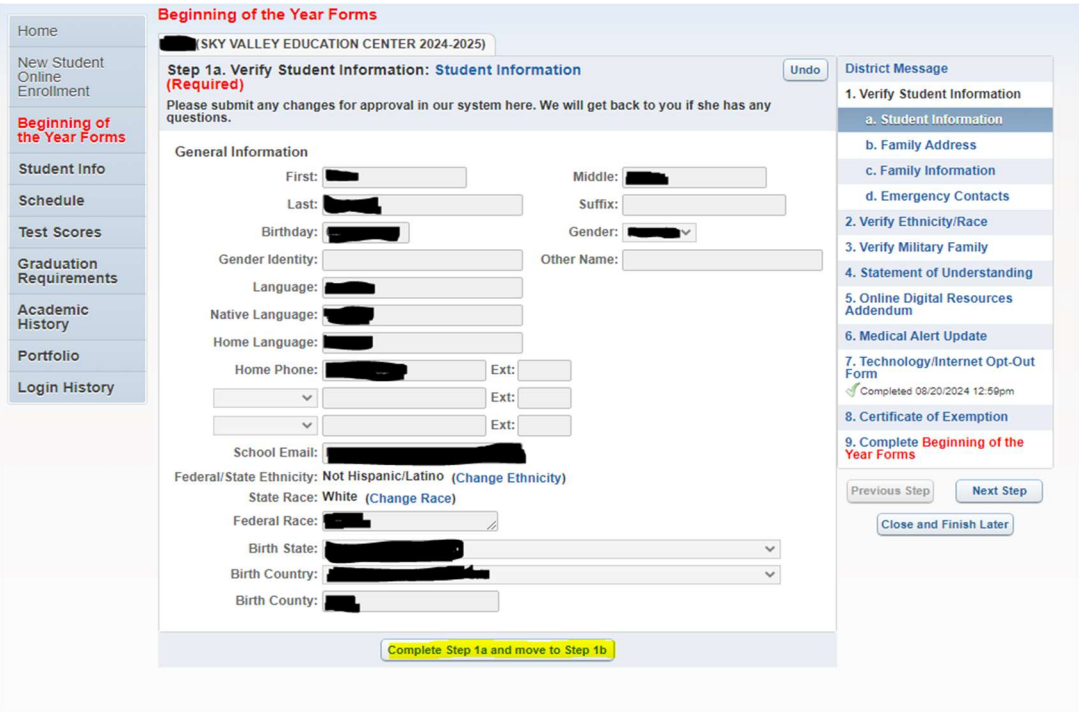
2. Login ID: Guardians will use their login and password.
    a. First 5 letters of your last name, First 3 letters of your first name, 000
    b. Example: (Abraham Lincoln) LINCOABR000
    c. If you don't know your password, click the Forgot Password link.



3. Click on Go to **Beginning of the Year Forms** for XXXX hyperlink.
    a. If you have more than one student enrolled in the Monroe School District, you will need to complete the steps for each student.



4. The first section is Verify Student Information:
    a. For each section and subsection, you will be asked to review for accuracy.
    b. If a change is necessary, please update accordingly.
    c. If something needs to be updated, but you are unable to do so, please contact the office as not all changes can be made without speaking to someone first.
    d. Click **Complete Step # and move to Step #**.
    e. You will be taken to the next screen/section to review.
    f. Repeat these steps to ensure each section is completed.
    g. The right side of the screen will highlight which section you're currently on.



    h. As a section is completed, a green checkmark will appear.



5. Statement of Understanding:
    a. Read the document completely by scrolling down.
    b. Sign & Date
    c. Click **Complete Step # and move to Step #**.
    d. You can print for your own records, but nothing needs to be returned to the office.

6. Online Digital Resources Addendum
    a. Read the document completely by scrolling down.
    b. Sign & Date
    c. Click **Complete Step # and move to Step #**.
    d. You can print for your own records, but nothing needs to be returned to the office.

7. Medical Alert Update:
    a. To view the entire form, click View Full Screen in the upper right corner.

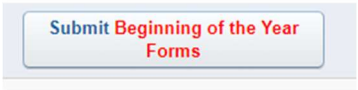


    b. Select Yes or No from the dropdown to answer the following questions:
        i. Physical health concerns
        ii. Medication taken at school
    c. If you answer no to both, scroll to the bottom to sign and date before clicking Complete Step # and move to Step #.
    d. If you answer yes to either, please complete the form before signing and dating.
    e. Click **Complete Step # and move to Step #**.
    f. You can print for your own records, but nothing needs to be returned to the office.

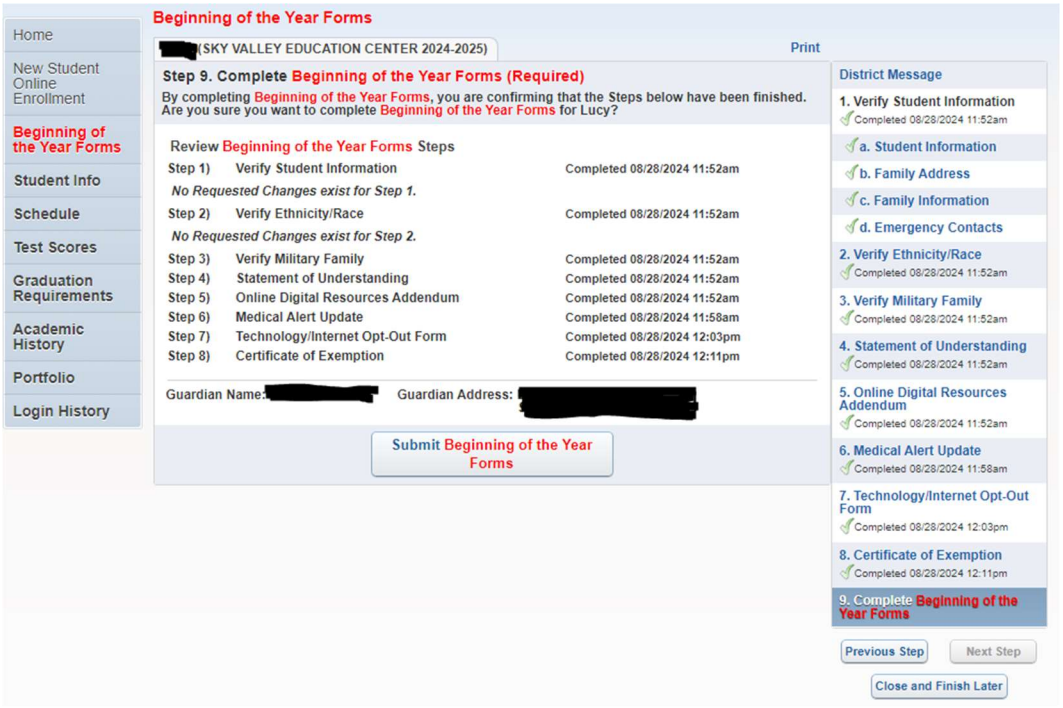
8. Technology/Internet Opt-Out Form:
    a. Click on the hyperlink which directs you to the form on the school district site.
    b. If you **want** to opt your student out, print the form, complete it and return it to the office or stop by the office to fill one out.
    c. If you **do not want** to opt your student out, close the window.
    d. **Click on Edit step #.**
    e. You must open read the form before you'll be allowed to continue

9. Certificate of Exemption (Optional):
    a. Click on the hyperlink which directs you to the WA State Certificate of Exemption form.
    b. If the form **applies** to your student, print, complete and return the form to the office.
    c. If the form **does not apply** to your student, close the window.
    d. Click on Edit step #.
    e. You must open read the form before you'll be allowed to continue

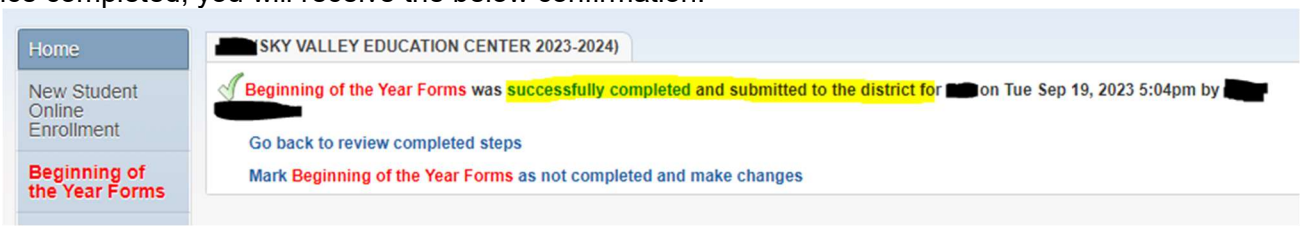
10. Once all sections are completed, noted by a green checkmark, click on the **Submit Beginning of the Year Forms**.



    a. If any section has not been completed, it will be noted in red and the Submit Beginning of the Year Forms will not be active.



11. Once completed, you will receive the below confirmation.



12. Repeat above steps for each student.