



# Little Falls Community Schools

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Phone: 320-632-2009 | Fax: 320-632-2010

## Updating Emergency Contacts in Skyward Family Access

Keeping your student's emergency contact information up to date is essential for their safety. Only parents/guardians or emergency contacts listed in Skyward will be allowed to pick up your student during an emergency reunification. Please follow the steps below to review and update your student's contacts.

### Sign In to Skyward

- Go to the LFCS Skyward Family Access portal: <https://www.lfalls.k12.mn.us> → Skyward Family Access  
Enter your Username and Password, then click Sign In.

### Open the Student Profile

- From the main menu on the left, select your student's name (if you have more than one student enrolled).
- Click on Student Information.

### Review Current Emergency Contacts

- Within the Student Information screen, locate the "Family" or "Emergency Contacts" section.
- Verify the following information for each student:
  - All phone numbers and emails are correct
  - All listed contacts are still valid and available to pick up your student

### Submit Updates

- Click the "Request Changes" button in the upper right corner.
- Choose "Family Information" or "Emergency Contacts" from the menu.
- Edit existing contacts or click
- "Add" to add a new emergency contact.
- Enter the contact's full name, relationship to student, and phone number(s)
- When finished, click Save and then Submit to District.

### Confirmation

- Changes will be reviewed by school staff and updated in your student's record.  
You can return at any time to verify your information is correct.

### Need Help?

If you need assistance updating information, please contact your students school office.

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| • Little Falls Community High School   | 320-616-2200 |
| • Little Falls Community Middle School | 320-616-4200 |
| • Lindbergh Elementary School          | 320-616-3200 |
| • Lincoln Elementary School            | 320-616-6200 |
| • Early Childhood                      | 320-616-6247 |