



Welcome to Skyward Family Access

A screenshot of the Skyward Family Access login page. At the top, there is a blue logo consisting of three curved lines above the word 'SKYWARD' in blue capital letters, with 'Holly Area Schools' written below it. The login form has a light gray background. It contains two input fields: 'Login ID:' with the text 'nparent000' and 'Password:' with a masked password of seven dots. Below the password field is a 'Sign In' button. Underneath the button is a link that says 'Forgot your Login/Password?'. In the bottom right corner of the form area, the version number '05.14.06.00.05' is displayed. At the very bottom of the page, there is a 'Login Area:' label followed by a dropdown menu showing 'Family/Student Acce'.

Family Access User Guide

Holly Area Schools
920 Baird Street
Holly, MI 48442

For questions not answered in this manual,
please contact your student's main office.

Introduction to Family Access For Holly Area Schools

What is Family Access?

Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the Internet.

Information available online includes:

- Calendar information with assignment, attendance and message information
- Preferences for how you'd like to be contacted
- Detailed gradebook information
- Messages posted by the principal and teachers
- Attendance records by data and types of attendance
- Student schedule
- E-mail notification preferences
- Login history

Information Source and Security

The information in Family Access is "real time" based on the data in the district's Skyward Student Information System.

Daily assignments and grades are not displayed in Skyward. Holly Area Schools utilizes Schoology for this information. Progress and Final grades are stored in Skyward. Final grades are available approximately 5 days after the end of each reporting period.

Family Access is a password protected site intended for use by the specific user to which the account was issued. PLEASE KEEP YOUR USER NAME AND PASSWORD CONFIDENTIAL to avoid unauthorized use of your account. Each parent and student will be issued a unique user name and password. Parents have different levels of access and different types of information than what students will have. It is important that you use the account that was created for you. Other industry standard security measures are in place to ensure that information is handled securely and safely.

Getting Started

User Name and Password

A user name and password are required to use Family Access. Your user name and password will be provided by your student's main office. This information may be distributed during schedule pick-up at the secondary buildings and at a later time for the elementary buildings. If you register after the beginning of the year, your login and password will be provided to you when registering your student.

Logging In

For your convenience, you will find a Family Access link at the top of our Holly Area Schools web page at <https://www.hask12.org/>

You can access additional information related to Skyward Family access by following the steps below:

- Go to the Holly Area Schools web page at <https://www.hask12.org/>
- Hover over **Community/Parents**
- Click **Skyward Family Access**
- Click **Skyward Family & Student Access Login**

From the Login Screen -

- Enter your unique **Login ID (username)** and **password**
- Click the **Sign In** button

SKYWARD®
Holly Area Schools

Login ID: nparent000

Password:

Sign In

Forgot your Login/Password?

05.14.06.00.05

Login Area: Family/Student Acce

After login, click **Open Family Access**.

SKYWARD® Holly Area Schools Nancy Parent Account Exit

Jump to Other Dashboards

- *Calendar
- Skyward User
- Family

Reset Dashboards Select Widgets

Web Favorites

Add links to your favorite sites on the web.

Add Web Favorite

My Upcoming Meetings

No meetings found.

Calendar Events

No calendar events available

Weather

Displaying weather for 48442 (change).

Conditions for Holly, MI at 7:51 pm EDT
7/28/2014

Current Conditions:
Cloudy, 77 F

Forecast:
Sat - Partly Cloudy. High: 79 Low: 64
Sun - PM Thunderstorms. High: 83 Low: 58
Mon - AM Showers. High: 58 Low: 50
Tue - Partly Cloudy. High: 72 Low: 54
Wed - Few Showers. High: 75 Low: 54

Full Forecast at Yahoo! Weather
(provided by The Weather Channel)

Open Family Access

District Information

Holly Area Schools
920 Baird St
Holly MI 48442-1735

RSS Feeds

Currently there are no RSS Newsfeeds selected
Click here to select RSS Newsfeeds to display

Navigating Family Access

Navigation Fields/Links

The navigation links below will be available to you on any Family Access screen you see. Use these links to quickly navigate through the system. The Family Access display has changed.

1. For families with multiple Holly students, use the Student pull down menu to select the student for whom you wish to view information.
2. Use the My Account Info button to access information about your login and email.
3. There is a Contact Us option to email an administrator if you need assistance.
4. The Email History link will a listing of emails that you have sent through Skyward.

Please use the Exit link to logout of the system at the end of your session.

NOTE: If you are using a computer in a public place such as the library or some other shared computer, be sure to logout so the next user of the computer is not able to see your Family Access information.

The screenshot shows the Skyward Family Access web application. At the top left is the Skyward logo. The main header area contains the text 'Family Access' and a navigation bar with links for 'My Account', 'Contact Us', 'Email History', and 'Exit'. A red number '1' is placed above a dropdown menu that lists 'All Students', 'JOE STUDENT', and 'SALLY STUDENT'. A red number '2' is placed above the 'My Account' link. A red number '3' is placed above the 'Contact Us' link. A red number '4' is placed above the 'Email History' link. The left sidebar contains a list of navigation options including Home, New Student Online Enrollment, Student Online Verification, Ethnicity/Race, Attendance, Student Info, Busing, Food Service, Schedule, Test Scores, Fee Management, Activities, Student Services, Academic History, Portfolio, SkyIert, Login History, and SkyPort. The main content area is mostly greyed out, with a 'Post a message' input field visible. On the right side, there is a 'District Links' icon and an 'Upcoming Events' section listing dates and events like 'HOLIDAY/BREAK' for Holly Middle School and Holly Elementary.

The following pages include information about key areas in Skyward Family Access.

Home

Home is the link for the main area of Family Access. You will see that the screen is divided into three sections. The left most column is used for quick links. The middle is where information is displayed when clicking on the quick link. The right column lists upcoming events.

New Student Online Enrollment

Parent and Guardians can use this option to enroll additional students in the district.

Student Registration

Student Registration is one way to update student information in the system and to get updated details for the start of school.

Ethnicity/Race

Ethnicity/Race needs to be verified for every student.

Attendance

You will be able to see the days that your student(s) were absent by clicking the Attendance tab. On the Attendance tab, you will see each date for which the student was absent/tardy. In the window you will see the Periods in which the student was marked absent/tardy. If you would like for information regarding those classes, you can click the **View Classes** link.

You will also see a chart on the side that displays the number of Periods or Days absent. If you do not wish to see the charts, you can click the **Hide Charts** link.

We encourage you to monitor attendance through Family Access, and call your student's attendance office with any questions.

Student Information

The student information screen will show general demographic and contact information we have on file about you and your student.

You will want to pay special attention to the order of the guardians as they display in the student information. The phone numbers that are called in the calling system (and listed on the Skylert tab on the left) are pulled from Family #1 and the guardian in the top position, the **Primary Guardian**. In the example above, there is only one guardian, so she would be primary.

If the guardian in the second position or someone listed in Family #2, should be the primary guardian, then please contact your student's main office to have this corrected.

Also pay attention to the groupings of the contacts to make sure that guardians are grouped accordingly. This information could have been affected in the transition from our old system. Lastly, if you would like to receive a paper report card rather than an electronic copy that will be posted to Family Access, you will need to edit your information and check the box.

To View and Request changes to the Information shown, follow the steps outlined below.

Click the **“Request Change(s) to ‘child’s name’”** link and you will see a drop down list of options.

The screenshot displays a web interface for student information. At the top, there is a header 'Student Information'. Below it, two student profiles are shown. The first profile is for 'JOE STUDENT'. It includes a placeholder for a photo, contact information for the parent (NANCY PARENT), and school information (Holly High School, Principal: PETER). A dropdown menu is open next to the school information, with a red arrow pointing to it. The menu options are: Student Information, Family Address, Family Information, Emergency Contacts, View History, and View Unread Denials. Below the profile, there are links for 'View Bus Schedule' and 'View JOE's Family'. The second profile is for 'SALLY STUDENT', with similar information. At the bottom of each profile, there is a table for 'Emergency Contacts' with columns for Primary Phone, Second Phone, Third Phone, Employer's Phone, and Home Email. The contact listed is NANCY PARENT with a primary phone number of (248) 111-1111 and a home email of myaddress@somewhere.com.

Select the appropriate link, make changes, and click the Save button on each screen where changes were made.

If you need any changes to Address Information, please contact your students’ main office. You will need to provide two forms of proof of residency.

On the Family Options screen, you can update your email address and your phone numbers. You can also add/remove additional phone numbers in this area.

It is important that you keep these items up to date so you will receive communications from district staff.

Contact your students’ main office to make changes to your Emergency Information.

You are able to Delete a contact if you would no longer want them added for your student.

You are able to see your previous changes when looking at the Change Request History

Most changes will happen instantaneously after saving, but a few need to be reviewed and accepted by your student’s main office staff. Once the change request has been approved, it will display the updated information in Family Access.

Emergency Contacts will need to be added or changed by filling out an Emergency Information form and returning to your student’s main office.

Food Service

On the Food Service tab you can see your student's Current Balance, Lunch type (Paid, Free, Reduced, or Direct Certification), Payments and Purchases.

Payment Date	Payment	Check #
Fri Sep 26, 2014	\$10.00	
Tue Sep 16, 2014	\$2.00	

Item	Price
No transactions for this date.	

If you would like to receive automated emails regarding balances that are below \$3.00, you can do so by clicking the **My Account** link in the top right corner of your screen, then click the check box next to the option at the bottom of the screen.

Schedule

The student's class schedule can be viewed by Current Term or by Current Year-all terms. The schedule includes the period, term, meeting time, room location and credits earned. Dropped courses will be marked with a down arrow.

Test Scores

This area is used to display assessment results for state and federal tests. The Explore ACT is an example. You can click the **Show Scores** link to get the scores from each test that has been uploaded.

Activities

The Activities tab item will display a list of activities in which your student is associated.

Student Services

Special Education and students with a 504 will display information regarding their Evaluations, IEPs, and 504 information when looking at the Student Services tab. You can click the **Display Options** link to see various information related to your student.

Academic History

This area will display current and past classes with their grades.

Portfolio

Family Access users will be able to view student report cards online. Parents and guardians will then be able to print them if they choose to have a hard copy. Hard copies will not be printed for students unless a parent or guardian specifically requests a printed copy.

Portfolio - Attachments

Holly High School

Report Directory is not available for TRISTIAN.

TRISTIAN

Description	Type	Created
PRG14-15-Tri1	Report Card	Wed Oct 8, 2014 10:09pm
RC13-14-Tri3	Report Card	Thu Jun 19, 2014 7:50am
PRG13-14-Tri3	Report Card	Wed Apr 16, 2014 9:51am
RC13-14-Tri2	Report Card	Wed Apr 2, 2014 8:43am
PRG13-14-Tri2	Report Card	Thu Jan 30, 2014 9:19am
RC13-14-Tri1	Report Card	Mon Dec 9, 2013 11:56am
PRG13-14-Tri1	Report Card	Wed Oct 2, 2013 3:46pm
RC12-13-Tri3	Report Card	Tue Jun 18, 2013 5:02pm
PRG12-13-Tri3	Report Card	Mon Jun 17, 2013 3:48pm
RC12-13-Tri1	Report Card	Sun Apr 28, 2013 10:35am
PRG12-13-Tri1	Report Card	Sun Apr 28, 2013 10:33am
RC12-13-Tri2	Report Card	Sun Apr 28, 2013 10:33am
PRG12-13-Tri2	Report Card	Sun Apr 28, 2013 10:31am

Portfolio Highlights

Skylert

Skylert is a phone/email messaging program that Holly Area Schools uses for general announcements throughout the year (such as snow day announcements), attendance reminders on days when there is an unexcused absence and for emergency messages. The Skylert page enables you to see the current settings for how you prefer to have the Holly Area Schools contact you with some of these messages. You will receive various calls including school closing information, emergency information, and attendance calls for the secondary buildings. Realize that in addition to phone calls, you may receive email copies of the phone messages.

Skylert

Skylert Information
Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

My Skyward Contact Info Save

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: <input type="text"/> Family With <input type="text"/>	<input checked="" type="checkbox"/>				
<input type="text"/> Phone: <input type="text"/> Family With <input type="text"/>	<input type="checkbox"/>				
<input type="text"/> Phone: <input type="text"/> Family With <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Home Email: <input type="text"/> Family With <input type="text"/>	<input checked="" type="checkbox"/>				

Text Message Information
In order to receive text message notifications you must opt in by entering your cell phone below. Standard messaging and data rates may apply.

Text Message Info for Family With COOPER, GUNNER

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 4: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Additional Contact Information
These fields are housed only in School Messenger, not Skyward.

Additional Contact Info for Family With

Phone Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
Additional Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

On the Skylert tab, you will be able to set the options for calls home via the SchoolMessenger system. You have the option to choose whether you would like to receive School Hour Emergency, Attendance, General, Non-school Hour Emergency, and Survey calls. If you do not wish to receive a certain type of call, click the check box to uncheck the option.

Texting has been added as an option for contact. If you would like messages sent via text, please include your phone number here and mark the appropriate boxes. You will also need to send "Y" (or "Yes"), via text message, to our SchoolMessenger Short Code number: **67587**

While in the Skylert area, you will have the ability to add additional phone numbers for contact messages. These numbers may include baby sitters, grandparents, etc. who may find it beneficial to receive certain types of calls. If you wish to add additional numbers to be called, you can enter them in the bottom area.

Note: Contact Info (name and phone) is edited from within the Student Info tab.

Login History

Family Access keeps a login history for you as a security measure so you can see who recently logged in and what they looked at. We encourage you to check your login history periodically to make sure the dates of use and types of things looked at are consistent with what you had viewed in your previous time.