

Annual Updates (formerly Emergency Cards) for Families



LOGGING IN

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=w sedualachuaf/seplog01.w>

Or follow the link on the Alachua County Public Schools Website.



Once you login, you will see a message for each student under your account.

There will be a link for each student or you can use the menu on the left to navigate to **Annual Updates to Student Information**. *Only the Primary family may make changes here.*

ACCOUNT

If you do not yet have a Skyward Family Access account set up, you can email your child's school OR email familyaccessrequest@gm.sbac.edu.

Please include the following information in your email:

- Your full name
- Your student's full name
- Your student's date of birth
- Your student's grade level
- Your student's school name
- A picture of parent ID (for identification purposes), such as a Driver's License

SECTIONS

District Message
1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Contacts
2. Verify Skylert Information
3. Student Code of Conduct
4. Code of Conduct Acknowledgement
5. Health Information
6. McKinney-Vento
7. Complete Annual Updates to Student Information (formerly Emergency Card)

Use the menu on the right to navigate from section to section. You may return to a section before you submit. Use **Close and Finish Later** to stop, but not submit. Once you submit, you cannot make changes.

As you complete each step, click complete at the bottom and a green check will appear next to the step.

1. VERIFY STUDENT INFORMATION

1a: Student Information

This screen will display your student's name and birthday, but you cannot edit. If there is an error, please contact your child's school. You can edit the student name publication options. Clicking on the ? will display the explanation of each.

1b: Family Address

The student's address (Family 1) will display here, but it is not editable. To request a change, you must go in person to the student's school and bring 2 forms of proof of residency.

1c: Family Information

Here you can edit Family 1's email address and phone numbers. It will change for the whole family.

1d: Emergency Contacts

You can edit the numbers for the existing Emergency Contacts as well as change the contact order. You may also add new Emergency Contacts (12), but they will have to be approved through Skyward before you can change the order.

The screenshot shows the 'Step 1d. Verify Student Information: Emergency Contacts (Required)' screen. It includes a 'Please verify the information below:' section with two buttons: 'Add Emergency Contact' and 'Change Emergency Contact Order'. Below these are two pop-up windows. The 'Add Emergency Contact' window has fields for Contact Number (with a dropdown showing '3'), First, Middle, Last, Primary Phone, Pick Up, and Relationship. The 'Change Emergency Contact Order' window shows a table with columns 'Contact #' and 'Last Name', and arrows for moving contacts up and down. A note at the bottom states: 'Note: Newly added contacts will not...'.

If an emergency contact is also a guardian for another family, they must update their own number.

2. VERIFY SKYLERT INFORMATION

Here you can set how you wish to be contacted via phone and text messages. These options can be changed at a later time by choosing **Skylert** from the main menu.

Step 2. Verify Skylert Information (Required)

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

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

Secondary Guardians are not allowed to update the Primary Phone number

Additional Contact Info for Family With

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"/>

District Message

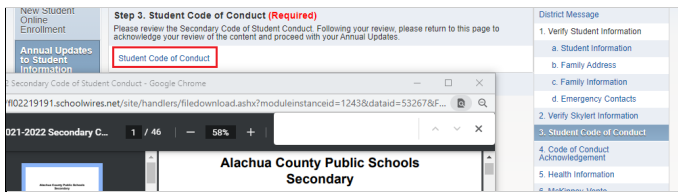
- Verify Student Information
 - Student Information
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Previous Step Next Step

Close and Finish Later

3. STUDENT CODE OF CONDUCT

Click on the link to view the Student Code of Conduct. The PDF will open in a new window.



4. STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT

The purpose of this step is to confirm that you read the Code of Conduct in Step 3. When you click on the step a popup box will come up and ask if you want to complete the form now, click **Yes**.

The form will display in the current window. You may choose to View Full Screen or complete the form there. Read the statements then type your name to serve as your signature. Today's date will be displayed.

5. HEALTH INFORMATION

Update this form every year. Click **Yes** to complete now. It is recommended that you edit this longer form in Full Screen. Sign and date at the bottom.

Step 5. Health Information (Required)

Please complete the Health Form. To start the form, select Add. To enlarge the form, click on View Full Screen on the right hand side at the top of the form. When done, save the form and exit the full screen.

View Full Screen

Name: Gender: Female Grade/Grad Yr: Other ID:

Save Save and Print Back

Alachua County Public Schools

Health Information

School Year * indicates required question

*Select school year of enrollment or update

Medical Information

6. MCKINNEY-VENTO

This is an optional form. It may be edited every year. If your circumstances have changed, you can use this form to make changes.

Alachua County Public Schools

McKinney-Vento Transition Education

Purpose: The purpose of this form is intended to address the McKinney-Vento Act. The answers received will help to determine the services the student is eligible for.

Select school year of enrollment or update

Section A: Residency Verification (Please Answer all that apply)

Is the student:

- living in a shelter/transitional housing
- living with family or friends temporarily due to loss of housing, economic hardship or similar reason; dual citizenship
- living in cars, parks, campgrounds, temporary trailer parks, public or abandoned buildings, substantial housing
- living in a hotel or motel
- none of the above - Choose Yes if none of the above circumstances apply

STOP! YOU DO NOT HAVE TO ANSWER THE REMAINING QUESTIONS!
Sign and date the form at the bottom, then click **SAVE** on the top right to submit this form and continue the form.

Previous Step Next Step

Close and Finish Later

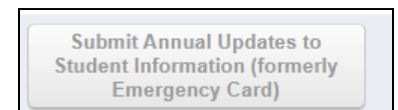
District Message

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7. COMPLETE ANNUAL UPDATES



A green check will be marked next to each step as you complete. When you have finalized all updates, click **Submit** at the bottom to submit the changes. You may always update your phone, email and Skylert preferences.



[Link for more detailed directions](#)