

Family Access Online Student Information Update

Family Access is Required

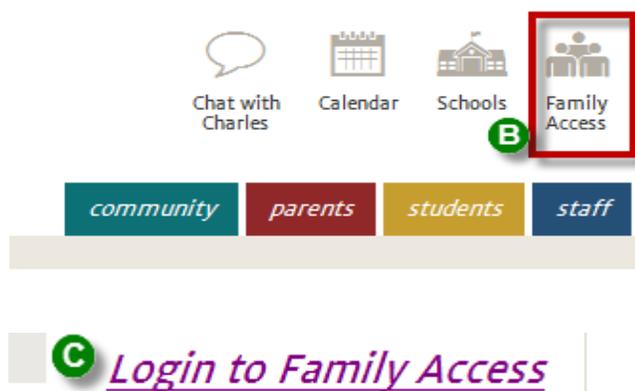
Introduction

Audience: Parents/guardians of Fort Bend ISD

Purpose: To guide parents/guardians through the steps to verify and update student and family information online.

Step 1

- A. Begin by going to the Fort Bend ISD website at <http://www.fortbendisd.com/>.
- B. Select **Family Access** in the upper right hand corner of the home page.
- C. Select **Login to Family Access**.



Step 2

- D. Use your **Login ID** and **Password** issued by your home campus staff to Sign In.

The image shows the Skyward login page for Fort Bend Independent School District. The page features the Skyward logo at the top, followed by the text 'FORT BEND INDEPENDENT SCHOOL DISTRICT' and 'FBISD PRODUCTION'. Below this is a login form with two input fields: 'Login ID:' and 'Password:'. A green circle with the letter 'D' is placed to the left of the 'Login ID:' field. A 'Sign In' button is located below the password field. Below the button is a link that says 'Forgot your Login/Password?'. At the bottom of the page, there is a 'Login Area:' dropdown menu with 'Family/Student Access' selected. The date '05.14.06.00.00' is visible in the bottom right corner.

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Step 3

- E. When logging into Family Access, a link titled *Online Student Information Update* will be available. Click the link to begin the process of updating/verifying your student's information. This process will only display for parent/guardian logins.

This process allows you to verify and update certain information about your student without having to fill out and sign a paper form.



 **Note:** The verification process does not register your child for school.

The Verification process must be completed for each student in the family.

To select your student:

- E.1. Click on the arrow next to All Students and select your student you wish to complete the verification for.



- E.2. Be sure to check the District Links on the upper-right hand side of the screen to obtain information on supported Internet Browser programs and FBISD information including the Student/Parent Handbook.

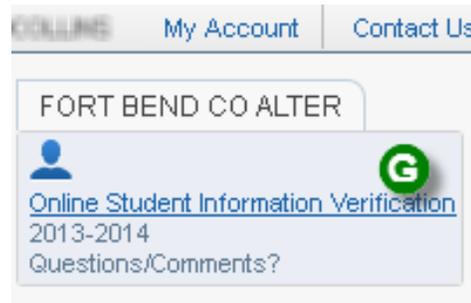
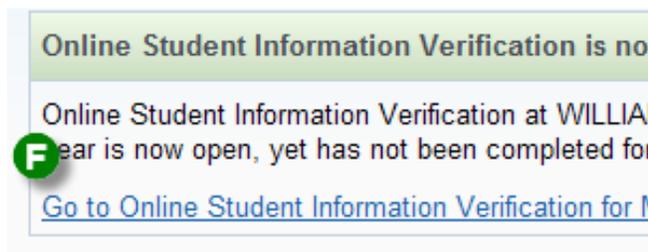


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Step 4

- F. Click the link named **Go to Online Student Information Verification** to begin the student information verification process.
- G. If you have questions about the process, you may click the **Online Student Information Verification Questions/Comments** link under **Contact Us** in the top-right to contact District support personnel.



Step 5

- H. Step 1 of the process will allow you to update information in five areas (**a-e**).

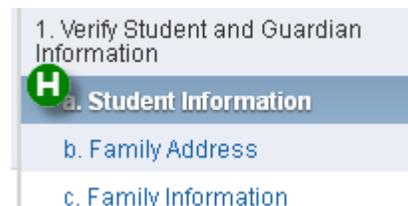
You may update selected information in:

- a. **Student Information,**
- b. **Family Address,**
- c. **Family Information**
- d. **Emergency Information and**
- e. **Emergency Contacts information areas.**

For each step, click to open the step and view/update information. Click **Complete Step Xx and move to Step Xx** to move to the next screen of information.

Note: all fields may be updated that are displayed but some require the school office personnel approval for change or deletion.

- I. Each section of information will allow you to request or make changes to the student record. In the first section, *Student Information*, review the student information listed. If changes are needed, update the information or contact the school if the incorrect information is not available to be changed online. Click **Complete Step 1a and move to Step 1b.**



General Inform

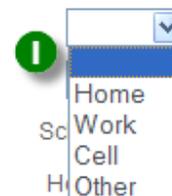
First:

Last:

* Birthday:

Language:

Home Phone:



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Step 6

- J.** The **Family Address** section is next. Address changes to either the home address or the mailing address have to be made at the school with the proper documentation. Click **Complete Step 1b** and move to **Step 1c** Next Step.

Address Preview Address 

Street Number:

Street D

SUD:

- K.** The **Family Information** section is next. If changes are needed, update the information on the family. When completed, Click **Complete Step 1c** and move to **Step 1d**.

Family Options 

Receive a Paper Copy of Repo

Guardian Number: 1

Name: FREDERICK C

Custodial

Relationship: Father

- L.** The **Emergency Contacts** section is next. Review the contact information listed and make changes as needed. Information can be updated for contacts who are not currently guardians in FBISD. Contacts may be deleted; the order of contacts may be changed by clicking the **Change Emergency Contact Order** button. New emergency contacts may be added by clicking the **Add Emergency Contact** button.

Online Student Information Update 

Step 1d. Verify Student and Guardian Information: **Emergency Contacts** (Required)

Undo

Add Emergency Contact

Change Emergency Contact Order

Step 7

- M.** After verifying the information in step 1d (Emergency Contacts), click **Complete Step 1d** and move to **Step 2**.

Complete Step 1d and move to Step 2

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Step 8

N. Click **Verify Ethnicity/Race** to complete **Step 2**.



N d. Emergency Contacts
2. Verify Ethnicity/Race
3. Student Medical/Emergency

O. Select the **Continue** button at the bottom of the Parent/Guardian note to access your student's current information. You may leave the information as is or update it as needed.

Step 2. Verify Ethnicity/Race (Required)

Dear Parent or Guardian:

Federal Requirements for Ethnicity and Race Data Collection and Reporting

In October 2007, the United States Department of Education (USDE) issued their final guidance to educational institutions on the adoption of new federal standards for collecting and reporting ethnicity and race data for students. Parents must be given an opportunity annually to review the ethnicity and race information on file for their student.

Please verify the information listed on the next screen for your student. If there are no changes, you have nothing to do and can continue to the next step.

If changes are needed, complete the form online and continue to the next step.

O Continue

P. Once you have verified/updated your information, click **Complete Step 2 and move to Step 3**.

P Complete Step 2 and move to Step 3

Step 9

Q. Click **Student Medical/Emergency Information** to access **Step 3**.



Q Completed 08/20/2015 4:02pm
3. Student Medical/Emergency Information

R. Review the data that has defaulted into the fields, add delete or correct information as needed. An **electronic signature and date is required** before Step 3 can be completed.

R alternate person listed or the doctor listed. A school representative will stay with your child until you or an alternate person assumes responsibility.

Signature:

Date:

S. Once you have verified/updated your information, click **Complete Step 3 and move to Step 4**.

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Step 10

- T. Click **Parent and Student Consent Checklist** to complete Step 4.



- U. Placing a check mark in the box next to the checklist item indicates your agreement and consent for that item.

Select to Agree	Parent Consent Checklist
<input checked="" type="checkbox"/>	Directory Information: I give the district permission to: Use identified personal information for the specified school-sponsored purposes, such as directory information, yearbook, etc. (See Directory Information in the Student/Parent Handbook for more information.)
<input type="checkbox"/>	Release identified personal information in response to a request unrelated to school-sponsored purposes. (See Directory Information in the Student/Parent Handbook for more information.)

- V. Select **Yes**, to indicate that you have accepted the digital information.
- W. Enter your student's name, and electronically sign and date the form at the bottom

Digital Citizenship Acceptance, Extracurricular Information, Student Handbook and Code of Conduct	Student's Name
	<input type="text" value="enter student name here"/>
<input checked="" type="checkbox"/> YES	<input type="text" value="enter parent/guardian name"/>
<input checked="" type="checkbox"/> Completed Online	Parent/Guardian's Signature:
<input type="text" value="08/20/2015"/>	Date MM/DD/YYYY:

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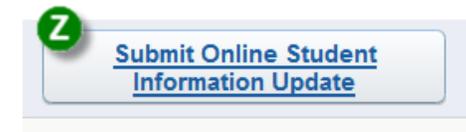
- X. Once you have completed the form and entered your signature and date, click **Complete Step 4 and move to Step 5**.



- Y. After completing each step, complete the online student information update by clicking the last step **Complete Online Student Information Verification**.



- Z. Click **Submit Online Student Information Verification** to complete the process. You will be returned to the family access home page.



End Process.

A message indicating that online student information verification was successful will be received when the process for this student is completed.

 Online Student Information Update was **successfully completed** and submitted to the district for |