BURRILLVILLE SCHOOL DEPARTMENT

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September 3rd, 2018

Dear Families,

Please see the following information regarding Skyward Family Access.

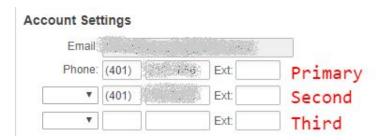
Skyward Family Access - Logging In:

To access Skyward Family Access, visit <u>Burrillville's Skyward page</u>. From there, you can sign in or get assistance with the sign in process. <u>You must have an email address on file with your child's school</u>.

Skyward Family Access - Contact Information Management:

Within Skyward, you can manage your contact information by clicking My Account.

- Primary this should be the number that you most want to be reached at for all communication types; can be any type of number - home, cell, etc.
- Second and Third these are additional numbers that you can be reached at; they have an optional dropdown to identify what kind of number it is.



Additionally, by clicking Student Info and then Request Changes for (Student Name), you can:

Add Emergency Contact

A student can have up to 3 Emergency Contacts. This option is only be available if less than 3 Emergency Contacts are listed. You may need to delete a contact prior to adding one.

Contact Number:	3	Primary Phone:	Ext
* First:		T	Ext:
Middle:		T	Ext:
* Last:			
Relationship:			
omment: [

Change Emergency Contact Order

You can change the contact order preference of Emergency Contacts

Emergency Contacts

You can change the phone information of Emergency Contacts, as well as delete an emergency Contact.

Skyward Family Access - Skylert:

Skylert is Burrillville School Department's messaging solution for contacting parents and guardians. By clicking **Skylert**, you can use the matrix grid to select how you would like to be contacted in certain situations.

Contact Info		School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone:	(401)					
	Family With		•		•	•
Second:	(401)					
	Family With	•				
Third:						
Family With						
Home Email:						
Family With		•	•	•	•	•

- School Hours Emergency these messages are reserved for critical emergencies and are delivered during school hours (roughly 7 AM to 4 PM).
- Attendance this is the phone call you get when your child has been reported absent
- **General** these non-emergency messages are general in nature and typically delivered between 5PM and 9PM
- Non-School Hours Emergency these messages are delivered outside of school hours;
 this is the type of message used for school cancellations due to severe weather,

If you need assistance logging into Skyward, please visit <u>Burrillville's Skyward page</u>. If you need assistance with changing any other student or contact information, or would like to request a paper copy of a report card, please contact the child's school.

Justin Allen

Director of Technology

Burrillville School Department