

BURRILLVILLE SCHOOL DEPARTMENT

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Dear Families,

Please see the following information regarding Skyward Family Access.

Skyward Family Access - Logging In:

To access Skyward Family Access, visit [Burrillville's Skyward page](#). From there, you can sign in or get assistance with the sign in process. You must have an email address on file with your child's school.

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.

Account Settings

A screenshot of the "Account Settings" form. It shows an "Email" field, a "Phone" field with a dropdown menu, and three "Ext." fields. The first "Ext." field is labeled "Primary", the second "Second", and the third "Third". The phone numbers are partially obscured by a grey box.

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.

A screenshot of the "Emergency Contact" form. It includes fields for "Contact Number" (with a dropdown showing "3"), "First", "Middle", "Last", "Relationship", and "Primary Phone". There are also "Ext." fields. A "Comment" field is at the bottom. A note at the bottom says "(*) Indicates a required field."

- **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.

My Skyward Contact Info		School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone:	(401) [redacted]					
	Family With [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Second:	(401) [redacted]					
	Family With [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Third:	[redacted]					
	Family With [redacted]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home Email:	[redacted]					
	Family With [redacted]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- **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 [Burrillville’s Skyward page](#). 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
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 Burrillville School Department