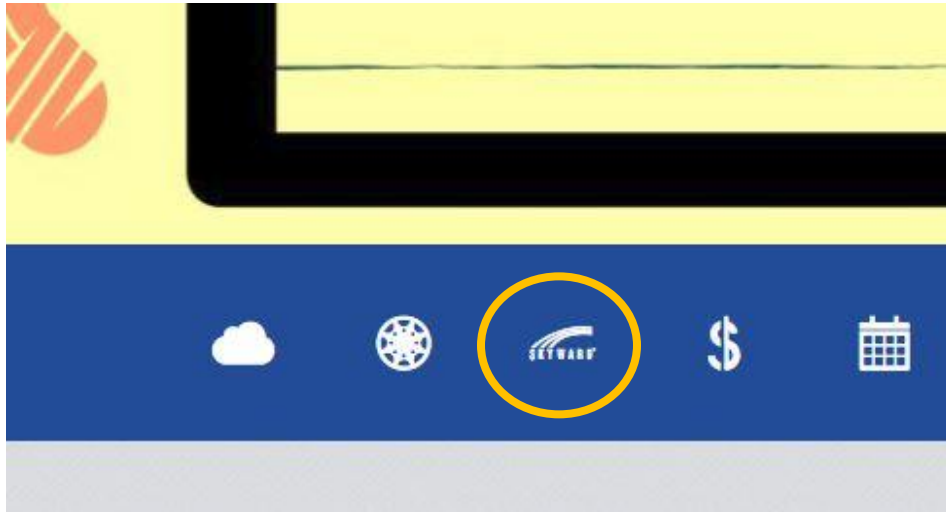


# Updating Family & Medical Information in Skyward Family Access

Please read these directions carefully and follow them to complete your 2020-2021 Student Information Update. **Note that this update CANNOT be completed in the Skyward Family access app. Please use an internet browser.**

It is important that you review/update the record for every student you currently have enrolled in Great Valley schools.

1. Use the link in the email you received to access Skyward Family Access.  
You can also go to the Great Valley School District's website at [www.gvsd.org](http://www.gvsd.org). Click the "Skyward Family Access" icon that appears under the picture banner in the blue bar with other quick link icons. This same icon can also be found on each of the individual school websites.

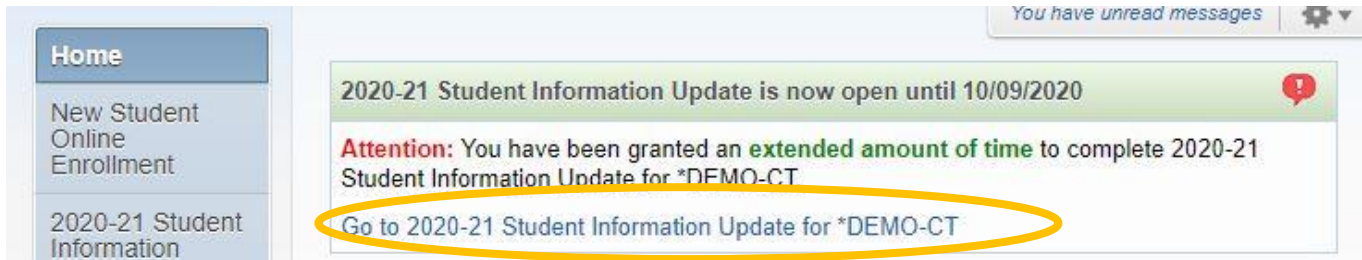


2. Enter your user name and password to enter Skyward Family Access.

If you cannot remember your login or password, click "Forgot your Login/Password." Enter the e-mail address Great Valley has on record for you and then select "Submit". An e-mail will automatically be sent to you with instructions to create or reset your existing account.

A screenshot of the Skyward Student Applications login page. The page has a light blue background. At the top center is the Skyward logo (a stylized 'S' with a rainbow arc above it) and the text "Great Valley School District Skyward Student Applications". Below this is a login form with two input fields: "Login ID:" (with a green border) and "Password:" (with a purple border). To the right of the password field is a "Sign In" button. Below the button is a link that says "Forgot your Login/Password?". At the bottom right of the form is the version number "05.18.06.00.07-11.7". At the bottom of the page is a "Login Area:" dropdown menu with "Family/Student Access" selected and a downward arrow.

3. Once you are logged in, you will see information about completing the 2020-2021 Student Information Update for your student(s).



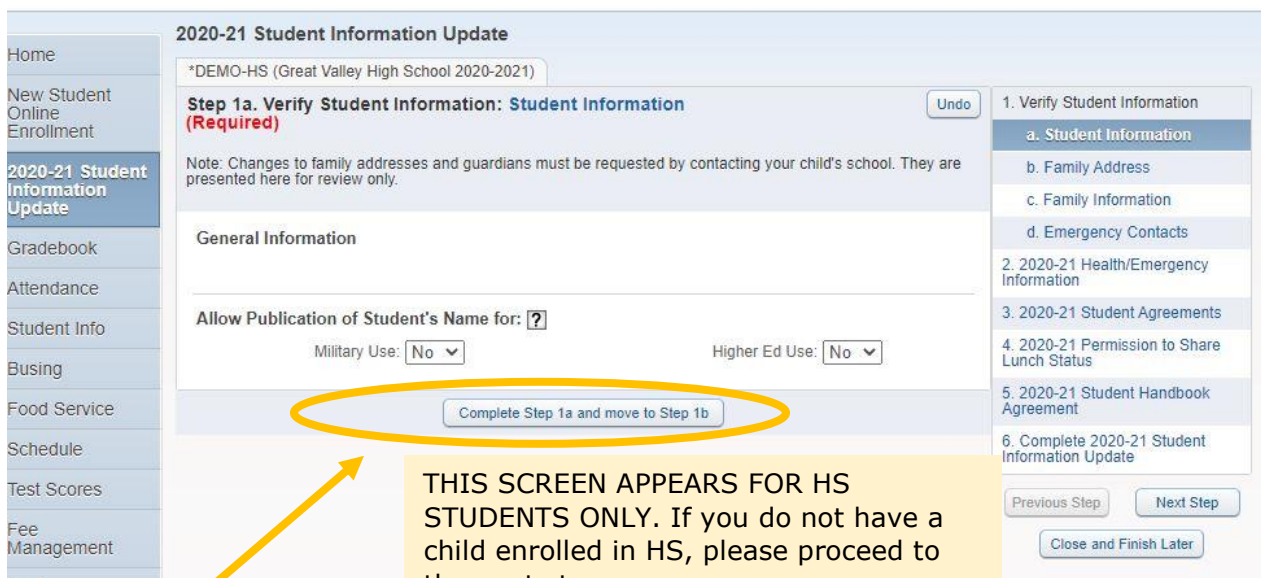
Click one of your student's names to continue.



If the student whose name you selected is enrolled in Great Valley High School, you will see the following screen. Parents of students in middle school and/or elementary school will NOT see this screen. **Proceed to STEP 4 if you are NOT a high school parent.**

HS parents are asked to set permissions for Military Use and Higher Ed Use of student's name.

- The "Military Use" flag is used to exclude student information from being sent to military recruiters.
- The "Higher Ed Use" flag is used to exclude student information from being sent to institutions of higher education.



THIS SCREEN APPEARS FOR HS STUDENTS ONLY. If you do not have a child enrolled in HS, please proceed to the next step.

Click "Complete Step 1a and move to Step 1b" to continue.

- Begin the student information update by reviewing the Family Address. Note that you may not change an address online. If information on this screen needs to be corrected, please call your school office. (If you have children in more than one school, you need only call one of the schools in which your children are enrolled. Once a school makes the necessary changes, all of your students' records will be updated.) School phone numbers are included on the last page of these instructions.

A mailing address is not required unless different from your physical address.

2020-21 Student Information Update

\*DEMO-HS (Great Valley High School 2020-2021)

**Step 1b. Verify Student Information: Family Address (Required)** Undo

Note: Changes to family addresses and guardians must be requested by contacting your child's school. They are presented here for review only.

**Address Preview Address**

Street Number:  Street Dir:  Street Name:

SUD:  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

**Mailing Address**

Street Number:  Street Dir:  Street Name:

SUD:  #:  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

Complete Step 1b and move to Step 1c

1. Verify Student Information

- a. Student Information
- b. Family Address**
- c. Family Information
- d. Emergency Contacts

2. 2020-21 Health/Emergency Information

3. 2020-21 Student Agreements

4. 2020-21 Permission to Share Lunch Status

5. 2020-21 Student Handbook Agreement

6. Complete 2020-21 Student Information Update

Previous Step Next Step

Close and Finish Later

Once you have reviewed this information, click the complete step button at the bottom of the screen to proceed.

- Progress through the remaining forms. Be sure to always click the "Complete Step and move to Step" button at the bottom of each screen. Otherwise, responses will not be saved.

Complete Step 1d and move to Step 2

**1. Emergency Contacts**

2. 2020-21 Health/Emergency Information

3. 2020-21 Student Agreements

4. 2020-21 Permission to Share Lunch Status

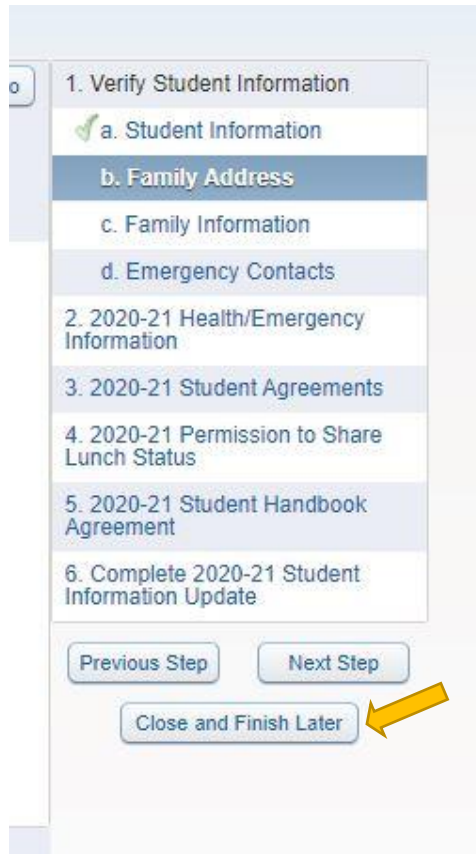
5. 2020-21 Student Handbook Agreement

6. Complete 2020-21 Student Information Update

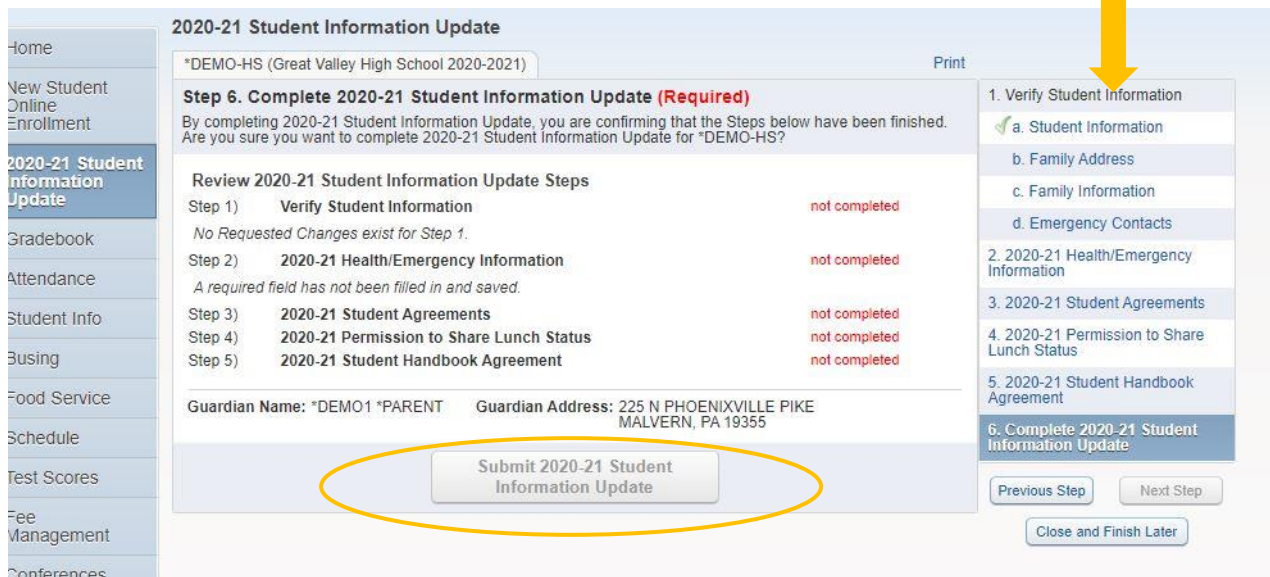
Previous Step Next Step

Close and Finish Later

The menu on the right side of the page shows your progression through the necessary forms. You may always choose to save your progress and return later to complete the forms by clicking the "Close and Finish Later" button. It is important, however, that ALL forms are completed by October 19.



6. Once you've completed all of the required areas, review the information on the screen. If areas are marked "incomplete, use the menu on the right to go back to those sections to complete your update. (Sections not yet complete will not show a green check mark next to them.) Once everything is marked "Completed," **click "Submit 2020-2021 Student Information Update."**



A confirmation screen will appear and you will receive an email to acknowledge that your update is complete.



**Please note that you are asked to complete an update for every student. To access other student records, please click on “2020-21 School Year Update” in the blue box on the left side of the screen. A list of your students will appear. Click a name not marked “Completed” to repeat the update for that child.**

**If you need help completing your Family and Medical Information or need to change Guardian names and/or addresses, please contact your school office.**

Charlestown Elementary School	(610) 935-1555
General Wayne Elementary School	(610) 647-6651
K.D. Markley Elementary School	(610) 644-1790
Sugartown Elementary School	(610) 699-1500
Great Valley Middle School	(610) 644-6440
Great Valley High School	(610) 889-1900