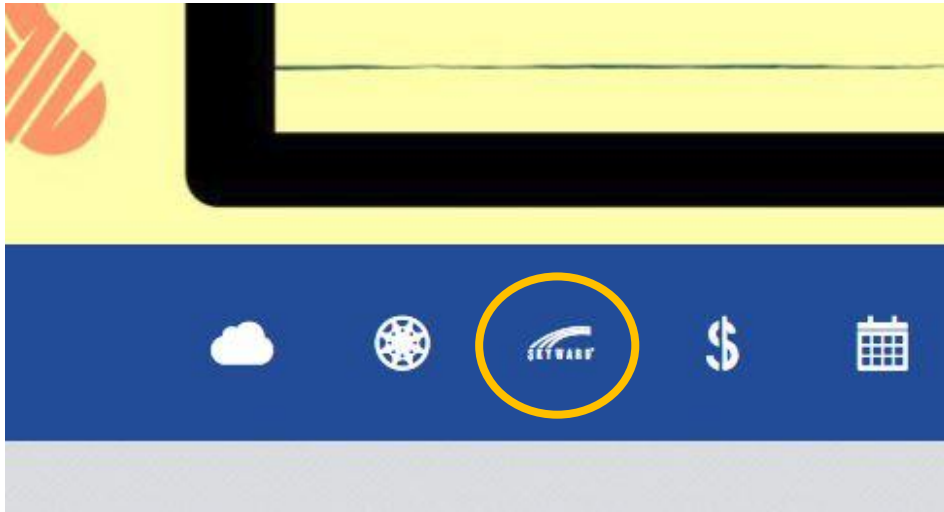


Updating Family & Medical Information in Skyward Family Access

Please read these directions carefully and follow them to complete your 2019-2020 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. 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.

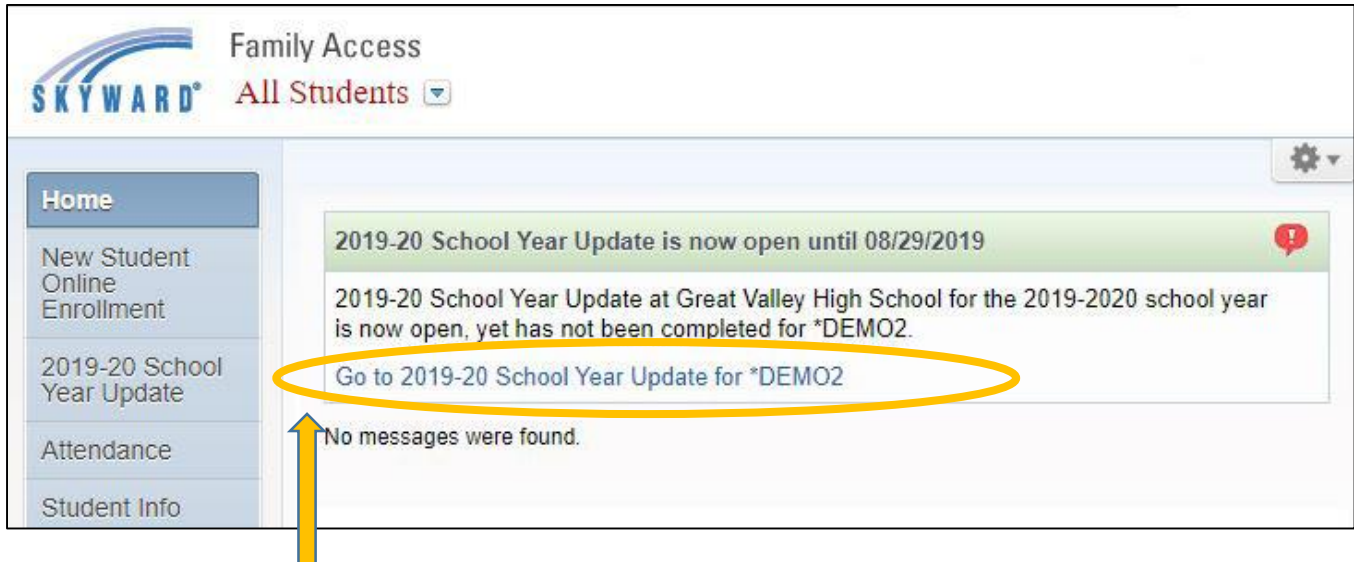


2. Enter your user name and password to enter Skyward Family Access.

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 'SKYWARD' text) 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 area 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 2019-2020 Student Information Update for your student(s).

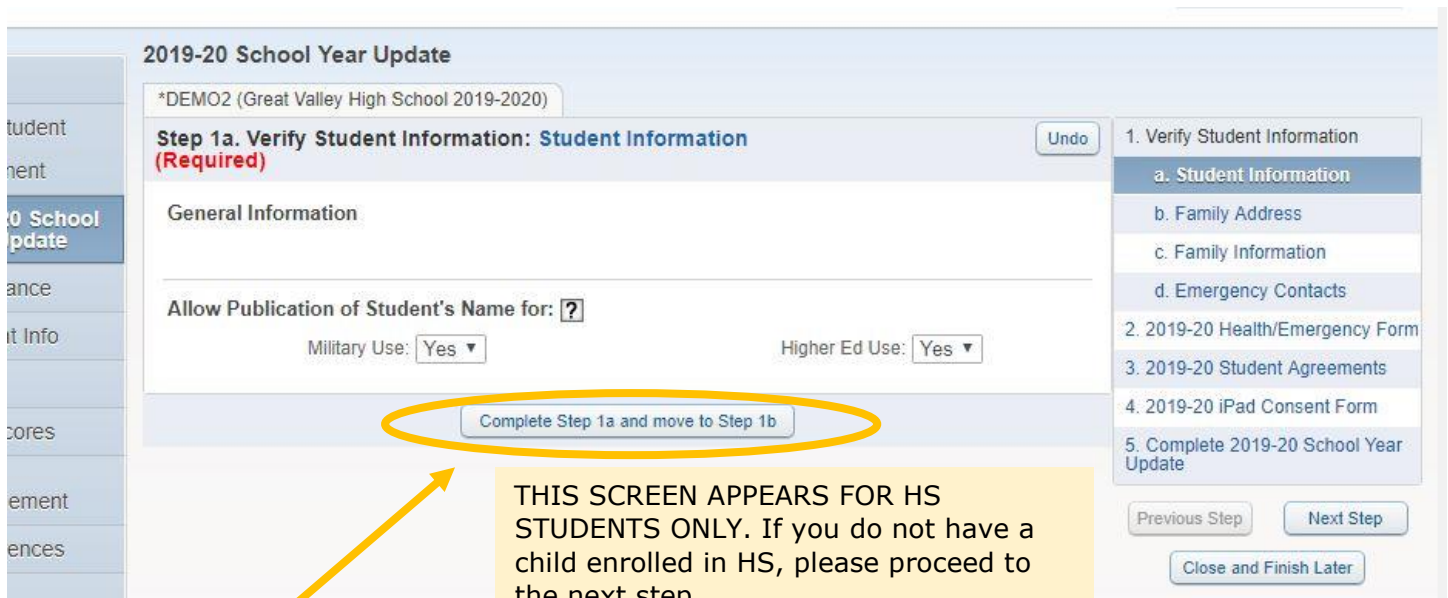


Click one of your student's names to continue.

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.



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.

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

- Verify Family Information as it relates to Guardians 1 and 2. You may change the emails and/or phone numbers for Guardians 1 and 2, as necessary. Note that you may NOT change the guardian(s) name. If you need to change a name, please contact your school office at the phone number listed at the end of these directions.

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

- Review or modify your student's emergency contacts. You may delete a contact, add a contact, or change the contact order. Note that it is possible that each of your children has a different emergency contact so you will be asked to update this section for every student.

2019-20 School Year Update

*DEMO1 (Charlestown Elementary 2019-2020)

Step 1c. Verify Student Information: Emergency Contacts (Required) Undo

[Add Emergency Contact](#)

Contact Number: Delete this Emergency Contact

First: Primary Phone: Ext:

Middle:

Last: Ext:

Relationship: Pick Up:

Comment:

[Complete Step 1c and move to Step 2](#)

1. Verify Student Information
 ✓ a. Family Address
 ✓ b. Family Information
c. Emergency Contacts

2. 2019-20 Health/Emergency Form
 ✓ Completed 08/14/2019 4:11pm

3. 2019-20 Elementary Early Dismissal Form
 ✓ Completed 08/14/2019 4:11pm

4. 2019-20 Student Agreements
 ✓ Completed 08/14/2019 4:12pm

5. 2019-20 iPad Consent Form
 ✓ Completed 08/14/2019 4:12pm

6. Complete 2019-20 School Year Update

[Previous Step](#) [Next Step](#)

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

- REVIEW the Family Information and Emergency Contact Information on your student's GVSD Medical Form.

NOTE: This information cannot be changed via the online form. Please return to previously visited sections of the update if you need to correct phone numbers and/or email addresses. If you need to make a change to address or Guardian Name, please contact your school office at the phone number listed at the end of these directions.

You may not be able to see all of the information on this screen in a smaller browser window. Therefore, **it may be helpful for you to view this information in full screen. To do that, simply click the "View Full Screen" icon at the top, right corner of the form page.**

SKYWARD FICTITIOUS3 STUDENT Select Language

2018-19 Student Information Update

FICTITIOUS3 (Charlestown Elementary 2018-2019)

Step 2. Medical Information Update (Required) Print View Full Screen

GVSD Medical Information Form

School:

Family Information (Parent/Guardian names and Family Address cannot be changed online. To make contact your school office.)

Family #1:

Primary Phone:

1. Review/Update Family Information
 ✓ Completed 08/13/2018 3:45pm

✓ a. Family Address
 ✓ b. Family Information
 ✓ c. Emergency Contacts

2. Medical Information Update

3. Early Dismissal Plan

4. Complete 2018-19 Student Information Update

8. Verify or update your student's medical information. It is essential that our school nurses have the most current and accurate information for your child so all form fields are required on this form. Note that you MUST make a selection for every box to proceed to the next step.

Medication

Does your child presently take medication?

Medication #1:

Reason:

Medication #2:

Reason:

Medication #3:

Reason:

Medication #4:

Reason:

Please indicate which of the following medications administered at the professional discretion
"No" will not be administered at school.

Advil:

Anbesol or Benzocaine:

Benadryl:

Chloraseptic Throat Spray:

Cough Drops/Lozenges:

TUMS:

Tylenol:

Health Conditions

ADD/H: If "Yes", explain:

Asthma: If "Yes", explain:

Cardiac: If "Yes", explain:

Chicken Pox: If "Yes", specify the date:

Developmental Delays: If "Yes", explain:

Diabetes: If "Yes", explain:

Emotional Disorders: If "Yes", explain:

Gastrointestinal: If "Yes", explain:

Metabolic Disorder: If "Yes", explain:

Musculoskeletal: If "Yes", explain:

Neurological: If "Yes", explain:

Physical Limitations: If "Yes", explain:

Bees: EpiPen:

Food: EpiPen:

If "Yes", please specify the type of food in the box below. You must also complete a food allergy form available on the website.

Other: EpiPen:

If "Yes", please specify the other type of allergy in the box below.

Complete Step 2 and move to Step 3

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

9. Parents of elementary students ONLY will be asked to express your intent in the event of an early school dismissal. For easier reading, you may view the form in full screen by clicking that option on the top right side of the form. **If you are not completing information for an elementary student, please proceed to Step 10.**

Elementary parents only: Please select an option from the drop-down menu and enter a form completion date.

Once complete, click the complete step button at the bottom of the screen to proceed.

10. You will be asked to read a number of agreements. Please answer each question using the drop-down box provided. Again, select "View Full Screen" for easier reading.

Once complete, click the complete step button at the bottom of the screen to proceed.

11. The next part of the update applies to one-to-one technology and is a consent form for your student's use of the iPad. Please review the Parent Handbook provided via the hyperlink and type in your electronic signature.

2019-20 School Year Update

*DEMO1 (Charlestown Elementary 2019-2020)

Step 5. 2019-20 iPad Consent Form (Required)

Print

View Full Screen

2019-20 iPad Consent Form

Great Valley School District

Student Name: *DEMO1 *STUDENT

Other ID: 279999

My child and I agree to abide by the information contained within the "GVSD One to One Par... accessed online by clicking [here](#).

I have read and understand the statement above:

Parent/Guardian Electronic Signature: XX

1. Verify Student Information
Completed 08/14/2019 4:10pm
2. 2019-20 Health/Emergency Form
Completed 08/14/2019 4:11pm
3. 2019-20 Elementary Early Dismissal Form
Completed 08/14/2019 4:11pm
4. 2019-20 Student Agreements
Completed 08/14/2019 4:12pm
5. 2019-20 iPad Consent Form
6. Complete 2019-20 School Year Update

Previous Step Next Step

Close and Finish Later

Click the complete step button at the bottom of the page to continue.

12. 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 2019-2020 Student Information Update."

2019-20 School Year Update

*DEMO1 (Charlestown Elementary 2019-2020)

Print

Step 6. Complete 2019-20 School Year Update (Required)

By completing 2019-20 School Year Update, you are confirming that the Steps below have been finished. Are you sure you want to complete 2019-20 School Year Update for *DEMO1?

Review 2019-20 School Year Update Steps

Step 1) Verify Student Information	Completed 08/14/2019 4:10pm
<i>No Requested Changes exist for Step 1.</i>	
Step 2) 2019-20 Health/Emergency Form	Completed 08/14/2019 4:11pm
Step 3) 2019-20 Elementary Early Dismissal Form	Completed 08/14/2019 4:11pm
Step 4) 2019-20 Student Agreements	Completed 08/14/2019 4:12pm
Step 5) 2019-20 iPad Consent Form	Completed 08/14/2019 4:12pm

Guardian Name: JENNIFER BLAKE Guardian Address: 47 CHURCH RD
MALVERN, PA 19355

Submit 2019-20 School Year Update

1. Verify Student Information
Completed 08/14/2019 4:10pm
2. 2019-20 Health/Emergency Form
Completed 08/14/2019 4:11pm
3. 2019-20 Elementary Early Dismissal Form
Completed 08/14/2019 4:11pm
4. 2019-20 Student Agreements
Completed 08/14/2019 4:12pm
5. 2019-20 iPad Consent Form
Completed 08/14/2019 4:12pm
6. Complete 2019-20 School Year Update

Previous Step Next Step

Close and Finish Later

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

Home	*DEMO2 (Great Valley High School 2019-2020)
New Student Online Enrollment	 2019-20 School Year Update was successfully completed and submitted to the district for *DEMO2 on Mon Aug 12, 2019 4:17pm by JENNIFER BLAKE.
2019-20 School Year Update	Go back to review completed steps Mark 2019-20 School Year Update as not completed and make changes
Attendance	
Student Info	
Busing	

Please note that you are asked to complete an update for every student. To access other student records, please click on "2019-20 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