

Parents,

Emergency contact information is very important. Please know that should your emergency contact information change at any time in the year, you can update it through Skyward Family Access through the single sign-on link on the District website.

Parents may now make these changes through Family Access.

- Login into Family Access
- Click on [Student Information](#) located on the left side of the screen.
- Click on [Request Changes](#) for your student located on the top right of the screen.
- Click on [Emergency Contacts](#) to change or delete any of the emergency contacts. [Emergency Contacts will only allow 5 contacts](#), if you have less than 5 you will be allowed to add a contact.
- Click on [Add Emergency Contact](#) under [Request Change](#) to add a new contact.
- Click on the [Save](#) button at the bottom of the screen to save your additions and changes.
- To update your email address, work and cell phone click on [Family Information](#) under the [Request Changes](#).
- If you have a change in your primary phone or address, please contact your student's school office and request that the school complete a [Student Data Change Form](#) for these changes to be made by the Student Accounting office.
- If custody issues apply in your case, please provide a copy of legal paperwork to the Student Accounting at the District Office.