# How to Use Skyward

A guide for parents



### WHAT IS SKYWARD ?



Skyward is a program that gives parents the ability see their child's grades, attendance records, receive communication from the school, emergency procedures, and more. *Now more than ever, it is critical that the school is able to communicate with parents in a safe, secure, and immediate manner. There are going to be times when we NEED you to know something immediately:* 

#### **Examples:**

- •A bus breaks down and will not be arriving on time
- •An unexpected weather event that forces the school to close
- •A mechanical malfunction that requires the school to close
- •A medical emergency
- •Any unforeseen emergency where parents need to be alerted immediately





## WHAT IS SKYWARD ?



Please log into Skyward every time you:

- 1. Change your phone
- 2. Change you email address
- 3. Need to add , delete or change an emergency contact number
- 4. Want to see your child's attendance
- 5. Want to see your child's grades
- 6. Want to see your child's report card

### **IMPORTANT**

Parents have different access than students. PLEASE be sure you are logging in to Skyward as a PARENT and not your child !







To access Skyward, go to <u>www.hasdk12.org</u> and click the Skyward icon



S K Y W A R D°	
Hazleton Area School District Hazleton Area School District - TEST DB 07/29/2022	
Login ID: LATELPHI001 Password:	
Sign In Forgot your Login/Password?	
Login Area: All Areas	

#### Enter your username and password

If you do NOT have a username and password, please go to the school with your photo ID and someone will give you the information.

If you forgot your username and password, the school can reset your password. It will be emailed to the email address we have on file.

IMPORTANT be sure you are logging in with a parent account, not a student account.





If this is your first time logging in, the system will ask you to change your password.

If you have logged in before , you will not be asked to change your password. Once your password is changed, the school can only reset the password, we can not see what your password is.





Home	Account Settings	i									Sav
Student Online	Email: latella	ap@hasdk1	2.org							Ē	Char
Registration	Phone: 570-4	59-3221		vt-						F	Passv
Student Info	Cell 🗸 610-5	55-5555		Ext:		Family	Access Login	LATELPHI001			Und
Test Scores	Home 🗸 570-4	55-2011		Ext:		Password I	Last Changed	08/15/2022			
Report Cards and Attachments	U I'm Using a Sc	reen Reade	er sed		Addre	ss (Mailing Addres	(22				
Skylert	Street Number:	1268	Street Dir:		Street Name:	West 17th St	33)	Addres	s Preview:		
Health Info	SUD:	~	#:[		P.O. Box:			1268 West 17t Hazleton, PA	h St 18201		
Login History	Address 2:							-			
	Zip Code:	18201	Plus 4:		City/State:	Hazleton, PA					
	County:										
	Email Notification	Attendance I	Notifications	for my si	tudent(s) by Message						

The MY ACCOUNT page is only available with parent access. This is where you can change or add your phone numbers and email. If the school needs to call you, this is where we will find your phone number. If you do not keep this up to date, we will not be able to communicate with you. This page also tells us what your email address is. Please keep this page up to date.



Home	Account Settings
Student Online Registration	Email:     latellap@hasdk12.org       Phone:     570-459-3221       Ext:     Ext:
Student Info	Cell 🗸 610-555-5555 Ext: Family Access Login: LATELPHI001
Test Scores	Home <         570-455-2011         Ext:         Password Last Changed:         08/15/2022
Report Cards and Attachments	I'm Using a Screen Reader Outline Links When Focused
Skylert	Street Number: 1268 Street Dir. Street Name: West 17th St Address Preview:
Health Info	SUD: V #: P.O. Box: 1268 West 17th St Hazleton, PA 18201
Login History	Address 2:
	Zip Code:     18201     Plus 4:     City/State:     Hazleton, PA       County:
	Email Notifications

You can receive DAILY email notifications regarding your child's attendance by clicking the Receive Daily Attendance Notifications button. Your child's attendance record will appear on your opening home screen if you select Wall Message.

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		Family Acces	s					Filli Latella	Wy Account		J.
ŚŔ	Ý W A R D°	All Students		-					h Dis	strict Links	;
	Account Set	Jacob Latella								Sava	-
-	Email:	Sophia Latella	org							Change	e
	Phone:	570-459-3221		Ext:						Passwor	a
	Cell 🗸	610-555-5555		Ext:		Family Access	Login: LATELPH	1001		Undo	
	Home 🗸	570-455-2011		Ext:		Password Last Cha	inged: 08/15/20	22			
	🗆 I'm Usin	g a Screen Reade	r								
	Outline I	Links When Focus	ed		A status	(Marilian Addama)					
	Street Num	nber: 1268	Street Dir:		Street Name:	West 17th St		ddress Preview			
	S	SUD: 🗸	#:		P.O. Box:		1268 Wes Hazleton	t 17th St , PA 18201			
	Addres	ss 2:									
	Zip C	ode: 18201	Plus 4:		City/State:	Hazleton, PA					
	Cou	unty:									

All of your registered children are listed under the family access drop down box. Simply select the child that you want to see. Once you select a child, you can access their report card, attendance information, emergency information, and more.





From this page you can access all the information we have on your child using the menu bar on the left hand side of the page.





#### **Student Information:**

You can add an additional phone number for a specific child. This can be helpful in cases where children see different family members on different days.

#### **Family Address:**

Can only be changed at the district office

#### **Emergency Information:**

You can add medical information here as well as any other critical information on the specific child

#### Add Emergency Contact:

You can add and delete emergency contact information for each child. This can be helpful in cases where children see different family members on different days.

You can change certain information regarding your child using the *Request Changes* link in the top right hand corner. Some information can not be changed unless you go to the district office. This is especially true for address changes, which has to be completed at the administration office.



skyward.isco	rp.com/scripts/wsisa.dll/WService=wseduh	azletontst	pa/sfstudentinfo001.w		
	Family Access			Phil Latella N	ly Account Exit
S K Y W A R D	Jacob Latella 💌				District Links
Student Info	rmation				
Jacob Latell	mergency Information for Jacob Latella			×	st Changes Io. Ja
	Critical Alert Information		Last Name, First		ary/MS
		Physician:			(Full-time)
		Dentist:			
		Hospital:			
Ge		Insurance:			
Lang		Policy:			
Oth					
				Save	

If you click Emergency Information, this is what the screen will look like.

🌃 Family Access St	udent Information - Google Chrome			- 🗆
🔒 skyward.isco	prp.com/scripts/wsisa.dll/WService=w	seduhazletontstpa/sfstudentinfo001.w		
S K Y W A R D'	Family Access Jacob Latella		Phil Latella	My Account Exit
Student Add	Emergency Contact for Jacob Latella			×
+ Jacob La	Contact Number: 1  * First:	Primary Phone:	Ext:	hanges for Ja MS JII-time)
(*	* ) Indicates a required field.			Save

If you click Add Emergency Contact Information, this is what the screen will look like.



We hope this information was helpful. Please contact your child's school with an skyward questions and remember---- Keep your information up to date !