ALPINE SCHOOL DISTRICT PARENT TUTORIAL

HOW TO MAKE CHANGES TO YOUR STUDENT'S EMERGENCY CONTACT INFORMATION IN SKYWARD.

1) LOGIN TO SKYWARD USING YOUR LOGIN AND PASSWORD. YOU WILL NOT BE ABLE TO MAKE ANY CHANGES IF YOU ARE LOGGING IN AS YOUR STUDENT.

GO TO THE SKYWARD LOGIN SCREEN, ON THE ALPINE SCHOOL DISTRICT WEBSITE: www.alpineschools.org
IF YOU HAVE FORGOTTEN YOUR LOGIN AND PASSWORD:

CLICK ON "Forgot my login and password".

YOU WILL ENTER YOUR EMAIL ADDRESS. THIS WILL BE THE EMAIL ADDRESS YOU GAVE THE SCHOOL FOR SKYWARD.

YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR EMAIL. IF YOUR EMAIL ADDRESS IS NOT IN SKYWARD, CONTACT THE SCHOOL AND HAVE THEM ADD IT.
2) **CLICK ON “STUDENT INFORMATION” TO GET TO THE CORRECT SCREEN.**

CLICK ON “REQUEST CHANGE(S) TO MY CHILD’S INFORMATION”

On the upper right side of the screen, click on “Request Change(s) to my Child’s Information.”
If you click on this button you will be able to change your home phone number. Be sure to save.

If you need to make a change to your student’s name or birth date please contact the school.

You cannot make changes to your address. You must contact the school for Address changes.

This button allows you to make changes to your phone numbers, employer information, and email address.

This button will allow you to enter information if your student has a medical condition or a need the school should be aware of. This information will go to the School Nurse. After the Nurse approves the update you will see it in Skyward.
Here you can make changes to your Emergency Contacts.

Here you can change the order of your contacts. In an Emergency situation, if the school cannot reach you, they will start making calls from your Emergency Contact list. They will start at the top of the list and work their way down.

Here you can add up to 8 Emergency Contacts.

Here you can request changes to Health Information that is already entered in Skyward. This information will be sent to the School Nurse. Once the Nurse approves the change you will see the change in Skyward.