



8/2016

SKYWARD ONLINE STUDENT INFORMATION UPDATE

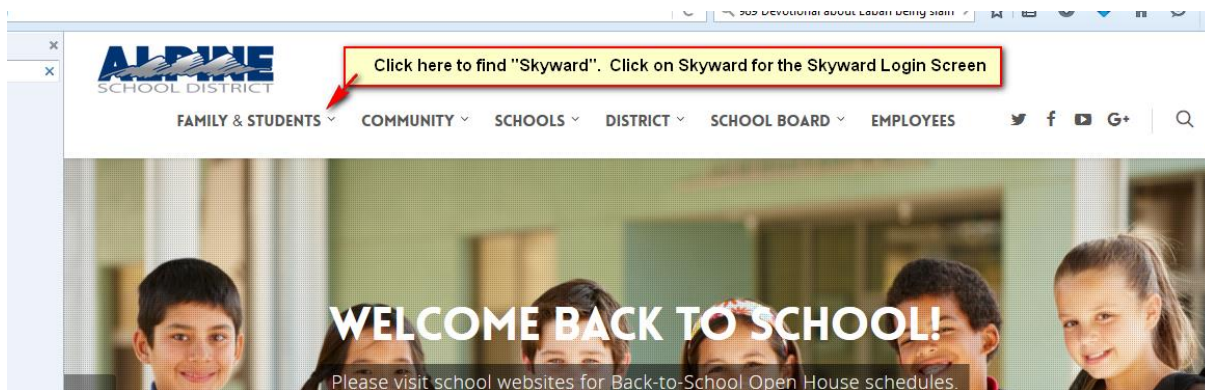
THE STUDENT INFORMATION UPDATE WILL BE AVAILABLE FOR YOU TO MAKE CHANGES ON AUG 1.

You will be able to continue to Login to Skyward throughout the School year and make changes to phone numbers, email addresses and Emergency Contacts.

LOGIN TO SKYWARD USING YOUR PARENT LOGIN AND PASSWORD. YOU WILL NOT BE ABLE TO COMPLETE THE ONLINE STUDENT INFORMATION UPDATE IF YOU ARE LOGGING IN AS YOUR STUDENT.

GO TO THE SKYWARD LOGIN SCREEN, ON THE ALPINE SCHOOL DISTRICT WEBSITE : www.alpineschools.org CLICK ON "FAMILY & STUDENTS".

CLICK ON "SKYWARD"



YOU WILL BE TAKEN TO THE SKYWARD LOGIN SCREEN
IF YOU HAVE FORGOTTEN YOUR LOGIN AND PASSWORD:
CLICK ON "Forgot my login and password".

Login to Skyward. If you have forgotten your Login and/or password or never received it, click on "Forgot your Login/Password"

SKYWARD®
Alpine School District
Student Production - Live

Login ID:

Password:

Sign In

[Forgot your Login/Password?](#)

05.13.02.00.11-10.2

Login Area: All Areas

YOU WILL ENTER YOUR HOME EMAIL ADDRESS.

SKYWARD®

Forgotten Login/Password Assistance

Please enter your email address or user name. If it matches the email or user name the district has on file, you will be sent an email containing your login and a link that can be used to reset your password.

Email or User Name:

Submit Back

Enter the email address you gave the school for Skyward. Submit

YOUR LOGIN AND PASSWORD WILL BE SENT TO YOUR EMAIL. IF YOUR EMAIL ADDRESS IS NOT IN SKYWARD, CONTACT THE SCHOOL AND HAVE THE SECRETARY ADD IT TO YOUR PROFILE.

Parents of Elementary Students:

If you Login on an iPhone or iPad you will not see the Homeroom code that identifies your students as an AM or PM student.

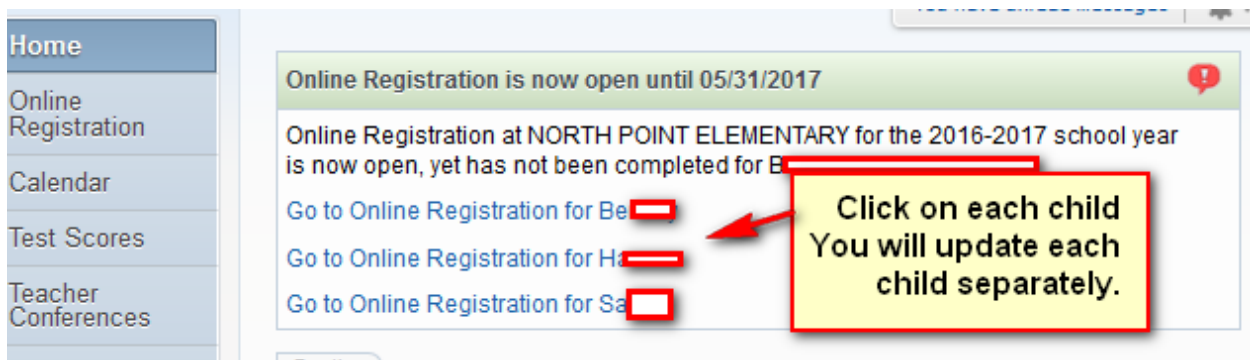
NOTE:

YOU WILL DO THE FOLLOWING STEPS FOR EACH OF YOUR CHILDREN WHO ARE ATTENDING A SCHOOL IN ALPINE SCHOOL DISTRICT.

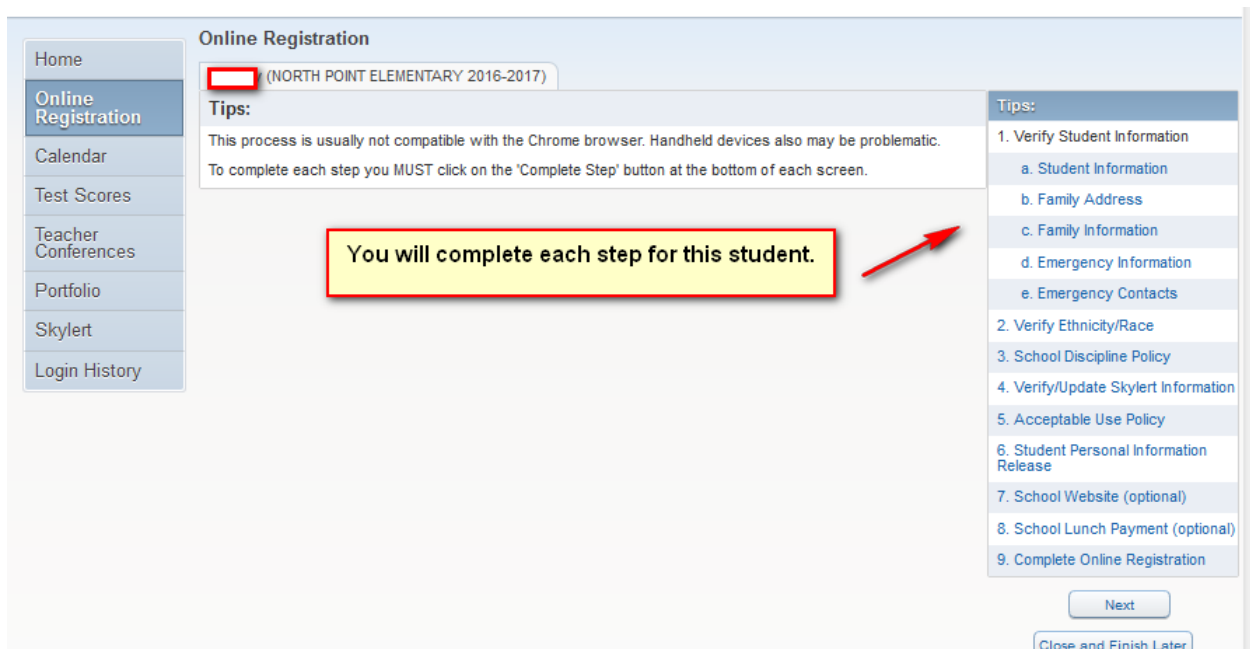
LOGIN TO SKYWARD:

CLICK ON THE "GO TO STUDENT INFORMATION UPDATE" LINK

YOU WILL SEE THE FOLLOWING SCREEN.

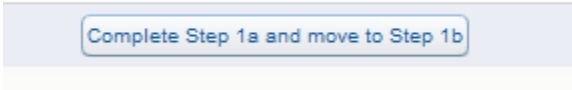


You will be taken to the following screen:



DO THE FOLLOWING FOR EACH STEP

- 1- CLICK ON EACH STEP TO OPEN IT. PLEASE OPEN AND REVIEW EACH SCREEN.
- 2- REVIEW THE INFORMATION AND MAKE ANY NEEDED CHANGES
- 3- **MARK THE STEP AS COMPLETED** WHEN YOU HAVE DETERMINED THE INFORMATION IS CORRECT. You do this at the bottom of the page:



Complete Step 1a and move to Step 1b

STUDENT INFORMATION SCREEN:

NOTE: IF YOU NEED TO MAKE CHANGES TO YOUR STUDENT'S **NAME OR BIRTH INFORMATION**, PLEASE CONTACT THE SCHOOL. STUDENT NAMES IN SKYWARD MUST BE THEIR **LEGAL NAME** AS FOUND ON THEIR BIRTH CERTIFICATE. PARENT NAMES IN SKYWARD SHOULD ALSO BE LEGAL NAMES.

ON THE BOTTOM RIGHT HAND SIDE OF THE SCREEN YOU CAN CLICK ON "NEXT STEP" OR CLOSE AND FINISH LATER.



FAMILY ADDRESS SCREEN:

Only make address changes, if you have moved to a new address from the address you see here. Address changes must be approved by the office. You will need to take "Proof of Residency" to the front office of your school. The "Address" is your mailing address unless you enter a different address in the "Mailing Address" information. **DO NOT enter the same address, as your physical address, for the "Mailing Address".**

Address Preview Address

Street Number: Street Dir: Street Name:

SUD: #: P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

County:

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](#)

TO COMPLETE AN ADDRESS CHANGE YOU MUST BRING "PROOF OF RESIDENCY" TO THE SCHOOL.

BE SURE TO COMPLETE THIS STEP

FAMILY INFORMATION SCREEN:

The screenshot shows the 'Student Information Update' interface for a student named Zoey at American Fork Jr. High School. The current step is 'Step 1c. Verify Student Information: Family Information'. The page includes a sidebar with navigation options like Home, Student Information Update, Calendar, Attendance, Student Info, Test Scores, Teacher Conferences, Portfolio, Skylert, and Login History. The main content area is titled 'Family Options' and contains a 'Family Information' section. This section has a 'Home Language' dropdown set to 'English' and a checked box for 'Receive a Paper Copy of Report Card'. Below this are two guardian information sections. Guardian 1's name is 'Matt', and Guardian 2's name is 'Stacy'. Each guardian section includes fields for 'Relationship', 'Employer', and 'Home Email'. To the right of each guardian's name are phone number fields for 'Primary Phone', 'Work', and 'Cell', each with a dropdown menu and an 'Ext.' field. A 'Next Step' button is visible at the bottom right of the form area. A red box highlights the 'Work' and 'Cell' phone number fields for both guardians.

BE SURE YOU HAVE COMPLETED THIS STEP

EMERGENCY INFORMATION SCREEN:

THIS INFORMATION, IS NOT REQUIRED, BUT CAN HELP US IN AN EMERGENCY SITUTATION IF WE CANNOT CONTACT YOU.

The screenshot shows the 'Emergency Information' screen. At the top, a message states: 'Emergency Contacts can only be added and changed by the primary family guardians.' Below this is a checkbox for 'Critical Alert Information'. A yellow box with a red border contains the text: 'If the nurse is aware of a critical health problem, you will see the alert here.' To the right of the checkbox are several input fields for emergency contacts, each with a 'Last Name, First' label: 'Physician:', 'Dentist:', 'Hospital:', 'Insurance:', and 'Policy:'. A 'Complete Step 1d and move to Step 1e' button is located at the bottom of the form.

BE SURE YOU HAVE COMPLETED THIS STEP

EMERGENCY CONTACTS SCREEN:

YOU CAN HAVE UP TO 8 EMERGENCY CONTACTS. LEGAL GUARDIANS/PARENTS DO NOT HAVE TO BE LISTED AS EMERGENCY CONTACTS ON THIS SCREEN. LEGAL GUARDIANS ARE ALWAYS CONTACTED FIRST IN AN EMERGENCY SITUATION.

Home
Student Information Update
Calendar
Attendance
Student Info
Test Scores
Teacher Conferences
Portfolio
Skylert
Login History

Student Information Update
Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

The "undo" button will undo any unsaved changes to emergency contacts.

Step 1e. Verify Student Information: Emergency Contacts Undo

Add Emergency Contact

Contact Number: 1
First: Karen
Middle:
Last:
Relationship:
Comment: Aunt

Delete this Emergency Contact
Primary Phone: (801) Ext:
Cell: (801) Ext:
Pick Up:

To remove an emergency contact click here.

Contact Number: 2
First: Annette
Middle:
Last:
Relationship:
Comment: Grandmother

Delete this Emergency Contact
Primary Phone: (801) Ext: 0
Work: (801) Ext:
Pick Up:

1. Verify Student Information
a. Student Information
b. Family Address
c. Family Information
d. Emergency Information
e. Emergency Contacts
f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy
4. Verify/Update Skylert Information
5. Acceptable Use Policy
6. Student Personal Information Release
7. School Website
8. School Fee Payment
9. Complete Student Information Update

Previous Step Next Step
Close and Finish Later

ON THE EMERGENCY CONTACT SCREEN, YOU WILL CLICK ON "ADD EMERGENCY CONTACT" TO ENTER NEW INFORMATION.

primary family guardians.

Add Emergency Contact

Delete this Emergency Contact

Step 1e. Verify Student Information: Emergency Contacts

Form fields: Contact Number: 6, * First: [red box], Middle: [red box], * Last: [red box], Relationship: [red box], Primary Phone: [red box] [red box] Ext: [red box], Comment: [red box].

Callout: Enter the correct information

AS YOU ADD EMERGENCY CONTACT INFORMATION , SKYWARD WILL LOOK AT THE DATA BASE AND BRING UP SUGGESTIONS. PLEASE LOOK AT THE CHOICES CAREFULLY AND CHOOSE THE MOST CORRECT.

Form fields: Contact Number: 6, * First: Todd, Middle: [red box], * Last: SPENCER, Relationship: [red box], Primary Phone: [red box] [red box] Ext: [red box], Comment: [red box].

Callout: As you enter information you will see scroll bars appear. Move the scroll bars to see your choices.

IF YOU DO NOT SEE A SUGGESTION GO AHEAD AND ENTER THE NEW INFORMATION.

WHEN THE INFORMATION IS COMPLETE, CLICK THE **SAVE** BUTTON.

YOU CAN ALSO REMOVE A CURRENT EMERGENCY CONTACT ON THIS SCREEN.

The screenshot shows a form for adding an emergency contact. At the top, there is a blue link that says "Delete this Emergency Contact", which is circled in red. Below this are three rows of phone number input fields. The first row is labeled "Primary Phone:" and has a dropdown menu set to "(801)", followed by a text box containing a redacted number and an "Ext:" field. The second row is labeled "Cell" and has a dropdown menu set to "(801)", followed by a text box containing a redacted number and an "Ext:" field. The third row has a dropdown menu set to an empty field, followed by two empty text boxes and an "Ext:" field. At the bottom of the form, there is a "Pick Up:" label and a dropdown menu set to "Yes".

BE SURE YOU HAVE COMPLETED THIS STEP

HEALTH INFORMATION SCREEN:

The screenshot shows the "Health Information" screen for a student named Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015). The screen is titled "Step 1f. Verify Student Information: Health Information" and has an "Undo" button. On the left side, there is a navigation menu with items like "Student Information", "Family Address", "Family Information", "Emergency Information", "Emergency Contacts", "Health Information", "Verify Ethnicity/Race", "School Discipline Policy", "Verify/Update Skylert Information", "Acceptable Use Policy", "Student Personal Information Release", "School Website", "School Fee Payment", and "Complete Student Information Update". The "Health Information" item is currently selected. The main content area has several text boxes for notes: "Health Problems:", "Allergy Notes:" (with "Septtra" entered), "Medication Notes:", "Hospital Notes:", "Vision Notes:", "Hearing Notes:", and "Other Concerns:". Each of these text boxes has a red-bordered callout box with instructions: "Enter health problems in this box.", "Enter allergy information here.", "If you student is on medication that the school should be aware of , enter that information here.", and "School nurses will be monitoring this screen." At the bottom right, there are buttons for "Previous Step", "Next Step", and "Close and Finish Later". At the bottom left, there is a checkbox labeled "I have completed this step".

HEALTH INFORMATION CHANGES WILL AUTOMATICALLY BE SENT TO THE SCHOOL NURSE. THIS WAY YOU WILL KNOW THE NURSE IS AWARE OF

YOUR CHILD'S HEALTH NEEDS. WHEN THE NURSE APPROVES THE CHANGE, YOU WILL SEE THE CHANGE IN SKYWARD.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

VERIFY ETHNICITY/RACE SCREEN:

READ THE LETTER AND THEN CLICK ON "CONTINUE".

Home
Student Information Update
Calendar
Attendance
Student Info
Test Scores
Teacher Conferences
Portfolio
SkyAlert
Login History

Student Information Update
Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

Step 2. Verify Ethnicity/Race

Dear Parent or Guardian:

Every school district is required to report to the Department of Education each year student data by race and ethnicity categories that are set by the federal government. The Department of Education does not report individual student data to the federal government but does report the total number of students in various categories in each school. These reports help us keep track of changes in student enrollments and ensure that all students receive the education programs and services to which they are entitled.

Please complete the online form by no later than the first day of school.

For more information about the student data reporting categories for ethnicity and race, please contact the district office.

Sincerely,
Alpine School District

Continue

I have completed this step

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy
4. Verify/Update SkyAlert Information
5. Acceptable Use Policy
6. Student Personal Information Release
7. School Website
8. School Fee Payment
9. Complete Student Information Update

Previous Step Next Step
Close and Finish Later

VERIFY THE INFORMATION AND MARK AS COMPLETED.

Student Information Update
Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

Step 2. Verify Ethnicity/Race

Please answer BOTH questions 1 and 2.

1. Is Zoey Hispanic or Latino?
 No, My Child is not Hispanic or Latino
 Yes, My Child is Hispanic or Latino - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race

2. What is Zoey race? (Please mark all that apply)
 American Indian or Alaska Native - A person having origins in any of the original peoples of North and South America (including Central America) and who maintains tribal affiliation or community attachment
 Asian - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, e.g., Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam
 Black or African American - A person having origins in any of the black racial groups of Africa
 Native Hawaiian or Other Pacific Islander - A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands
 White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa

3. What is Zoey Tribal Affiliation?
▼ (Required if race is American Indian or Alaska Native)

Continue

I have completed this step

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy
4. Verify/Update SkyAlert Information
5. Acceptable Use Policy
6. Student Personal Information Release
7. School Website
8. School Fee Payment
9. Complete Student Information Update

Previous Step Next Step
Close and Finish Later

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

SCHOOL DISCIPLINE POLICY SCREEN:

READ THE SCHOOL DISCIPLINE POLICY BY CLICKING ON THE "School Discipline Policy" link.

The screenshot shows a web interface for "Student Information Update" for a student named Zoey at American Fork Jr. High School. The main content area is titled "Step 3. School Discipline Policy" and contains a paragraph of text explaining the requirement to read the school's discipline policy. A red circle highlights a blue link labeled "School Discipline Policy". To the right of the main content is a vertical list of steps, with "3. School" highlighted in blue. At the bottom right of the main content area, there is a checkbox labeled "I have completed this step".

DISCIPLINE POLICY WILL LOOK SOMETHING LIKE THIS:

American Fork Junior High School

*Student and Parent
Handbook
2014-2015*

Each school will
have their own
discipline policy
here

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

VERIFY/UPDATE SKYLERT INFORMATION SCREEN:

ON THIS SCREEN YOU CAN DETERMINE HOW YOU WANT TO RECEIVE INFORMATION FROM THE SCHOOL BY CLICKING ON THE CORRECT BOXES.

Student Information Update

Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

Step 4. Verify/Update Skylert Information

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

Choose the phone number and type of information you want to receive on the

My Skyward Contact Information

| Contact Info | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|-----------------------------------|-------------------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| * Primary Phone: (801) [redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Work Phone: (801) [redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Cell Phone: (801) [redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Home Email: [redacted]@aol.com | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

You can receive information by email.

Additional Contact Info for Family With Zoey

| Phone Numbers | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|--------------------------------|-------------------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Additional Phone 1: [redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You can add another phone

| Email Addresses | School Hours Emergency | Attendance | General | Non-school Hours Emergency | Survey |
|--------------------------------|-------------------------------------|--------------------------|--------------------------|----------------------------|--------------------------|
| Additional Email 1: [redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 2: [redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Email 3: [redacted] | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

You can add additional email addresses.

| Text Message Numbers | School Hours Emergency | Attendance | General | Non-school Hours Emergency |
|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Phone 1: [redacted] | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

You can choose to receive a text.

I have completed this step

1. Verify Student Information
a. Student Information
b. Family Address
c. [redacted]
e. Emergency Contacts
f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy
4. Verify/Update Skylert Information
5. Acceptable Use Policy
6. Student Personal Information Release
7. School Website
8. School Fee Payment
9. Complete Student Information Update

Previous Step Next Step
Close and Finish Later

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

ACCEPTABLE USE POLICY SCREEN:

THIS STEP IS PERMISSION FOR YOUR STUDENT TO USE THE INTERNET, **DISTRICT ONLY** STUDENT EMAIL, GOOGLE DOCS AND OTHER INTERNET SCHOOL RELATED SERVICES. **READ THIS FORM CAREFULLY.**

PARENTS MUST RE-SUBMIT NEW FORMS THIS YEAR THERE HAVE BEEN SOME CHANGES. PLEASE MAKE SURE IT IS CORRECT. STUDENTS WHO DO NOT HAVE APPROVAL WILL NOT BE ALLOWED ON SCHOOL COMPUTERS. PLEASE CLICK ON "SAVE" BEFORE LEAVING THIS SCREEN.

Student Information Update

Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

Step 5. Acceptable Use Policy

Acceptable Use Policy

I have completed this step

1. Verify Student Information

- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information

2. Verify Ethnicity/Race

3. School Discipline Policy

4. Verify/Update Skyler Information

5. Acceptable Use Policy

6. Student Personal Information Release

7. School Website

Alpine School District
Student Computer & Internet Use Permission Slip
School: AMERICAN FORK JR. HIGH SCHOOL
Name: Zoey
Student Id # [redacted]

Recognizing the fundamental role technology plays in the 21st Century, Alpine School District supports and encourages the appropriate and responsible use of technology in student learning. Alpine School District will take reasonable measures to protect students and ensure that technology use aligns with educational objectives.

The current policy, including rules and regulation, is found at: <http://policy.alpinedistrict.org/policy/5225-Internet-Wide-Area-Network-Acceptable-Use-Rule> or may be obtained at any district school. It is the responsibility of the student and parent/guardian to understand the current policy.

By signing below, I acknowledge I have read and reviewed with my student the rules and regulations association with the Alpine School District Acceptable Use policy. Furthermore, I acknowledge these rules and regulations apply to both district and personal devices while on school property.

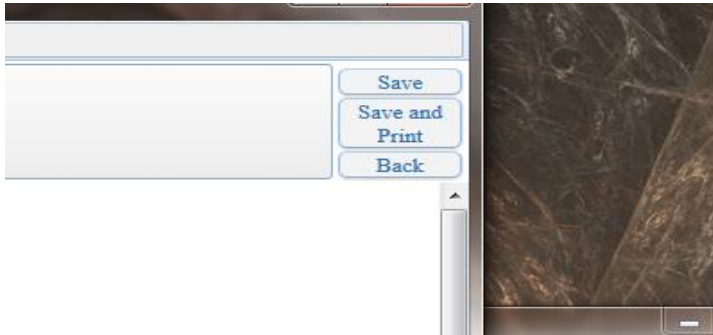
As the parent/guardian of the student,

I grant permission for my child to use the Alpine School District wide area network/Internet in ALL the following ways:

- Internet services
- Student Email

Checking this box, gives your student access to District only student emails and Internet access.

YOU CAN PRINT COPIES OF THIS APPROVAL. PLEASE **CLICK ON SAVE** BEFORE LEAVING THIS SCREEN.



BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP

STUDENT PERSONAL INFORMATION RELEASE SCREEN:

PARENTS MUST RE-SUBMIT THIS FORM THIS YEAR. THERE HAVE BEEN SOME CHANGES. THIS RELEASE GIVES THE SCHOOL/DISTRICT PERMISSION TO USE YOUR STUDENT'S NAME AND/OR PICTURE IN A MEDIA FORM. **READ THIS FORM CAREFULLY.**

Home

Student Information Update

Calendar

Attendance

Student Info

Test Scores

Teacher Conferences

Student Information Update

Zoey (AMERICAN FORK JR. HIGH SCHOOL 2014-2015)

Step 6. Student Personal Information Release

[Student Personal Information Release](#)

I have completed this step

Click here to complete.

1. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
2. Verify Ethnicity/Race
3. School Discipline Policy



Alpine School District

Student Media Release -- School and District Publications

Name: Zoey [Redacted]
Grade: [Redacted]

Dear Parents,

Alpine School District seeks to promote the positive accomplishments of students. Accordingly, your child's projects, photo/video, comments and name might be printed or posted on the web by the school, district or external media. Please select all appropriate options. At any time you may update your preferences in Skyward.

Release for School and District Print Publications

For school and District

Yes No The school/district may publish--in print form--my child's projects, phot/video, comments, and name.

Date:

Choose "Yes" or "No" and please enter a date.

Release for School and District Web/Social Media

For School, District WEB and Social Media.

Yes No The school/district may publish--in electronic format--my child's projects, photo/video, comments, and name. I understand that this information will be available on the Internet (please note that this does not replace the district's Acceptable Use Policy or imply permission to use

Internet services).

Date:

For Media outside of the District.

Release for External Media

Yes No External media (newspaper, television, radio, and so forth) may broadcast my child's projects, photo/video, comments, and name.

Date:

[Redacted]

Parent/Legal Guardian Name

[Redacted]

Relationship to child

This form will be kept in Skyward and may be viewed in the student's profile.

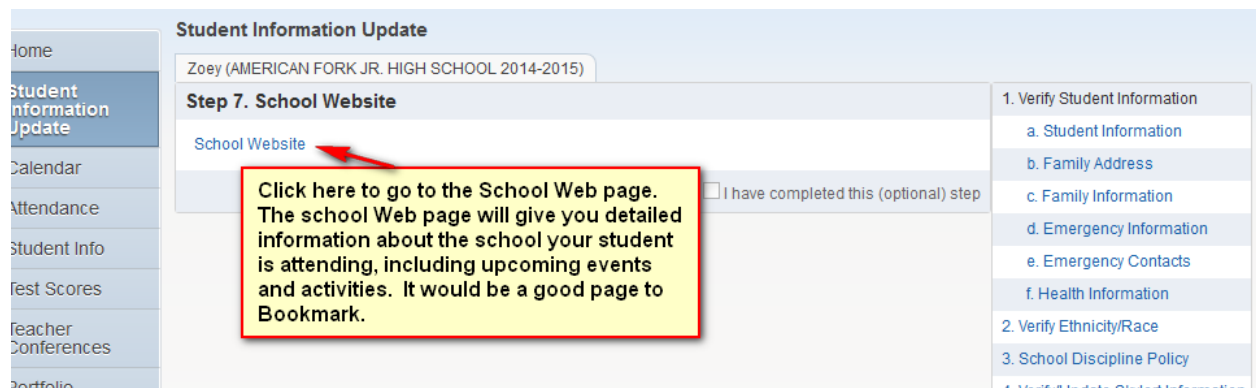
Please Type in your name and your relationship to this child.

YOU CAN PRINT THIS DOCUMENT. PLEASE "SAVE" BEFORE EXITING THIS DOCUMENT.

BE SURE YOU CHECK THE BOX WHEN YOU HAVE COMPLETED THIS STEP
THE NEXT FEW STEPS ARE SCHOOL RELATED. THESE STEPS MAY DIFFER
FOR EACH SCHOOL. CLICK ON EACH STEP AND FOLLOWING THE
INSTRUCTIONS.

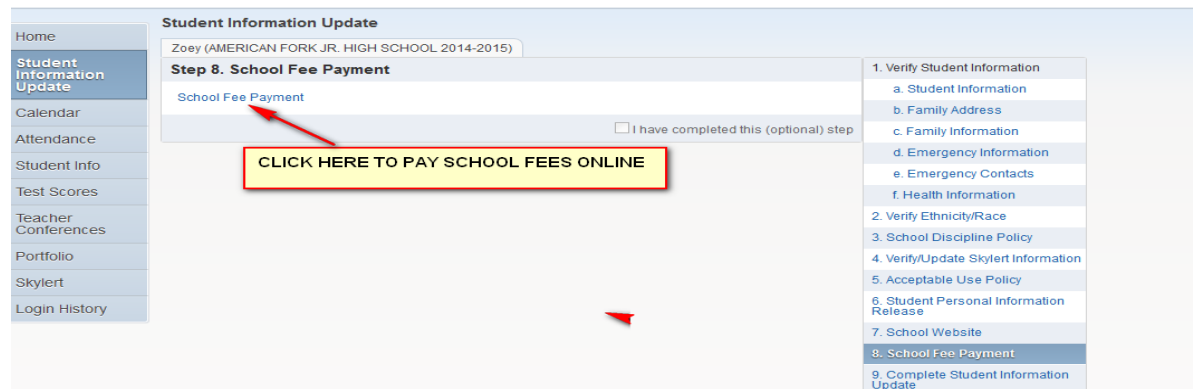
SCHOOLWEBSITE SCREEN:

THIS SCREEN WILL TAKE YOU TO THE SCHOOL WEBSITE.



SCHOOL FEE PAYMENT SCREEN:(SECONDARY schools only)

FOR SECONDARY STUDENTS ONE OF THE STEPS WILL BE AN "OPTION"
TO PAY SCHOOL FEES ONLINE. TO PAY BY CASH, OR SUBMIT A FEE
WAIVER, YOU WILL NEED TO GO TO THE SCHOOL.



IF YOU ARE NEW TO PAYING SCHOOL FEES ONLINE YOU CAN WATCH A VIDEO. YOU WILL NEED A LOGIN AND PASSWORD TO PAY FOR FEES ONLINE. AT THE BOTTOM RIGHT HAND CORNER OF THE PAGE, YOU WILL CHOOSE YOUR STUDENT'S SCHOOL.

UT - WASHINGTON - HURRICANE HIGH
 UT - WASHINGTON - PINE VIEW HIGH S
 UT - WEBER - UTWEBELEMTEST
 WY - MSF TEST - IDMERHIGHTEST
 WY - MSF TEST - VM TEST

Select your school to login as guest (not all schools allow this). UT - ALPINE - DEMO SCHOOL

come to MySchoolFees.com +

https://secure2.myschoolfees.com/start_v2.aspx Google

[Support and FAQ's](#) [Information](#)

User Name (Your Registered Email Address) Password OR [Forgot Your Pass](#)

Show Password

New to MySchoolFees? Watch a 3 minute video demonstration [here](#) .

Important MySchoolFees Announcements

Hitting the back button on your browser may corrupt your session. Please use the provided navigation controls if at all possible.

- All requests for student information must be directed to the school
 Any question you have concerning your student must be addressed directly to the school. This includes requests for student ID's and student registration information. The school will be able to provide you with the best information possible.
- Get the MySchoolFees Quick Start Guide
 It is short, concise and will walk you through your MySchoolFees experience from beginning to end. Click the link to open [The MySchoolFees Quick Start Guide](#) .
- IE Content Advisor Issue
 If you experience random errors please turn off your Internet Content Advisor. Click [HERE](#) for instructions on how to disable the Content Advisor. Click [HERE](#) to see how it should look..
- Use a Modern Browser
 Please make sure that you are using a current version of your preferred browser. Make sure that your Internet Security

These school

- AL - DOTHAN - GIRA
- AL - DOTHAN - GIRA
- AL - DOTHAN - GRAI
- AL - DOTHAN - HEAF
- AL - DOTHAN - HIDD
- AL - DOTHAN - HIGH
- AL - DOTHAN - HONH
- AL - DOTHAN - JERR
- AL - DOTHAN - KELL
- AL - DOTHAN - MON
- AL - DOTHAN - MOR
- AL - DOTHAN - NOR
- AL - DOTHAN - SELA
- AL - HARTSELLE - B
- AL - HARTSELLE - CI
- AL - HARTSELLE - H
- AL - HARTSELLE - H
- AL - MADISON CITY
- AL - MADISON COUN
- AL - MADISON COUN
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -
- AL - TUSCALOOSA -

CALL THE SCHOOL FINANCE SECRETARY, AT YOUR SCHOOL, IF YOU HAVE ANY QUESTIONS REGARDING THIS PAGE.

CLOSE THE DOCUMENT AND MARK THE STEP AS COMPLETED.

SCHOOL LUNCH PAYMENT SCREEN:


(ELEMENTARY schools only)

Home Email:

I have completed this step

- 4. Verify/Update Skylert Information
- 5. Acceptable Use Policy
- 6. Student Personal Information Release
- 7. School Website
- 8. School Lunch Payment
- 9. Complete Student Information Update

Elementary school students click here for step 9

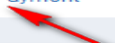


Alia (ALPINE ELEMENTARY 2014-2015)


Step 8. School Lunch Payment

School Lunch Payment I have completed this step

Click here



THIS IS THE SCREEN YOU WILL SEE.



MyPaymentsPlus™
K12 eManagement Solution

secure solution

About | Benefits | Availability | FAQs | Testimonials

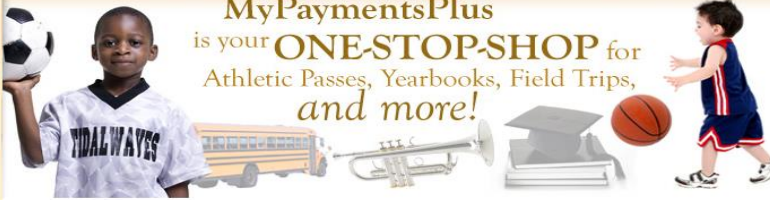
Secure Sign In

Email or Username:

Password:

Forgot your username or password?

New customer?



MyPaymentsPlus
is your **ONE-STOP-SHOP** for
Athletic Passes, Yearbooks, Field Trips,
and more!

Welcome to MyPaymentsPlus
Your One-Stop-Shop for all School Related Payments

Free registration gives you 24/7 access to:

- Student cafeteria balances and purchase history
- Prepayments for breakfast/lunch, with auto-pay capability
- Low balance e-mail reminders
- AP exam registration and payment
- On-line open house and orientation
- Summer school registration and payment
- Other fees and activities such as yearbooks, uniforms, field trips and more!

Not sure if MyPaymentsPlus is available in your district? [Click Here](#) to check.
Availability is based upon your district and/or school

PLEASE CONTACT THE LUNCHROOM, AT YOUR SCHOOL, IF YOU HAVE QUESTIONS REGARDING THIS SITE.

HOW TO COMPLETE THE STUDENT INFORMATION UPDATE

Step 9. Complete Student Information Update
By completing Student Information Update, you are confirming that the Steps below have been finished. Are you sure you want to complete Student Information Update for Jadin?

Review Student Information Update Steps

| | | |
|---|--------------------------------------|-----------------------------|
| Step 1) | Verify Student Information | not completed |
| <i>No Requested Changes exist for Step 1.</i> | | |
| Step 2) | Verify Ethnicity/Race | Completed 07/31/2014 9:04am |
| <i>No Requested Changes exist for Step 2.</i> | | |
| Step 3) | School Discipline Policy | not completed |
| Step 4) | Verify/Update Skylert Information | not completed |
| Step 5) | Acceptable Use Policy | Completed 07/31/2014 9:04am |
| Step 6) | Student Personal Information Release | not completed |
| Step 7) | School Website | skipped |
| Step 8) | School Fee Payment | skipped |

Guardian Name: Guardian Address:

Check marks mean the step is completed

It is OK to skip these steps.

Steps not completed will show on this screen. Completed steps will be dated. Please go back to the uncompleted steps and mark them as completed.

ALL STEPS MUST BE COMPLETED BEFORE YOU CAN FINISH THE UPDATE.

YOU HAVE REACHED "THE FINAL STEP". NOW YOU HAVE COMPLETED ALL OF THE STEPS. BUT YOU ARE NOT DONE!!!

Step 9. Complete Student Information Update
By completing Student Information Update, you are confirming that the Steps below have been finished. Are you sure you want to complete Student Information Update for Jadin?

Review Student Information Update Steps

| | | |
|---|--------------------------------------|-----------------------------|
| Step 1) | Verify Student Information | Completed 07/31/2014 9:11am |
| <i>No Requested Changes exist for Step 1.</i> | | |
| Step 2) | Verify Ethnicity/Race | Completed 07/31/2014 9:04am |
| <i>No Requested Changes exist for Step 2.</i> | | |
| Step 3) | School Discipline Policy | Completed 07/31/2014 9:11am |
| Step 4) | Verify/Update Skylert Information | Completed 07/31/2014 9:11am |
| Step 5) | Acceptable Use Policy | Completed 07/31/2014 9:04am |
| Step 6) | Student Personal Information Release | Completed 07/31/2014 9:11am |
| Step 7) | School Website | skipped |
| Step 8) | School Fee Payment | skipped |

Guardian Name: Guardian Address:

FINAL STEP: This step must be done to complete the Student Information Update.
You can go back to any step to mark it as completed. IF you cannot mark the box as completed open the document and close it. Then you will be able to mark the step as completed.
Once all steps are marked as completed, you will see this button. Click on the button to submit the update.

Submit Student Information Update

YOU WILL BE TAKEN BACK TO THE PARENT SKYWARD MAIN SCREEN.
YOU WILL SEE A MESSAGE THAT YOU HAVE COMPLETED THE STUDENT
INFORMATION UPDATE FOR THIS STUDENT.

YOU ARE NOW DONE WITH THIS STUDENT.

IF YOU HAVE OTHER CHILDREN ATTENDING A
SCHOOL IN ALPINE SCHOOL DISTRICT, YOU
WILL NEED TO COMPLETE THIS PROCESS FOR
EACH STUDENT.

HOW TO SWITCH TO ANOTHER STUDENT:

WHEN YOU ARE LOGGED IN TO SKYWARD YOU CAN SWITCH TO
YOUR OTHER CHILDREN'S "STUDENT INFORMATION" BY
CLICKING ON THE DOWN ARROW BY YOUR STUDENT'S NAME.

YOU CAN SEE ALL OF YOUR CHILDRENS' INFORMATION WITH
ONLY ONE LOGIN.

ONCE YOU HAVE COMPLETED ONE OF YOUR STUDENT'S INFORMATION
UPDATE, GO ON TO THE NEXT STUDENT .

SKYWARD

Family Access

All Students
Eliza
Emm
Maya

Click here to choose the student you wish to update.

Home
Student Information Update
Arena Scheduling
Calendar

Student Information
school year is now

Go to Student Info

Elizabeth

*** IF YOU CANNOT SEE ALL OF YOUR CHILDREN'S NAMES, WHO ARE ENROLLED IN ANY SCHOOL IN THE DISTRICT, PLEASE CONTACT THE OLDEST CHILD'S SCHOOL***