

# Annual Updates (formerly Emergency Cards) - Quick Reference

## LOGGING IN

If you do not yet have a Skyward Family Access account set up, you can email your student's school OR email [familyaccessrequest@gm.sbac.edu](mailto:familyaccessrequest@gm.sbac.edu).

Please include the following information in your email:

- Your full name
- Your student's full name
- Your student's date of birth
- Your student's grade level
- Your student's school name
- A picture of parent ID (for identification purposes), such as a Driver's License

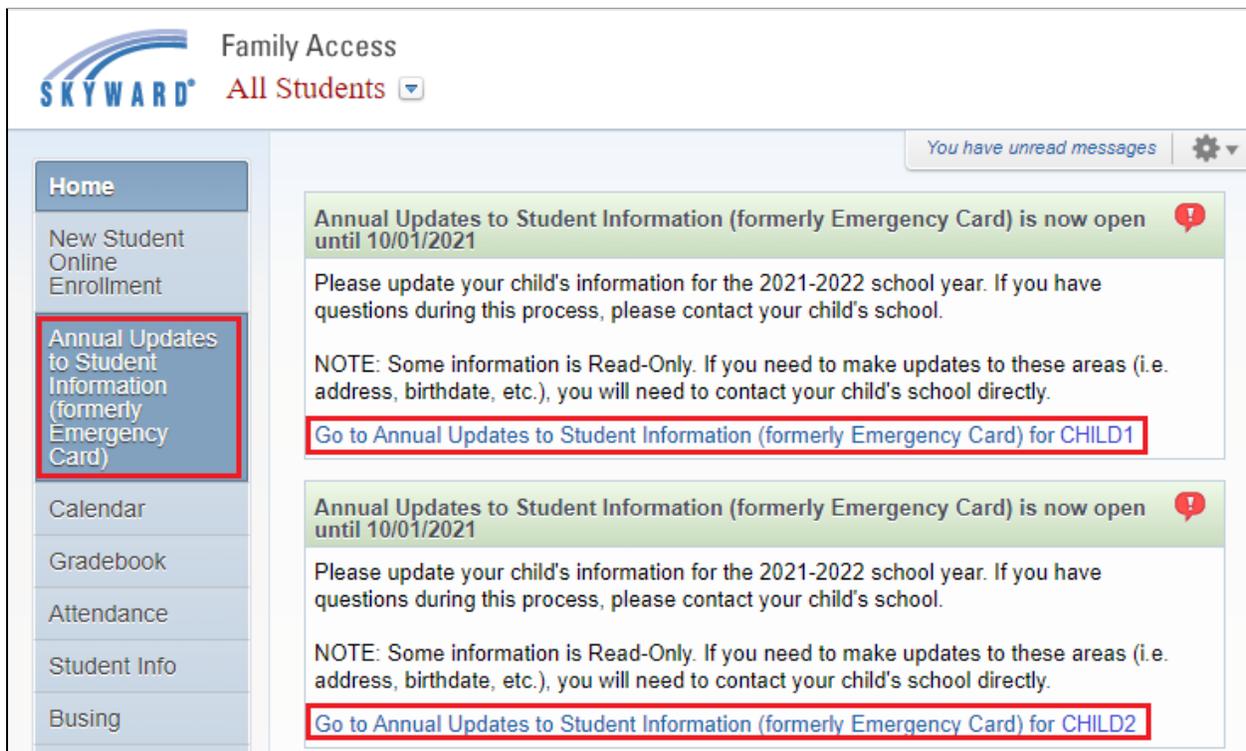
Once you have an account, you can login at this address:

<https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedualachuaf1/seplog01.w>

Or by following the link on the Alachua County Public Schools Website.

Once you login, you will see a message for each student under your account. There will be a link for each student or you can use the menu on the left to navigate to **Annual Updates to Student Information**. [Link to short version of this handout.](#)

*Only the Primary family may make changes here.*



The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and the text 'Family Access All Students'. A notification banner at the top right says 'You have unread messages'. On the left is a navigation menu with items: Home, New Student Online Enrollment, Annual Updates to Student Information (formerly Emergency Card) (highlighted with a red box), Calendar, Gradebook, Attendance, Student Info, and Busing. The main content area contains two identical notification boxes. Each box has a green header: 'Annual Updates to Student Information (formerly Emergency Card) is now open until 10/01/2021'. The text inside each box reads: 'Please update your child's information for the 2021-2022 school year. If you have questions during this process, please contact your child's school. NOTE: Some information is Read-Only. If you need to make updates to these areas (i.e. address, birthdate, etc.), you will need to contact your child's school directly.' Below the text is a red-bordered button with the text: 'Go to Annual Updates to Student Information (formerly Emergency Card) for CHILD1' (or CHILD2).

Use the menu on the right to navigate from section to section. You may return to a section before you submit. Click **Close and Finish Later**. Once you submit, you cannot make changes.

As you complete each step, click complete at the bottom and a green check will appear next to the step.

**Annual Updates to Student Information (formerly Emergency Card)**

(BUCHHOLZ, F. W. HIGH SCHOOL 2021-2022)

**District Message**

Please update your child's information for the 2021-2022 school year. If you have questions during this process, please contact your child's school.

NOTE: Once you complete the annual updates, you will no longer be able to make changes. Until you actually submit, you can edit, save and return. Please make sure to complete this process by Friday, October 1, 2021.

**District Message**

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts
2. Verify Skylert Information
3. Student Code of Conduct
4. Code of Conduct Acknowledgement
5. Health Information
6. McKinney-Vento
7. Complete Annual Updates to Student Information (formerly Emergency Card)

Next

Close and Finish Later

## 1. VERIFY STUDENT INFORMATION

### 1a: Student Information

This screen will display your student's name and birthday, but you cannot edit. If there is an error, please contact your child's school. You can edit the student name publication options. Clicking on the ? will display the explanation of each.

Please verify the information below.

**General Information**

First:  Middle:

Last:  Suffix:

Birthday:

**Allow Publication of Student's Name for:** [?](#)

Military:  Higher Ed:  Public:

**a. Student Information**

b. Family Address

c. Family Information

d. Emergency Contacts

2. Verify Skylert Information

3. Student Code of Conduct

4. Code of Conduct Acknowledgement

5. Health Information

### Help Information

**Military:**

By leaving Yes selected, you allow the sharing of student demographic information for military recruitment or other purposes. By selecting No, you are opting out of student demographic information being shared for such purposes.

**Higher Ed:**

By leaving Yes selected, you allow the sharing of student demographic information with higher education institutions (colleges/universities). By selecting No, you are opting out of student demographic information being shared with these institutions.

**Public:**

By leaving Yes selected, you allow the student demographic information to be used in such a way as may be seen by the public, such as yearbooks, sports programs, award announcements, photographs, video or articles in which student's directory information is identified. By selecting No, you are opting out of student demographic information being shared for such purposes.

### 1b: Family Address

The student's address (Family 1) will display here, but it is not editable. To request a change, you must go in person to the student's school and bring 2 forms of proof of residency.

#### Annual Updates to Student Information (formerly Emergency Card)

(BUCHHOLZ, F. W. HIGH SCHOOL 2021-2022)

### Step 1b. Verify Student Information: Family Address (Required)

Undo

Please verify the information below:

**Address** [Preview Address](#)

Street Number:  Street Dir:  Street Name:   
SUD:  #:  P.O. Box:   
Address 2:   
Zip Code:  Plus 4:  City/State:

**Mailing Address**

Street Number:  Street Dir:  Street Name:   
SUD:  #:  P.O. Box:   
Address 2:   
Zip Code:  Plus 4:  City/State:

**District Message**

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### 1c: Family Information

Here you can edit Family 1's email address and phone numbers.

#### Annual Updates to Student Information (formerly Emergency Card)

(BUCHHOLZ, F. W. HIGH SCHOOL 2021-2022)

### Step 1c. Verify Student Information: Family Information (Required)

Undo

Please verify the information below:

Guardian 1  
Number:  Primary Phone:  Ext:   
Name:   
Home Email:  Cell  Ext:   
 Ext:

Guardian Number: 2  
Name:  Cell  Ext:   
Home Email:  Work  Ext:

**District Message**

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**1d: Emergency Contacts**

You can edit the numbers for the existing Emergency Contacts as well as change the contact order. You may also add new Emergency Contacts (12), but they will have to be approved through Skyward before you can change the order.

**Annual Updates to Student Information (formerly Emergency Card)**

(BUCHHOLZ, F. W. HIGH SCHOOL 2021-2022)

**Step 1d. Verify Student Information: Emergency Contacts (Required)**

Please verify the information below:

**Add Emergency Contact**      **Change Emergency Contact Order**

Contact Number:       Delete this Emergency Contact

First:       Primary Phone:  Ext:

Middle:       Cell:  Ext:

Last:        Ext:

Relationship:       Pick Up:

Contact Number:       Delete this Emergency Contact

First:       Primary Phone:  Ext:

Cell:  Ext:

Ext:

Pick Up:

Undo      District Message

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Add a new Emergency Contact.

**Add Emergency Contact**

Contact Number:

\* First:

Middle:

\* Last:

Relationship:

Primary Phone:  Ext:

Ext:

Ext:

Pick Up:

(\*) Indicates a required field.

Use the Up and Down Arrows to change the order of the contacts.

**Change Emergency Contact Order**

Please use the Up and Down Arrow buttons to reorder your child's Emergency Contacts.

Contact #		Last Name	First	Middle	Primary Phone
1	↓				
2	↑				

Note: Newly added contacts will not appear in list until they have been approved by the district.

If an emergency contact is also a guardian for another family, they must update their own number.

## 2. VERIFY SKYLERT INFORMATION

Here you can set how you wish to be contacted via phone and text messages. These options can be changed at a later time by choosing **Skylert** from the main menu.

### Step 2. Verify Skylert Information (Required)

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.

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Survey
* Primary Phone: <input type="text"/>					
Family With	<input checked="" type="checkbox"/>				
Cell Phone: <input type="text"/>					
Family With	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Work Phone: <input type="text"/>					
Family With	<input type="checkbox"/>				
Home Email: <input type="text"/>					
Family With	<input checked="" type="checkbox"/>				

*\*\*Secondary Guardians are not allowed to update the Primary Phone number\*\**

Additional Contact Info for Family With

Text Message Numbers	School Hours Emergency	Attendance	General	Non-school Hours Emergency
Phone 1: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 3: <input type="text"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

#### District Message

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Previous Step
Next Step

Close and Finish Later

## 3. STUDENT CODE OF CONDUCT

Click on the link to view the Student Code of Conduct. The PDF will open in a new window.

New Student Online Enrollment

Annual Updates to Student Information

### Step 3. Student Code of Conduct (Required)

Please review the Secondary Code of Student Conduct. Following your review, please return to this page to acknowledge your review of the content and proceed with your Annual Updates.

Student Code of Conduct

#### District Message

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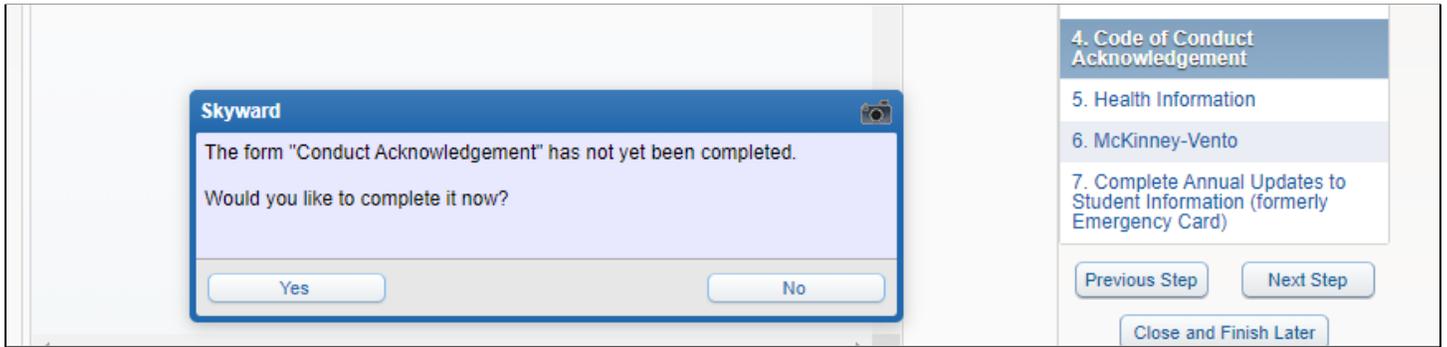
Previous Step
Next Step

Close and Finish Later

## 4. STUDENT CODE OF CONDUCT ACKNOWLEDGEMENT

The purpose of this step is to confirm that you read the Code of Conduct in Step 3.

When you click on the step a popup box will come up and ask if you want to complete the form now, click Yes.



The form will display in the current window. You may choose to View Full Screen or complete the form here. Read the statements then type your name to serve as your signature. Today's date will be displayed.

**Step 4. Code of Conduct Acknowledgement (Required)**

Please complete the Code of Conduct Acknowledgement Form. To start the form, select Add. To enlarge the form, click on View Full Screen on the right hand side at the top of the form. When done, save the form and exit the full screen.

Name: \_\_\_\_\_ Gender: **Female** Grade/Grad Yr: \_\_\_\_\_  
Other ID: \_\_\_\_\_

**Student Code of Conduct**  
Acknowledgement of Review

\_\_\_\_\_ F. W. BUCHHOLZ HIGH SCHOOL  
Student Name Grade School

I have viewed the online version of the Alachua County Code of Student Conduct and am aware of the signature below indicates that I understand that my child is held to the standards that were outlined

A print version of the Alachua County Code of Student Conduct is available at each school upon request.

In addition, I am aware that supervision is provided 30 minutes before school begins and 30 minutes after school ends. Parents/guardians are responsible for the safe travel of their students to and from school when the school is not providing supervision and control of the School District (including travel between home and the assigned bus stop) necessary supervision during times when the bus is not present.

\_\_\_\_\_ 09/07/21  
Parent Signature (Type in name to sign) Date

District M  
1. Verify S  
a. Stu  
b. Fan  
c. Fan  
d. Em  
2. Verify S  
3. Studen  
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## 5. HEALTH INFORMATION

Update this form every year. Click **Yes** to complete now.

**Step 5. Health Information (Required)**  
Please complete the Health Form. To start the form, select Add. To enlarge the form, click on View Full Screen on the right hand side at the top of the form. When done, save the form and exit the full screen.

View Full Screen

Add  
Edit  
Delete

*There are no records to display; check your filter settings.*

**Skyward**

The form "Health Information" has not yet been completed.

Would you like to complete it now?

Yes No

District Message

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Previous Step

Close and Finish

It is recommended that you edit this longer form in Full Screen. Sign and date at the bottom.

**Step 5. Health Information (Required)**  
Please complete the Health Form. To start the form, select Add. To enlarge the form, click on View Full Screen on the right hand side at the top of the form. When done, save the form and exit the full screen.

View Full Screen

Save  
Save and Print  
Back

Name Gender: Female Grade/Grad Yr:  
Other ID:

**Alachua County Public Schools**

**Health Information**

School Year \* indicates required question  
\*Select school year of enrollment or update

Medical Information

District Message

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## 6. McKinney-Vento (Optional)

This is an optional form. It may be edited every year.

The screenshot shows a Skyward notification window on the left with the text: "The form 'McKinney-Vento' has not yet been completed. Would you like to complete it now?" with "Yes" and "No" buttons. On the right is a sidebar menu with steps: "5. Health Information", "6. McKinney-Vento" (highlighted), and "7. Complete Annual Updates to Student Information (formerly Emergency Card)". Below the menu are "Previous Step", "Next Step", and "Close and Finish Later" buttons.

If your circumstances have changed, you can use this form to make changes.

The screenshot shows the "Step 6. McKinney-Vento (Optional)" form. At the top, it says "(BUCHHOLZ, F. W. HIGH SCHOOL 2021-2022)". The form includes a "Name" field, "Gender: Female", "Grade/Grad Yr:", and "Other ID:" fields. There are "Save", "Save and Print", and "Back" buttons. Below is the "Alachua County Public Schools" logo and the "McKinney-Vento Transition Education" title. A "Purpose" statement follows. A dropdown menu is labeled "\*Select school year of enrollment or update".

**Section A: Residency Verification (Please Answer all that apply)**

**Is the student:**

- \* living in a shelter/transitional housing
- \* living with family or friends temporarily due to loss of housing, economic hardship or similar reason; doubt as to whether the residence is the student's permanent home
- \* living in cars, parks, campgrounds, temporary trailer parks, public or abandoned buildings, substantial housing
- \* living in a hotel or motel
- \* none of the above - Choose **Yes** if none of the above circumstances apply

**STOP! YOU DO NOT HAVE TO ANSWER THE REMAINING QUESTIONS!**  
Sign and date the form at the bottom, then click **SAVE** on the top right to submit this form and continue the process.

On the right sidebar, a "District Message" list shows steps 1-7. Step 6, "McKinney-Vento", is highlighted. "Previous Step", "Next Step", and "Close and Finish Later" buttons are at the bottom of the sidebar.

## 7. COMPLETE ANNUAL UPDATES

A green check will be marked next to each step as you complete. When you have finalized all updates, click **Submit** at the bottom to submit the changes. You may always update your phone, email and Skylert preferences.

The screenshot shows "Step 7. Complete Annual Updates to Student Information (formerly Emergency Card) (Required)". It includes a confirmation message: "By completing Annual Updates to Student Information (formerly Emergency Card), you are confirming that the Steps below have been finished. Are you sure you want to complete Annual Updates to Student Information (formerly Emergency Card) for [Name]?"

**Review Annual Updates to Student Information (formerly Emergency Card) Steps**

Step	Description	Completion Status
Step 1)	Verify Student Information	Completed 09/08/2021 9:20am
No Requested Changes exist for Step 1.		
Step 2)	Verify Skylert Information	Completed 09/08/2021 9:20am
Step 3)	Student Code of Conduct	Completed 09/08/2021 9:21am
Step 4)	Code of Conduct Acknowledgement	Completed 09/08/2021 9:21am
Step 5)	Health Information	Completed 09/08/2021 9:23am
Step 6)	McKinney-Vento	Completed 09/08/2021 9:23am

On the right sidebar, a "District Message" list shows steps 1-7. Steps 1-6 have green checkmarks and completion times. Step 7, "Complete Annual Updates to Student Information (formerly Emergency Card)", is highlighted. "Previous Step", "Next Step", and "Close and Finish Later" buttons are at the bottom of the sidebar.