

SOUTH KITSAP SCHOOL DISTRICT

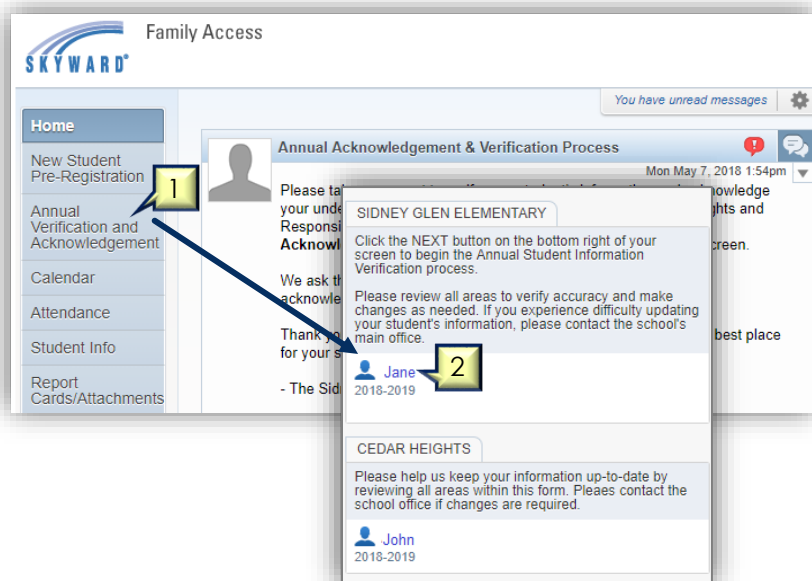
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ANNUAL ACKNOWLEDGEMENT & VERIFICATION PROCESS FOR FAMILIES

Each year, the South Kitsap School District requests that all parents verify student information and re-attest to their understanding of the District's Attendance Policy and Rights and Responsibilities. This task is completed in the Skyward Family Access Module.

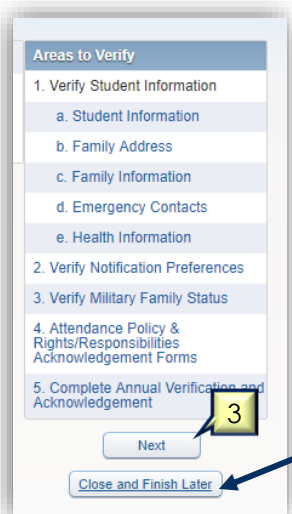
Please contact your student's school if you need additional information on how to access the Family Access Portal.

1. To get started, click the tab "**Annual Verification and Acknowledgement**" from the menu on the left side of your screen.
2. Click the **Student's Name** for whom you wish to complete the verification and acknowledgement process.



Please note that this process does need to be completed for each of your students individually.

3. Click the **Next** button on the right side of the screen to begin the verification and acknowledgement process



*If you need to stop in the middle of completing the verification/acknowledgement process, click **Close and Finish Later***

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4. In **Step 1a**, you are asked to verify the accuracy of your student's information.
5. You may make changes to fields that appear **White**.
6. If there is information in a **Grey** field that is incorrect, please contact the school office to request a change.
7. After you have confirmed that all information on this screen is accurate and up-to-date, click the button **Complete Step 1a and move to Step 1b**.

Annual Verification and Acknowledgement

Jane (SIDNEY GLEN ELEMENTARY 2018-2019)

Step 1a. Verify Student Information: Student Information (Required) Undo

Please verify that each area of Student Information is accurate and up to date. Please note that while you are able to update certain aspects of your student's information, other areas are "read-only" and you must contact the school office to request changes.

Hint: Click the Question Mark next to "Allow Publication of Student's Name for Military, Higher Education, Public, District and Local Use" for a description of the fields.

General Information

First: Jane Middle: **Grey field**

Last: Smith Suffix:

Birthday: 03/05/2008 Gender: Female

Other Name: **White field**

* Language: ENGLISH

* Native Language: ENGLISH

Federal/State Ethnicity: Not Hispanic (Change Ethnicity)

State Race: White (Change Race)

Federal Race: white

Birth State: WA - WASHINGTON

Birth Country: UNITED STATES -- USA

Birth County: Kitsap

Allow Publication of Student's Name for: ?

Military Use: Yes Higher Ed Use: Yes Public Use: Yes

District Use: Yes Local Use: Yes

Complete Step 1a and move to Step 1b **7**

8. Continue to verify the accuracy of your student's information in **Step 1b**. Make changes as needed to white-field areas. Contact your student's school office to request a change to a grey-field area.
9. After you have confirmed that all information on this screen is accurate and up-to-date, click the button **Complete Step 1b and move to Step 1c**.

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

Address Preview Address

Street Number: 12345 Street Dir: Street Name: Your Street

SUD: # P.O. Box:

Address 2:

Zip Code: 98366 Plus 4: 3715 City/State: PORT ORCHARD, WA

County:

Mailing Address Same as 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 **9**

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10. **Step 1c** asks you to verify several Family Options. Make changes as needed to white-field areas. Contact your student's school office to request a change to a grey-field area.
11. After you have confirmed that all information on this screen is accurate and up-to-date, click the button **Complete Step 1c and move to Step 1d**.

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

Please verify that each area of Student Information is accurate and up to date. Please note that while you are able to update certain aspects of your student's information, other areas are "read-only" and you must contact the school office to request changes.

Hint: Click the Question Mark next to "Allow Publication of Student's Name for Military, Higher Education, Public, District and Local Use" for a description of the fields.

Family Options

* Home Language: Receive a Paper Copy of Report Card

Guardian Number: 1
Name:
Relationship:

Guardian Number: 2
Name:
Relationship:

12. In **Step 1d**, you are asked to verify your student's **Emergency Contacts**
13. After you have confirmed that all information on this screen is accurate and up-to-date, click the button **Complete Step 1d and move to Step 1e**.

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

Contact Number: Primary Phone: (360) Ext:

First: Ext:

Middle: Ext:

Last: Pick Up:

Relationship:

Comment:

Contact Number: Primary Phone: (360) Ext:


First: Ext:

Middle: (360) Ext:

Last: (360) Ext:

Relationship: Pick Up:

Comment:

 Note that **all** fields in 1d are grey-fields; you **must** contact the office to add, delete, or change emergency contacts.

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14. **Step 1e** allows you to add any pertinent Health Information to your student's record.
15. After you have confirmed that all information on this screen is accurate and up-to-date, click the button **Complete Step 1e and move to Step 2**.

16. **Step 2** asks you to review and update your contact information and to indicate what notifications you would like to receive and how you receive them.
17. After you have confirmed that all information on this screen is accurate and up-to-date, click the button **Complete Step 2 and move to Step 3**.

You may update your notification preferences at any time by clicking the **Skylert** tab

| Phone Numbers | Emergency | Attendance | General Announcement | Lunch Balance | Surv |
|-----------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Additional Phone 1: [] [] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 2: [] [] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 3: [] [] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 4: [] [] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Additional Phone 5: [] [] | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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- Step 3** asks you to review and update your family's Military Status for any parent/guardian of your student.
- After you have confirmed that all information on this screen is accurate and up-to-date, click the button **Complete Step 3 and move to Step 4**.

18 **Step 3. Verify Military Family Status (Required)**

Please review the following information to verify accuracy. If Military Status has changed for your family within the last year, please update this section with the current Military Status.

Please verify the Military Family Status for any parent or guardian of the student:

- A - Parent or guardian is a current member of the US Armed Forces, active duty
- R - Parent or guardian is a current member of the US Armed Forces, reserves
- G - Parent or guardian is a current member of the National Guard
- M - More than one parent or guardian qualifies for A, R or G
- N - No parent or guardian is currently serving the US Armed Forces or National Guard
- Z - Prefer not to answer

19 Complete Step 3 and move to Step 4

- Step 4** asks you to review and attest to your understanding of the district's Attendance Policy and Rights and Responsibilities.
- A pop-up box will appear asking if you would like to complete the form "**Attendance Policy/Rights & Responsibilities**". Click **Yes**.

20 **Step 4. Attendance Policy & Rights/Responsibilities Acknowledgement Forms (Required)**

Please review the South Kitsap School District Attendance Policy and Rights and Responsibilities Information Booklet (links included below). Type your initials and today's date to acknowledge that you have read and understood the policy and rights and responsibilities.

View Full Screen

Add

Edit

Delete

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

Skyward

The form "Attendance Policy/Rights & Responsibilities" has not yet been completed.

Would you like to complete it now?

21 Yes No

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22. Read each section of the Attendance Policy/Rights and Responsibilities acknowledgement forms; type your **initials** and **today's date** to express your review and understanding of each area. There are a total of eight (8) sections to review and initial.
23. Once you have dated and initialed all areas, click the button **Complete Step 4 and move to Step 5**.

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SCHOOL DISTRICT**
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To the Parent/Guardian of :

Please read the documents referenced in this form. After you have read the documents, please type your name and the current acknowledgement that you have read, understand, and received a copy of each document or instructions on where to obtain a copy of each document. *electronic signature and implies full understanding, legal validity, and affirmation to each document.*

This form will remain part of your student's cumulative file and MUST be completed each year. Additional copies of the documents referenced, that you do not understand, please make an appointment with your school administrator to discuss you

This form must be completed by September 14, 2018.

Opt-Out
Parents and adult or emancipated minor students may opt their children or themselves out of participating in any protected info. Please refer to Policy and Procedure 3232 for additional information. (Policy 3232- [click here](#); Procedure 3232- [click here](#))

1. Attendance Policy and Procedure - Click here to read
If you do not have access to a computer, please request a copy of this document from the school office.

State law for mandatory attendance requires children from age 8 to 17 to attend public school, private school, or a district-approved school. If a child has two or more unexcused absences in any given month or ten unexcused absences or more within a school year, we are required to file a petition with the juvenile court, alleging a violation of RCW 26A.225.0101, the mandatory attendance law.

Parent/Guardian Initials Today's Date

8. Release of Information to Military Recruiters (Grades 11-12 ONLY)
The District/School will assume permission to release student demographic information to Armed Forces and Military Recruiting if a parent/guardian submits a written request for his or her student to opt out.

Your signature indicates awareness only. A written request to opt out is required.

Parent/Guardian Initials Today's Date

24. Click **Submit Annual Verification and Acknowledgement**.

Step 5. Complete Annual Verification and Acknowledgement (Required)
By completing Annual Verification and Acknowledgement, you are confirming that the Steps below have been finished.
Are you sure you want to complete Annual Verification and Acknowledgement for Jane?

Review Annual Verification and Acknowledgement Steps

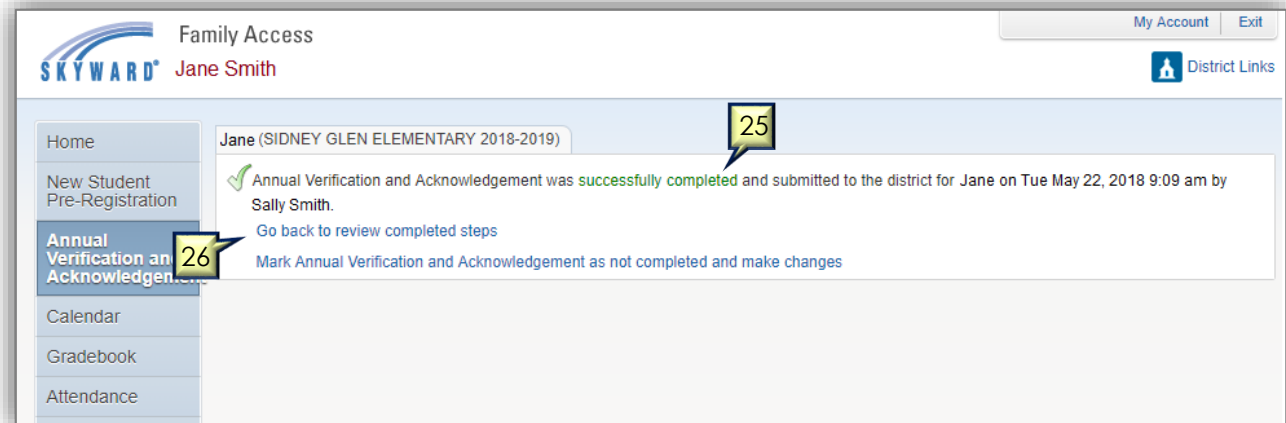
| | |
|---------------------------------------------------------------------------|-----------------------------|
| Step 1) Verify Student Information | Completed 05/22/2018 9:23am |
| <i>No Requested Changes exist for Step 1.</i> | |
| Step 2) Verify Notification Preferences | Completed 05/22/2018 9:23am |
| Step 3) Verify Military Family Status | Completed 05/22/2018 9:23am |
| Step 4) Attendance Policy & Rights/Responsibilities Acknowledgement Forms | Completed 05/22/2018 9:24am |

Guardian Name: Sally Smith Guardian Address: 12345 Your Street
Port Orchard, WA 98366

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25. Once you have submitted the Verification and Acknowledgement form, you will see a message that the form was **Successfully Completed and Submitted**.
26. You may now choose to **Review** the completed steps or, if necessary, opt to **Make Changes** from here.



Congratulations! You have now completed the annual Verification and Acknowledgement Process!