Nov. 1, 2017

Updating Parent/Guardian Contact Information in *Skyward*

Dear Parent(s)/Guardian(s),

As the 2017-2018 School Year is well under way, Mars Area School District is asking parents to please login to the *Skyward Family Access* portal to review and update both your general and emergency contact information. By verifying that all of your contact information is up to date, you will ensure that the District is able to contact you when needed.

The general contact information that you provide will be used to notify you of school closings/delays, school activities, important dates, parent/student events, etc., through the District's telephone/e-mail notification system. *(Note: Phone calls from the District will display on Caller ID devices as coming from the District's main phone number (724) 625-1518. Calls from individual school buildings will list that school's main phone number. The "from" address in all e-mail messages from the District/schools will end in "@marsk12.org.")*

Emergency information may used to contact you and/or those you designate as emergency contacts (e.g. grandparent, aunt, uncle, trusted neighbor, etc.) in the event of a true District and/or school emergency. This information may also be called upon in a student-related emergency in the event that you, as parent/guardian, cannot be immediately reached.

The District remains committed to keeping our parents/guardians informed through direct communication. It has been proven that parental knowledge plays a key role in student achievement. We thank you for being involved in your child's education and for allowing us the means to raise the standard of excellence in our schools.

Directions for updating your information in the *Skyward Family Access* portal are provided below. The District appreciates your time and attention to this important matter. Thank you.

Directions for Updating Parent/Guardian Contact Information

Logging In — Log in to the *Skyward Family Access* portal via the "Student Information System" link on the District's website, www.marsk12.org (or directly at https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedumarsareapa/seplog01.w) using the login information provided by the District.

Updating General Contact Information — Each parent/guardian is able to enter up to three (3) phone numbers and one (1) e-mail address. To verify or update your information:

1. Click on the "Student Information" tab.
2. Click on "Request Changes for…" in the upper right-hand side of the page.
3. Select "Family Information."
4. Add up to three (3) phone numbers and one (1) e-mail address per parent.
5. Click "Save."

Updating Emergency Contact Information — Each parent/guardian is asked to provide at least one emergency contact, other than yourself (e.g. grandparent, aunt, uncle, trusted neighbor, etc.). These individuals will only be contacted in a true emergency that requires immediate attention. To verify, update or add emergency contacts:

1. Click on the "Student Information" tab.
2. Click on "Request Changes for…" in the upper right-hand side of the page.
3. Select "Add Emergency Contact." *(Note: First and Last Name are required fields.)*
4. Add up to three (3) phone numbers per emergency contact.
5. Click "Save."

Questions — Questions regarding access to *Skyward* or how to update your information may be directed to Mars Area School District's Technology Office at (724) 625-1518.

Excellence in Education