

SKYWARD ACCESS for ELEMENTARY SCHOOL PARENTS

Historically, we've left Skyward shut off for parent access at the Elementary School level. However, this year, changes to our food service system have made it important for us to provide Elementary School parents with Skyward access so that you can check your student's food service balance.

If you are familiar with Skyward for Middle or High School, most of that functionality will remain turned off (Calendar, gradebook, attendance, schedule, academic history and portfolio remain inactive).

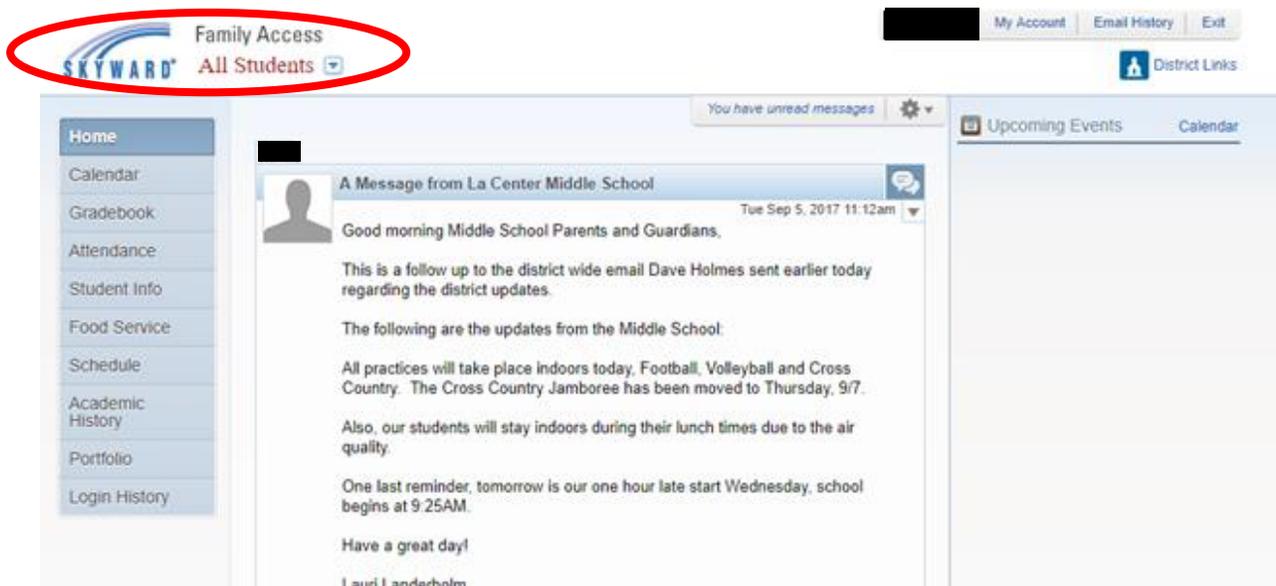
Currently, Elementary School parents are going to be able to use Skyward to:

- 1) Check your student's food service balance (Due to an unfortunate technical limitation, you cannot see your available food service balance when you make a payment in InTouch)
- 2) Find your students 7-digit InTouch ID Number
- 3) Change your email/phone/emergency contact information

Instructions for each capability are below:

1) CHECKING YOUR STUDENT'S FOOD SERVICE BALANCE

- 1) Login to Skyward
- 2) Depending on the number of students you have attending La Center Public Schools, this screen may vary slightly. After logging in, you'll see a screen like this:



- 3) The first thing you'll want to do is to get choose a specific student. You'll do this by clicking on the dropdown arrow next to "All Students"  . **If you only have one student in the LCSD, this area may already identify your student.** Choose the appropriate student from the list and the screen will change.
- 4) Once you've picked your elementary school student, you'll see that a bunch of the information disappears. This is due to the limited functionality we have switched on within Skyward for Elementary School.
- 5) From here, you'll want to choose "FOOD SERVICE" from the menu provided.

6) From this screen, you can see:

- 1) Your current active balance and your student's Lunch type status (Paid, reduced, free)
- 2) Your student's 4-digit lunch code number
- 3) School lunch purchase history.
- 4) You can also navigate through time by using the 'next week' and 'previous week' buttons.

Food Service

Current Account Balance: [redacted] \$0.00
Lunch Type: Paid

View Totals

There are no payment records for this student.

Weekly Purchases For: Tue Sep 5, 2017

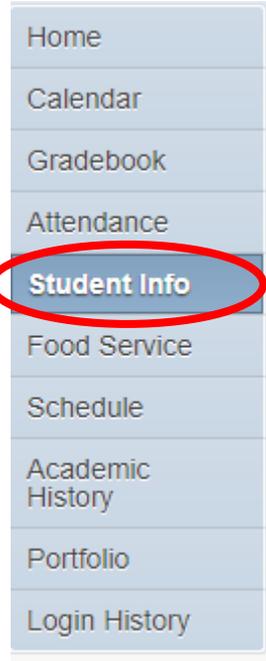
← Previous Week Next Week →

Item	Price
Week Total: \$0.00	
Key Pad Number: [redacted]	
Sun Sep 3, 2017	
No purchases for this date.	
Mon Sep 4, 2017	
No purchases for this date.	
Tue Sep 5, 2017	
No purchases for this date.	
Wed Sep 6, 2017	
No purchases for this date.	
Thu Sep 7, 2017	
No purchases for this date.	
Fri Sep 8, 2017	
No purchases for this date.	
Sat Sep 9, 2017	
No purchases for this date.	

Totals and balances will update once at the end of each day (after 4pm).

2) To Find Your Student's 7-digit ID for InTouch Payments

1) From the home screen, use the navigation menu to go to 'Student Info.'



2) Your student's 7-digit ID number is located in the 'OTHER ID' section. Use this number to login to InTouch (which you can do by going to www.lacenterschools.org and clicking on the blue 'PAYMENTS' button in the upper right hand corner).

Student Information

[Redacted]

Call: [Redacted]

La Center Elementary School
Phone: (360) 263-2134 Principal: SCOTT LINCOLN

Grade: [Redacted] Status: [Redacted]
Advisor: [Redacted]

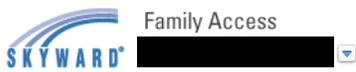
View [Redacted] Family

Gender: [Redacted] Age (Birthday): [Redacted]
Language: English Graduation Year: [Redacted]
Other ID: [Redacted] Community Service: [Redacted]

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email
[Redacted]					

3) To Change Emergency/Contact Information:

- 1) From the top of any screen, in the upper right hand corner, you will see the option “MY ACCOUNT.” Choose it.



- 2) The screen that comes up allows you to change email, phone, address, and adjust your family access login and password. Elementary school students do not get grades via Skyward, so the email notification section isn't relevant. Nor will you want to 'Hide students,' although the option is available. When you've finished making the necessary changes, **don't forget to click SAVE.**

The screenshot shows the "Account Settings" page in Skyward. The "Save" button in the top right corner is circled in red. The page is divided into several sections: "Account Settings" with fields for Email, Phone, Cell, and Family Access Login/Password; "Address (Mailing Address)" with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County; "Email Notifications" with checkboxes for "Receive Grading Emails" and "Receive Progress Report Emails"; and "Hide Students" with a dropdown menu. The "Save" button is located in the top right corner of the form area.