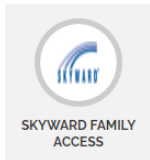




Annual Back-to-school Check-in (ABCs) Parent Guide

1. Sign in to Skyward Family Access.

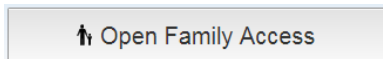
- a. Visit <https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbremers71/fwemnu01.w> or visit the Bremerton School District website, www.bremertonschools.org and click **Skyward Family Access**. Tip: This link is also available on all of the school websites.



b. If you do not have your login and password:

- i. If you supplied your current E-mail address at registration, click **Forgot your Login/Password?**
- ii. If you did not supply an E-mail address at registration or you have trouble with the process above, please contact your student's school office.
- iii. Family Access requires the use of **pop-ups** therefore they must be enabled before getting in. It is recommended to add an exception for Skyward's Family Access rather than disabling pop-ups completely.

2. Click **Open Family Access**



3. Click **Go to Annual Back-to-school Check-in for [STUDENT]**

Annual Back-to-school Check-in is now open until !

IMPORTANT

It is time for our annual our Annual Back-to-school Check-in process or ABCs (formerly known as the Annual Demographic Update). Please take a few moments to complete this important process. It should take about 15 minutes (or less!) to complete the process for each child in your household.

[Go to Annual Back-to-school Check-in for](#)

4. Click **Next** to start the Check-in process.

- a. Note: Clicking the link for more information opens a new window. Minimize the window to return to ABCs.

The screenshot shows the 'Annual Demographic Update' page in Skyward Family Access. At the top, there are navigation links: 'PARENT SAMPLE', 'My Account', 'Contact Us', 'Report History', and 'Exit'. Below this, the page title is 'Annual Demographic Update' for 'STUDENT (CROWN HILL ELEMENTARY 2019-2020)'. The main content area contains instructions for the update process, including a note that 'Completing this process is required for students in the date range given for parents. Computers are available at the District Office, school, or local Bremerton library.' A 'Next' button is highlighted in yellow at the bottom right of the main content area. On the right side, there is a list of update steps: 1. Verify Student Information, 2. Verify Ethnicity/Race, 3. Verify Military Family, 4. Supplemental Form, 5. Attendance Letter, 6. Housing Questionnaire, 7. Student Information Opt-Out Form, 8. Acceptable Use Agreement, 9. Update Communication Preferences, and 10. Complete Annual Demographic Update.

5. Step 1a. Verify Student Information

- a. General Information: Information in this area is read-only, you may contact the school office if this information is incorrect.
- b. Allow Publication of Student’s Name for:
The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. Parents and eligible students have a right to opt out of the inclusion of information about the student as directory information, photo/image, and student work. If you wish to opt out, you may change these options to No. Click the ? for more information about each option.
- c. Click **Complete Step 1a and move to Step 1b** to continue.

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

Please update your student's family information to ensure correspondence reaches you in a timely manner. Some information in this area is read-only, you may contact the school office if this information is incorrect.

a. General Information

First: Middle:

Last: Suffix:

Birthday: Gender:

Other Name:

Language:

Native Language: ?

Birth State:

Birth Country:

Birth County:

b. Allow Publication of Student's Name for: ?

Public Use: Local Use:

Annual Demographic Update

1. Verify Student Information
- a. Student Information**
- b. Family Address
- c. Family Information
- d. Emergency Contacts
2. Verify Ethnicity/Race
3. Verify Military Family
4. Supplemental Form
5. Housing Questionnaire
6. Complete Annual Demographic Update

6. Step 1b. Verify Student Information: Family Address

- a. You may make changes to your Address and/or Mailing Address in this area.
- b. Click **Complete Step 1b and move to Step 1c** to continue.

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

Please update your student's family information to ensure correspondence reaches you in a timely manner. Some information in this area is read-only, you may contact the school office if this information is incorrect.

a. Address [Preview Address](#)

Street Number: Street Dir: Street Name:

SUD: #: P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

Mailing Address Same as Address

Street Number: Street Dir: Street Name:

SUD: #: P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

Annual Demographic Update

1. Verify Student Information
- a. Student Information**
- b. Family Address**
- c. Family Information
- d. Emergency Contacts
2. Verify Ethnicity/Race
3. Verify Military Family
4. Supplemental Form
5. Housing Questionnaire
6. Complete Annual Demographic Update

7. Step 1c. Verify Student Information: Family Information

- a. You may make changes to the guardian’s phone number and email address in this area.
- b. Click **Complete Step 1c and move to Step 1d** to continue.

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

Please update your student's family information to ensure correspondence reaches you in a timely manner. Some information in this area is read-only, you may contact the school office if this information is incorrect.

Undo

Annual Demographic Update

1. Verify Student Information

✓ a. Student Information

✓ b. Family Address

c. Family Information

d. Emergency Contacts

2. Verify Ethnicity/Race

3. Verify Military Family

4. Supplemental Form

5. Housing Questionnaire

6. Complete Annual Demographic Update

a. Family Options

* Home Language:

Guardian Number: 1
 Name: GUARDIAN 1 SAMPLE
 Custodial Confidential

Relationship: Primary Phone: (360) 555-5555 Ext:

Employer: Cell (360) 555-5556 Ext:

Home Email: Work (360) 555-5557 Ext:

Complete Step 1c Only

b. Complete Step 1c and move to Step 1d

Previous Step Next Step

Close and Finish Later

8. Step 1d. Verify Student Information: Emergency Contacts

- a. You may add, delete, re-order or make changes to the student’s emergency contacts in this area.
 - i. Note: if one of the emergency contacts is or was a guardian in the district, they must update their own phone numbers.
- b. Click **Complete Step 1d and move to Step 2** to continue.

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

Please update your student's family information to ensure correspondence reaches you in a timely manner. Some information in this area is read-only, you may contact the school office if this information is incorrect.

Undo

Annual Demographic Update

1. Verify Student Information

✓ a. Student Information

✓ b. Family Address

✓ c. Family Information

d. Emergency Contacts

2. Verify Ethnicity/Race

3. Verify Military Family

4. Supplemental Form

5. Housing Questionnaire

6. Complete Annual Demographic Update

a.

Add Emergency Contact

Change Emergency Contact Order

Contact Number: Delete this Emergency Contact

First: Primary Phone: (360) 555-5558 Ext:

Middle:

Last: Ext:

Relationship: Ext:

Pick Up:

Comment:

Contact Number: Delete this Emergency Contact

First: Primary Phone: (360) 555-5559 Ext:

Middle:

Last: Ext:

Relationship: Ext:

Pick Up:

Comment:

Complete Step 1d Only

b. Complete Step 1d and move to Step 2

Previous Step Next Step

Close and Finish Later

This person is or was a Guardian in the District. They must update their own phone numbers.

9. Step 2. Verify Ethnicity/Race

- a. Click **Continue** to update your student’s Ethnicity and Race. New options are available this year, so we are asking everyone to complete this step.

<p>Step 2. Verify Ethnicity/Race (Required) New options are now available. Please update your student's Ethnicity and Race.</p> <p>Dear Parent or Guardian:</p> <p>Each year, school districts in Washington are required to report student data by ethnicity and race categories to the state's Office of Superintendent of Public Instruction (OSPI). Ethnicity and race categories used in our district are the same as are used in all Washington school districts. They are set by the federal government, the Washington State Legislature, and OSPI. OSPI is required to report the total number of students in various categories in each school to the federal government, but it does not report individual student data. These reports help our district and the state keep track of changes in student enrollment and various outcomes (such as graduation rates) to ensure that all students receive the educational programs and services to which they are entitled.</p> <p>Student race and ethnicity information is collected for the purpose of improving teaching and learning. Accurately identifying groups of students currently underserved by the education system is the first step in creating positive changes at the local, state, and national level. Also, please note student data will never be reported in a way that identifies individual students, nor will it be used to harm individuals and/or groups of students.</p> <p>Click "Continue" below to update your student's Ethnicity and Race.</p> <p>Sincerely, Bremerton School District</p> <p>a. Continue</p>	<p>District Message</p> <ul style="list-style-type: none">1. Verify Student Information<ul style="list-style-type: none">a. Student Informationb. Family Addressc. Family Informationd. Emergency Contacts2. Verify Ethnicity/Race3. Verify Military Family4. Supplemental Form5. Attendance Letter6. Housing Questionnaire7. Student Information Opt-Out Form8. Update Communication Preferences9. Complete Annual Demographic Update
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- b. Answer both questions 1 and 2.

Step 2. Verify Ethnicity/Race (Required)
New options are now available. Please update your student's Ethnicity and Race.

Please answer **BOTH** questions 1 and 2.

1. Is your child of Hispanic or Latino origin? (Select all that apply.)
None Selected **(Select an Ethnicity)**

2. What race(s) do you consider your child? (Select all that apply.)
None Selected **(Select a Race)**

note: "White" can be found between Pacific Islander and Eastern European towards the bottom of the Race list.

- c. Click **Complete Step 2 and move to Step 3** to continue.

c. Complete Step 2 and move to Step 3

10. Step 3. Verify Military Family

- a. Make a selection to verify the Military Family Status for any parent or guardian of the student.
- b. Click **Complete Step 3 and move to Step 4** to continue.

Annual Demographic Update

STUDENT (ARMIN JAHR ELEMENTARY 2018-2019)

Step 3. Verify Military Family (Required)

Please verify or update your student's Military Family 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

(*) Indicates a required field.

Complete Step 3 Only **b. Complete Step 3 and move to Step 4**

Annual Demographic Update

- 1. Verify Student Information
Completed 09/06/2018 12:12pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Contacts
- 2. Verify Ethnicity/Race
Completed 09/06/2018 12:23pm
- 3. Verify Military Family**
- 4. Supplemental Form
- 5. Housing Questionnaire
- 6. Complete Annual Demographic Update

Previous Step Next Step

Close and Finish Later

11. Step 4. Family Income Survey

- a. Complete and sign the form.
 - i. Note, if you have more than one student, the information will show for all students in the household so this form only needs to be filled in once.
- b. When you are finished, click **Complete Step 4 and move to Step 5** to continue.

12. Step 5. Supplemental Form

- a. Select **Yes** on the popup to complete the form and verify your student's health information and Family Federal Employee Status.

Skyward

The form "Annual Demographic Update Supplemental Form" has not yet been completed.

Would you like to complete it now?

a. **Yes** No

- b. Click **View Full Screen**


Step 4. Supplemental Form (Required)

Please complete this form to update your student's health information and family Federal Employee status. There is also an optional section of this form to Opt Out of automated phone calling.

b. View Full Screen

- c. Complete the form. (See page 6 for screenshot)
- d. Click **Save**

Name: **SAMPLE, STUDENT** Gender: **Male** Grade/Grad Yr: **02/2029** Other ID: **9994841**



Bremerton School District Health Registration Form

Name: **STUDENT SAMPLE** Grade: **02** Birthdate: **08/07/2011**
 Age: **8** School: **CROWNHILL ELEMENTARY**

Please check any of these conditions which **currently** affect your child:

<input type="checkbox"/> Cancer	<input type="checkbox"/> Orthopedic/Bone	<input type="checkbox"/> Migraine Headaches
<input type="checkbox"/> Diabetes	<input type="checkbox"/> Vision Problems(other than glasses)	<input type="checkbox"/> Counseling
<input type="checkbox"/> Kidney/Bladder Disorder	<input type="checkbox"/> Hearing Problems	<input type="checkbox"/> Blood Disorder
<input type="checkbox"/> Convulsions, Seizures	<input type="checkbox"/> Mental/Emotional	<input type="checkbox"/> Other/Describe Below

Allergy to: _____ Severe Yes No

Asthma – provoked by: _____ Severe Yes No

Heart Disease – describe: _____

Takes medication daily at Home School

Medication is: _____

If your child must receive medication while at school, a “**Health Care Provider’s Order for Medication at School**” form must be completed and signed by the medical provider and parent(s) or legal guardian(s) of the child. You may obtain this form from the school Office Coordinator or by clicking the [link](#).

Provide any information not included above which you think we should know about your child’s physical, mental, or emotional health, which might affect school performance or require special consideration (i.e. limitations in activities, etc.). It is suggested that you speak directly to your child’s teacher (elementary) or counselor (secondary) about special health needs.
It is the parent(s), guardian(s) responsibility to inform schools about changes in medication orders or health conditions.

IN THE EVENT OF A MEDICAL EMERGENCY AND THE PARENT OR GUARDIAN CANNOT BE REACHED, 911 WILL BE CALLED. IF YOUR CHILD NEEDS TO BE TRANSPORTED TO A MEDICAL FACILITY, PLEASE INDICATE YOUR PREFERENCE?

HARRISON BREMERTON ▼

DOCTOR’S NAME (First and Last): _____ PHONE: _____

Student Lives With: **Both Parents** ▼

School Age Siblings: _____

Federal Employee/Active Military:

Is a Parent/Guardian a Federal Employee? **PSNS** ▼ If other, please explain: _____

Is a Parent/Guardian in the Active Military? **No** ▼

CERTIFICATION

“By typing my name below, I hereby certify that the above information is true and correct to the best of my knowledge.”

C.
 Parent/Guardian’s Electronic Signature: **Parent Sample**
 Date: **08/10/2019**

e. Click **Complete Step 5 and move to Step 6** to continue.

13. Step 6. Attendance Letter

- a. Scroll to view the Attendance Letter.
- b. Enter your electronic signature to show you have read and understand the attendance policies and procedures.
- c. Click **Complete Step 6 and move to Step 7** to continue.

Your electronic signature indicates that you have read and understand the attendance policies and procedures in the Bremerton School District.

b.

STUDENT SAMPLE	Parent Sample	08/08/2019
Student Name	Parent/Guardian Electronic Signature	Date

c. Complete Step 6 and move to Step 7

14. Step 7. Handbook

- a. Click the link to view the Student Rights and Responsibilities Handbook and review it with your student.
- b. Enter your electronic signature to show you have received the handbook.
- c. Click **Complete Step 7 and move to Step 8** to continue

15. Step 8. Acceptable Use Agreement

- a. Scroll to view the Acceptable Use Agreement.
- b. Enter your electronic signature to show you have read and understand the Network/Acceptable Use Agreement.
- c. Click **Complete Step 8 and move to Step 9** to continue.

16. Step 9. Housing Questionnaire (Optional)

- a. New Students:
 - i. Click **No** on the popup if you rent or own your home. Skip to 16e.
 - ii. Click **Yes** on the popup if you do not own or rent your home and would like to complete the form.

The form "Housing Questionnaire / Needs Assessment Intake Form" has not yet been completed.

Would you like to complete it now?

b. Yes a. No

b. Returning Students:

- i. Click **Add** to complete a new form for the new school year if you do not own or rent your home and would like to complete the form. Otherwise, Skip to 16e.

Step 9. Housing Questionnaire (Optional)

Please complete this form if you do not own/rent your own home in order to help determine the services the student may be eligible to receive under the McKinney-Vento Act, which provides services and supports for children and youth experiencing homelessness.

If you have completed this form previously, click "Add" to add a new form for this school year.

If you do own/rent your home, click "Complete Step # and move to Step #."

Date Created	Time Created	01 In a Motel	02 In a shelter	03 Mc	Add
08/01/2019	8:21 pm	No	No		Edit

Delete

- c. Complete the form.
- d. Click **Save**
- e. Click **Complete Step 9 and move to Step 10** to continue.

Step 9. Housing Questionnaire (Optional)

Please complete this form if you do not own/rent your own home in order to help determine the services the student may be eligible to receive under the McKinney-Vento Act, which provides services and supports for children and youth experiencing homelessness.

If you have completed this form previously, click "Add" to add a new form for this school year.

If you do own/rent your home, click "Complete Step # and move to Step #."

Name: _____

Bremerton School District
134 Marion Ave. N., Bremerton, WA 98312 – 360.473.1077
Student Housing Questionnaire

The answers to the following questions can help determine the services this student may be eligible to receive under the McKinney-Vento Act 42 U.S.C. 11435. The McKinney-Vento Act provides services and supports for children and youth experiencing homelessness. (Please see reverse side for more information)

If you own/rent your own home, you do not need to complete this form.

If you do not own/rent your own home, please check all that apply below. (Submit to District Homeless Liaison. Contact information can be found at the bottom of the page).

In a motel A car, park, campsite, or similar location

Complete Step 9 Only Complete Step 9 and move to Step 10

