



# BSD FAMILY ACCESS

Access your student's information  
Manage your communication preferences

## How to update your contact information and choose your communication preferences

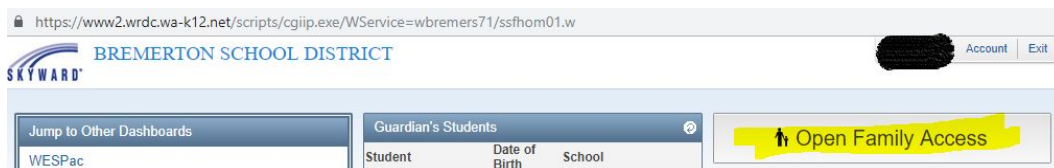
Every guardian listed in a student's record can have a Family Access log-in and make changes to their communication preferences. At this time, the Bremerton School District does not require that every guardian or household to have a Family Access log-in. **However**, as we move toward more on-line paperwork and processes for the District (such as registration and forms that require parent review/signature), in the future at least one guardian per student(s) will be required have a Family Access log-in. We hope you'll sign-up now and take advantage of the opportunity to control how we communicate with you!!

**We recommend that every household have at least one BSD Family Access log-in.**

### Step 1: Log-in to Skyward

- You must obtain a Skyward Family Access log-in from your child's school or the District office before you can log into Skyward.
- Skyward links can be found on the BSD District and all school web pages under "Quick Links" and in the the Parent/Student Directory.

### Step 2: Click on "Open Family Access" (Upper right corner)

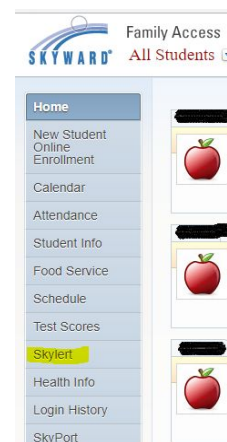


### Step 3: Click on Skylert (in the menu on the left)

This gets you into the "Skylert" screen! Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications you receive, and how you receive them, with a couple of exceptions.

### Step 4: Update your contact information and preferences

You can choose to receive information via phone, text and/or email for each category of communication. The categories include:

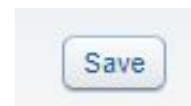


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- **Attendance:** Communication regarding your child’s attendance (missed days, unexcused absences) and/or school lunch account updates. This is automated communication sent to the primary number (which is locked).
- **Bus notifications:** Updates and information about school bus delays or changes.
  - We encourage you to sign-up for text messaging for bus notifications since it takes the system time to get through automated calls.
- **General outreach:** Reminders, upcoming school dates/event info general updates, etc. This is the category used most often by schools and the District office for communicating with families/guardians.
- School delays/closures (like snow days or two-hour delays due to inclement weather!)
  - Tip: to avoid early morning robo calls, families may want to opt-out of telephone calls for these notices and instead choose text messaging or email.
- **Emergency:** Only used for emergencies (such as emergency school closure due to a fire or earthquake, etc.) NOT weather-related school delays or closures.
- **Survey:** We do not use this category. Please ignore!

My Skyward Contact Info				
Contact Info	Attendance	General Outreach	Emergency	School closures/delays
* Primary Phone: (360) [REDACTED]				
Family With [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Step 5: Hit “Save” in the top right corner after you’ve made your selections!**



### Important information about attendance phone calls

- Each **student** has one guardian identified as the “primary guardian.”
- Attendance calls are made to the primary phone number for the student(s)’ primary guardian.
  - This setting is locked. If you have questions or concerns about how the primary guardian is identified, please contact District office at 360-473-1076.
  - Any/all guardian(s) can **opt-in** to receive attendance notifications
    - **If you’d like to opt-in to receive an ADDITIONAL notification for attendance, you must add the phone number and/or email under “additional contact info” at the bottom of the Skylert screen**
    - You must add the phone number(s) or email(s) in this “additional contacts” area to receive additional attendance notifications, even if the number or email is listed above (this is a system limitation).

Families may want to consider adding phone numbers and/or email addresses for additional guardians in the *same household as* “additional contacts” under the SAME BSD Family Access log-in rather than having separate log-ins for each guardian. Each guardian **CAN** have his/her own BSD Family Access log-in, but it might be easier for parents/guardians in the same household to share one log-in (one less log-in/password to remember!).

Additional Contact Info for Family With [REDACTED]					
Phone Numbers	Attendance	General Outreach	Emergency	School closures/delays	Survey
Additional Phone 1: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 2: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 3: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 4: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 5: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 6: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 7: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 8: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Phone 9: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Email Addresses	Attendance	General Outreach	Emergency	School closures/delays	Survey
Additional Email 1: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 2: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 3: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 4: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 5: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 6: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 7: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 8: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Additional Email 9: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Text Message Numbers	Attendance	General Outreach	Emergency	School closures/delays	Survey
Phone 1: [REDACTED]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Phone 2: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 3: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Phone 4: [REDACTED]	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>