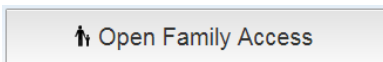




Annual Demographic Update Parent Guide

1. Sign in to Skyward Family Access.
 - a. Visit <https://www2.wrdc.wa-k12.net/scripts/cgiip.exe/WService=wbremers71/fwemnu01.w> or visit www.bremertonschools.org and click **Skyward Family Access** under Quick Links on the right side of the screen.
 - 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 Demographic Update for [STUDENT]**

Annual Demographic Update is now open until 08/30/2019 !

Greetings, BSD Families!
Please take a moment to update your student(s)' Demographic Information for the 2019-2020 school year. We are working hard to move this important process online to save parents time and hassle, and to save District resources.

The available window for updating will be August 9th - August 30th.

If you have any questions about this online update process we are open throughout the summer, please feel free to contact us at 360.473.1076 or lori.campbell@bremertonschools.org

[Go to Annual Demographic Update for STUDENT](#)

[-] Show Less

4. Click **Next** to start the update process.
 - a. Note: Clicking the link for more information opens a new window. Minimize the window to return to Annual Demographic Update.

Family Access
STUDENT SAMPLE

[PARENT SAMPLE](#) | [My Account](#) | [Contact Us](#) | [Report History](#) | [Exit](#)

- Home
- New Student Online Enrollment
- Annual Demographic Update
- Calendar
- Attendance
- Student Info
- Food Service
- Schedule
- Test Scores
- SkyAlert
- Health Info
- Login History
- SkyPort

Annual Demographic Update

STUDENT (CROWN HILL ELEMENTARY 2019-2020)

Annual Demographic Updates

Every year Bremerton School District requires information to be checked and/or updated for each student to ensure accuracy in the event of an emergency. This is crucial for the safety of your child.

During the Demographic Update window, users will see a wall message for each student in the family. The process steps users through the demographic update procedure. Some steps are required and others are optional. Once all required steps have been checked complete an E-mail will be generated to confirm you are done.

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. If for some reason you cannot complete the online process, please contact your 360.473.1076 we will provide you with a paper option.

Because Skyward knows you're a family, changing address* and phone information for one student automatically changes it for the rest of your students**. Emergency Contacts are unique to each student so those will need to be changed individually by student. **Not all information can be changed online in Family Access.** If any name has been misspelled or legally changed, or the family unit has changed, please contact the school office so they can fix it.

Click Here for instructions on completing the update process or select **Next** to begin.

****If you do not see all of your students, please contact the District Office at 360.473.1076 and we will be happy to assist you.**

Annual Demographic Updates	
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. Attendance Letter	
6. Housing Questionnaire	
7. Student Information Opt-Out Form	
8. Acceptable Use Agreement	
9. Update Communication Preferences	
10. Complete Annual Demographic Update	

Next
Close and Finish Later

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
 Primary Phone: (360) 555-5555 Ext:

Relationship: Cell (360) 555-5556 Ext:
 Employer: Work (360) 555-5557 Ext:
 Home Email:

Complete Step 1c Only

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

Previous Step Next Step

Close and Finish Later

(*) Indicates a required field.

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

Delete this Emergency Contact

Contact Number:

Primary Phone: (360) 555-5558 Ext:

First: Middle: Last: Pick Up:

Relationship:

Comment:

Contact Number:

Primary Phone: (360) 555-5559 Ext:

First: Middle: Last: Pick Up:

Relationship:

Comment:

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

Complete Step 1d Only

b. Complete Step 1d and move to Step 2

Previous Step Next Step

Close and Finish Later

9. Step 2. Verify Ethnicity/Race

- a. Click **Continue** to verify or update your student's Ethnicity and Race.

Step 2. Verify Ethnicity/Race (Required)
Please verify or update your student's Race and Ethnicity.

Dear Parent or Guardian:

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.

Click "Continue" below to verify or update your student's Ethnicity and Race.

Sincerely,
Bremerton School District

Annual Demographic Update

1. Verify Student Information
✓ Completed 09/08/2018 12:12pm
- ✓ 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

- b. Answer both questions 1 and 2.
c. Click **Complete Step 2** and move to Step 3 to continue.

Click Complete Step 2 and move to Step 3 to continue.

Step 2. Verify Ethnicity/Race (Required)
Please verify or update your student's Race and Ethnicity.

b. Please answer BOTH questions 1 and 2.

1. Is your child of Hispanic or Latino origin? (Check all that apply.)

<input checked="" type="checkbox"/> Not Hispanic	<input type="checkbox"/> Mexican/Mexican American/Chicano
<input type="checkbox"/> Cuban	<input type="checkbox"/> Dominican
<input type="checkbox"/> Spaniard	<input type="checkbox"/> Puerto Rican
<input type="checkbox"/> Central American	<input type="checkbox"/> South American
<input type="checkbox"/> Latin American	<input type="checkbox"/> Other Hispanic/Latino

2. What race(s) do you consider your child? (Check all that apply.)

<input type="checkbox"/> African American/Black	<input type="checkbox"/> Sauk-Suiattle	<input type="checkbox"/> Japanese
<input checked="" type="checkbox"/> White	<input type="checkbox"/> Shoalwater	<input type="checkbox"/> Korean
<input type="checkbox"/> Alaskan Native	<input type="checkbox"/> Skokomish	<input type="checkbox"/> Laotian
<input type="checkbox"/> Chehalis	<input type="checkbox"/> Snoqualmie	<input type="checkbox"/> Malaysian
<input type="checkbox"/> Colville	<input type="checkbox"/> Spokane	<input type="checkbox"/> Pakistani
<input type="checkbox"/> Cowlitz	<input type="checkbox"/> Squaxin Island	<input type="checkbox"/> Singaporean
<input type="checkbox"/> Hoh	<input type="checkbox"/> Stillaguamish	<input type="checkbox"/> Taiwanese
<input type="checkbox"/> Jamestown	<input type="checkbox"/> Suquamish	<input type="checkbox"/> Thai
<input type="checkbox"/> Kalispel	<input type="checkbox"/> Swinomish	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> Lower Elwha	<input type="checkbox"/> Tulalip	<input type="checkbox"/> Other Asian
<input type="checkbox"/> Lummi	<input type="checkbox"/> Upper Skagit	<input type="checkbox"/> Native Hawaiian
<input type="checkbox"/> Makah	<input type="checkbox"/> Yakama	<input type="checkbox"/> Fijian
<input type="checkbox"/> Muckleshoot	<input type="checkbox"/> Other Washington Indian	<input type="checkbox"/> Guamanian or Chamorro
<input type="checkbox"/> Nisqually	<input type="checkbox"/> Other American Indian	<input type="checkbox"/> Mariana Islander
<input type="checkbox"/> Nooksack	<input type="checkbox"/> Asian Indian	<input type="checkbox"/> Melanesian
<input type="checkbox"/> Port Gamble S'Klallam	<input type="checkbox"/> Cambodian	<input type="checkbox"/> Micronesia
<input type="checkbox"/> Puyallup	<input type="checkbox"/> Chinese	<input type="checkbox"/> Samoan
<input type="checkbox"/> Quileute	<input type="checkbox"/> Filipino	<input type="checkbox"/> Tongan
<input type="checkbox"/> Quinault	<input type="checkbox"/> Hmong	<input type="checkbox"/> Other Pacific Islander
<input type="checkbox"/> Samish	<input type="checkbox"/> Indonesian	

Annual Demographic Update

1. Verify Student Information
✓ Completed 09/08/2018 12:12pm
- ✓ 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

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

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

(*) Indicates a required field.

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. 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.

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 4 and move to Step 5** to continue.

Date Created ▼	Time Created	504	Active Military	Court Actions	
09/06/2018	12:42 pm		No		<input type="button" value="Add"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

12. Step 5. 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 5 and move to Step 6** 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

Complete Step 5 Only
c. Complete Step 5 and move to Step 6

13. Step 6. Housing Questionnaire (Optional)

- a. Click **No** on the popup if you rent or own your home. Skip to 12f.
- b. 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

- c. Click **View Full Screen**

Step 5. 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.

c. View Full Screen

- d. Complete the form.
- e. Click **Save**

Complete Step 5 Only
Complete Step 5 and move to Step 6
Exit Full Screen

Name: SAMPLE, STUDENT Gender: Female Grade/Grad Yr: 01/2029

Rev 5/2017

Bremerton School District

134 Marion Ave. N., Bremerton, WA 98312 – 360.473.1077

Student Housing Questionnaire

e. Save
Save and Print
Back

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).

<input type="checkbox"/> In a motel	<input type="checkbox"/> A car, park, campsite, or similar location
<input type="checkbox"/> In a shelter	<input type="checkbox"/> Transitional Housing
<input type="checkbox"/> Moving from place to place/couch surfing	<input type="checkbox"/> Other <input style="width: 100px;" type="text"/>
<input type="checkbox"/> In someone else's house or apartment with another family	
<input type="checkbox"/> In a residence with inadequate facilities (no water, heat, electricity, etc.)	

Name of Student:

- f. Click **Complete Step 6 and move to Step 7** to continue.

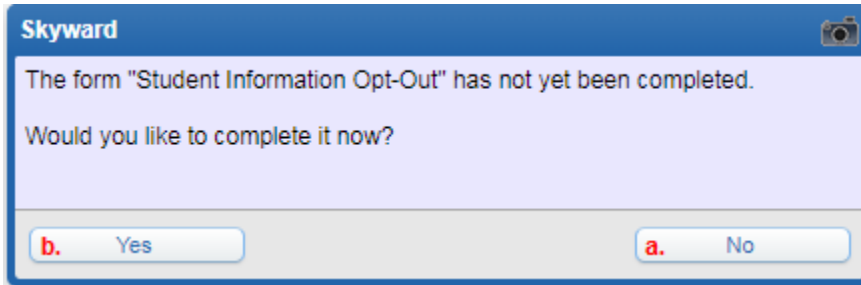
View Full Screen

Date Created	Time Created	01 In a Motel	02 In a shelter	03 M	
08/08/2019	9:35 am	No	No		Add Edit Delete

Complete Step 6 Only
f. Complete Step 6 and move to Step 7

14. Step 7. Student Information Opt-Out Form

- a. If you do not wish to opt out of information sharing, click No
- b. If you would like to view the opt-out options or complete the form, click Yes



- c. Complete and sign the form only if you choose and opt-out option.
- d. Click **Complete Step 7 and move to Step 8** to continue.

Select "no" if you choose to opt out of an option below.

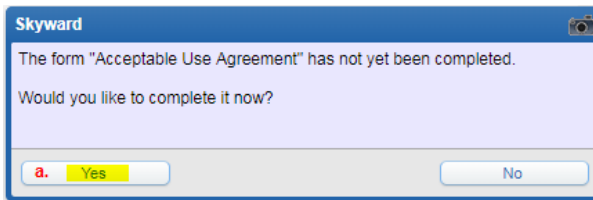
c.
I give Bremerton School District permission to:

- A. Share directory information with the **Armed Forces** (for high school students only).
- B. Share /post/publish my student's image (photo or video) and/or student work defined as **Education Records**.
 - o As a general rule, we **do not** identify students in photos used for the website, social media, etc.
 - o Not all photos are considered Education Records. Please see definitions page.
- C. Provide directory information for use in/by:
 - o Yearbooks
 - o Sports and/or activity programs/rosters
 - o Awards
 - o Higher education
- D. Share my student's information to community partners (such as Kitsap Regional Library for the Student Library Account Program).

Parent Sample

15. Step 8. Acceptable Use Agreement

- a. Click **Yes** to view and sign the Acceptable Use Agreement.



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

Your electronic signature indicates that you have read and understand the Network/Internet Acceptable Use Agreement.

STUDENT SAMPLE	Parent Sample	08/10/2019
Student Name	Parent/Guardian Electronic Signature	Date

16. Step 9. Update Communication Preferences

- a. [Click Here for instructions on updating your communication preferences.](#)
- b. When you are finished, click **Complete Step 9 and move to Step 10** to continue.

17. Step 10. Complete Annual Demographic Update

- a. Review the steps completed, then click **Submit Annual Demographic Update**

Family Access
STUDENT SAMPLE

PARENT SAMPLE My Account Contact Us Report History Exit

Annual Demographic Update

STUDENT (CROWNHILL ELEMENTARY 2019-2020) Print

Step 10. Complete Annual Demographic Update (Required)
By completing Annual Demographic Update, you are confirming that the Steps below have been finished. Are you sure you want to complete Annual Demographic Update for STUDENT?

Review Annual Demographic Update Steps

Step	Step Name	Completion Date
Step 1)	Verify Student Information	Completed 08/08/2019 11:17am
<i>No Requested Changes exist for Step 1.</i>		
Step 2)	Verify Ethnicity/Race	Completed 08/08/2019 11:17am
<i>No Requested Changes exist for Step 2.</i>		
Step 3)	Verify Military Family	Completed 08/08/2019 11:17am
Step 4)	Supplemental Form	Completed 08/08/2019 9:20am
Step 5)	Attendance Letter	Completed 08/08/2019 9:34am
Step 6)	Housing Questionnaire	Completed 08/08/2019 9:39am
Step 7)	Student Information Opt-Out Form	Completed 08/08/2019 9:50am
Step 8)	Acceptable Use Agreement	Completed 08/08/2019 10:02am
Step 9)	Update Communication Preferences	Completed 08/08/2019 11:19am

Guardian Name: PARENT SAMPLE Guardian Address: 134 MARION AVE N
BREMERTON, WA 98312

a. Submit Annual Demographic Update

Annual Demographic Updates

1. Verify Student Information
✓ Completed 08/08/2019 11:17am
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - ✓ d. Emergency Contacts
2. Verify Ethnicity/Race
✓ Completed 08/08/2019 11:17am
3. Verify Military Family
✓ Completed 08/08/2019 11:17am
4. Supplemental Form
✓ Completed 08/08/2019 9:20am
5. Attendance Letter
✓ Completed 08/08/2019 9:34am
6. Housing Questionnaire
✓ Completed 08/08/2019 9:39am
7. Student Information Opt-Out Form
✓ Completed 08/08/2019 9:50am
8. Acceptable Use Agreement
✓ Completed 08/08/2019 10:02am
9. Update Communication Preferences
✓ Completed 08/08/2019 11:19am
- 10. Complete Annual Demographic Update**

Previous Step Next Step
Close and Finish Later

- 18. Thank you for completing this process. You can go back to review the completed steps or mark Annual Demographic Update as not completed to make any additional changes.