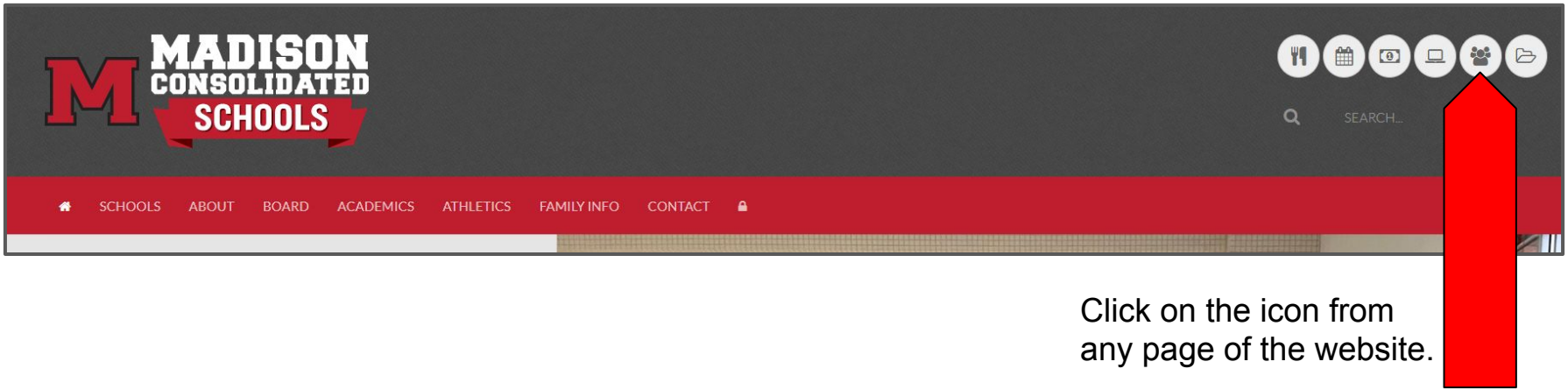


Skyward Family Access

How to Find Basic Information

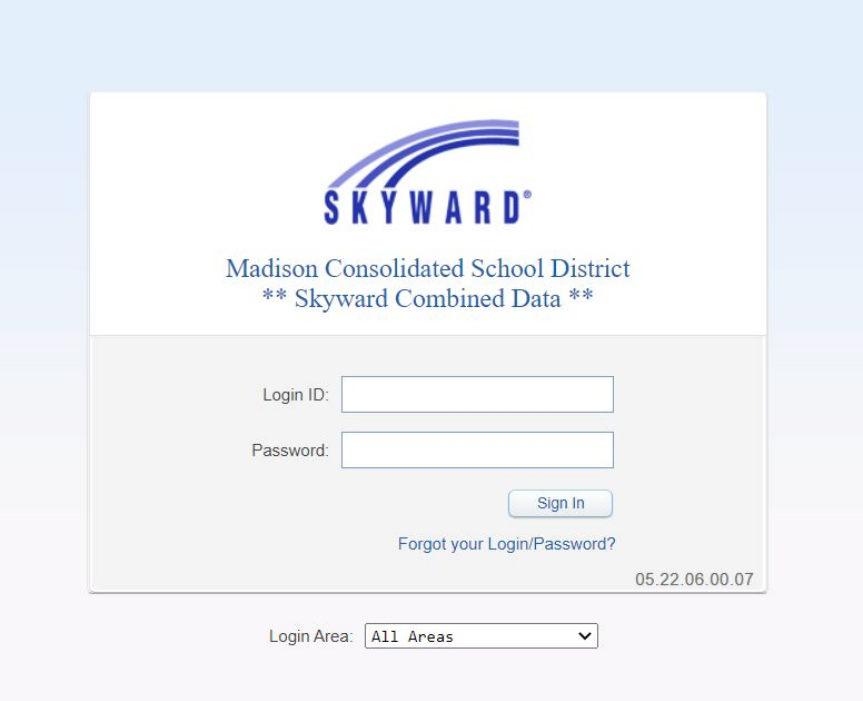
Ways to Access to Skyward



Click on the icon from any page of the website.

Bookmark this site on your device:
https://skyward.iscorp.com/scripts/wsisa.dll/WService=wscommadisonin/seplog01.w

Log in



Enter your user name and password to access your student's information in Family Access.

If you get locked out of your account or forget your password, please email technologysupport@madison.k12.in.us for Students and Parents for assistance.

NEW USERS should receive an email from the school with your login credentials once the Online New Student Enrollment Application has been completed.



Menu Navigation from Main Page

The left side navigation bar guides you to all necessary information.

Some areas are **editable**, while others are **information providing** only.

Online Registration and ***New Student Enrollment*** are used when new students enter the district or need to register for the school year.

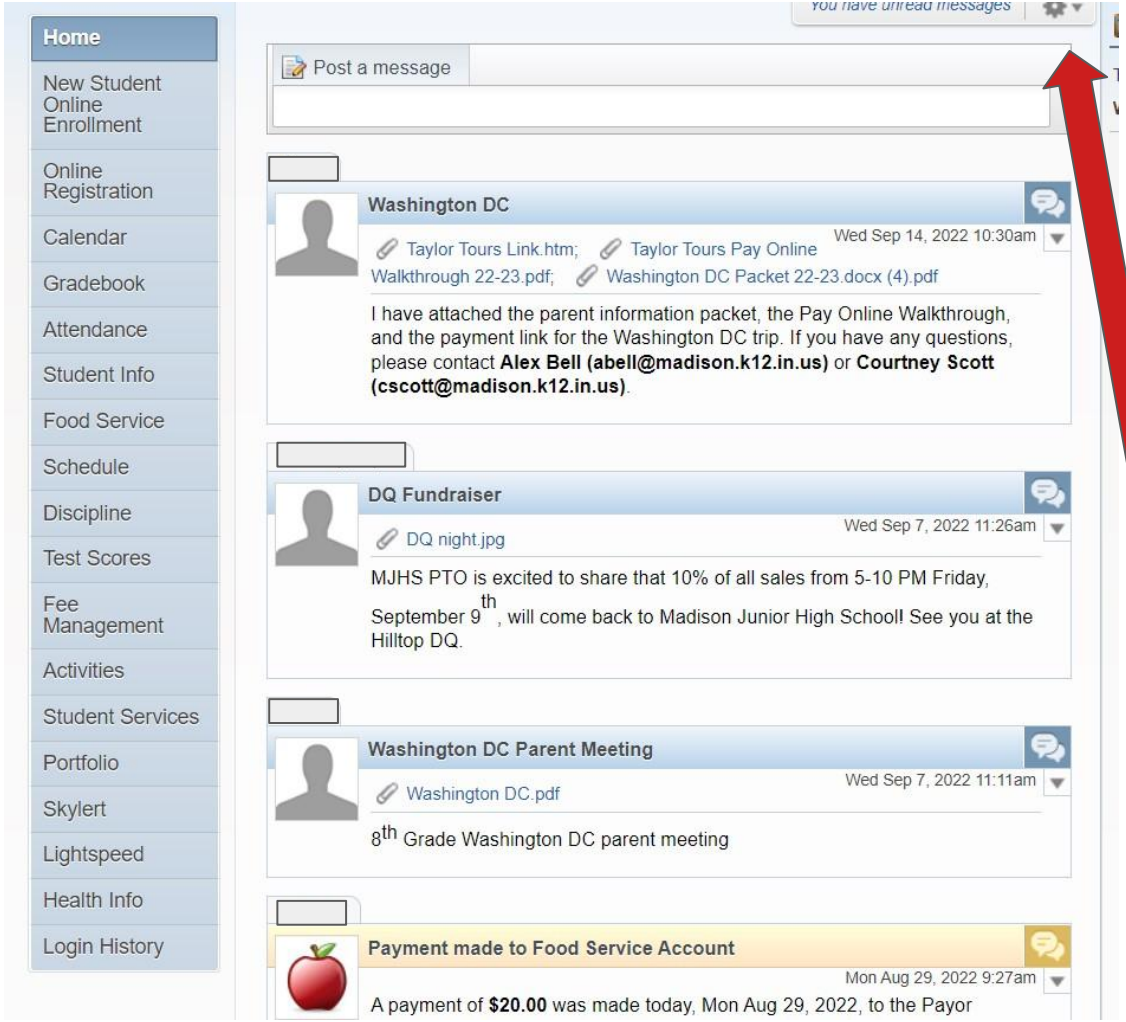
Gradebook is updated by each teacher. Should you have questions or concerns, please contact your teacher to discuss grading procedures and entry expectations.

Attendance is entered daily by the teacher and in secondary schools, entered during each class period. For attendance guidelines and policy, see your student's handbook linked here.

Schedule is a capture of your student's courses for the year, if they are in grades 7 - 12. Otherwise, you may not see/have data on this tab.

Discipline will have a record of any office referral/disciplinary actions as part of your student's record. Should you have questions about information in this area, please contact your school principal.

The following slides will take you through the most used screens with tips on how to navigate the pages.



When you open Skyward, you will be defaulted to the Message Center.

Teachers, counselors, and staff post information here for ease of access.

This is one more way schools communicate information. We suggest that you check frequently to stay up to speed on things at school.



The Settings wheel at the top of the page allows you to customize your notifications on the Message Center page.



New Student Online Enrollment is used when a student is enrolling for the FIRST TIME as a student in Madison Consolidated Schools.

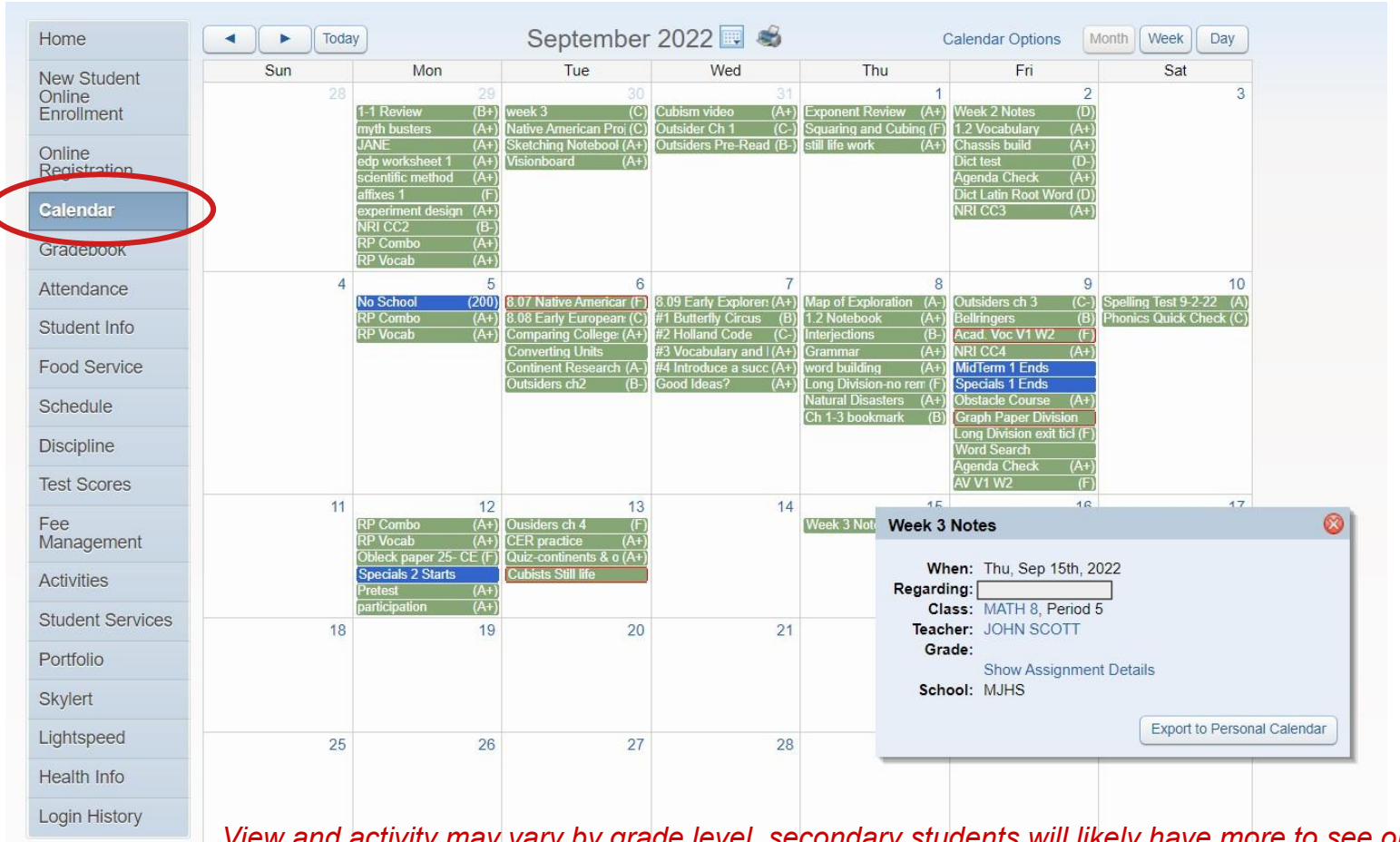
They must first contact the school or click this New Student Enrollment link to request an account be created in Skyward.

Once active, they click the NEW STUDENT Online Enrollment button to continue.

Skyward login credentials will be sent to you via email once application has been approved.

Online Registration is used at the beginning of each school year for students RETURNING to enroll as a student in Madison Consolidated Schools.

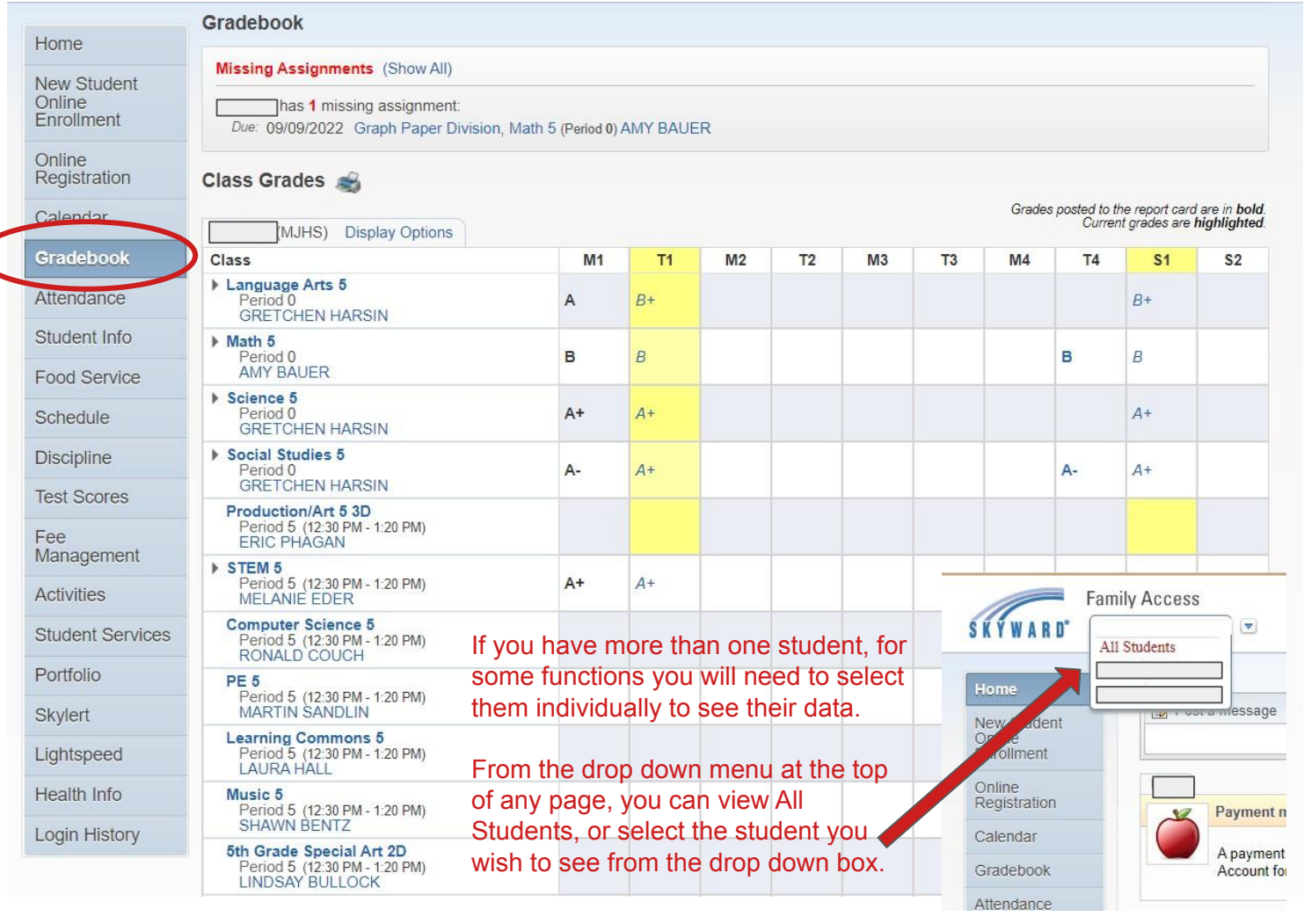
This will take you through a series of steps to enroll for the current school year.



The Calendar tab show assignments by due date, grades on each assignment, and can be viewed monthly, weekly or daily.

If you click on a specific assignment, you can see the details by clicking the Show Assignment Detail link.

View and activity may vary by grade level, secondary students will likely have more to see on this screen.

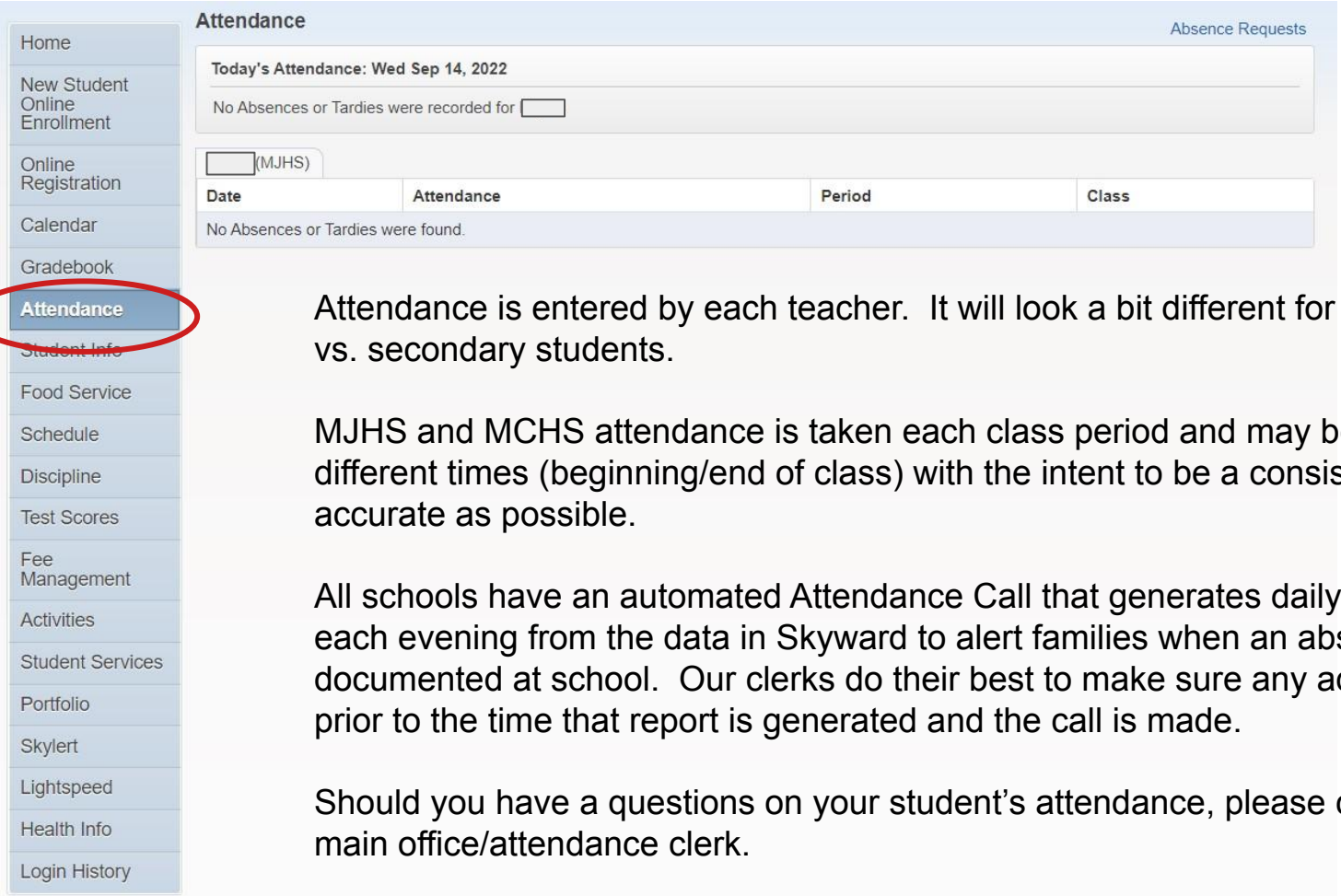


The Gradebook is the report card.

Grades calculated as assignments are graded and entered by the teacher.

Any missing assignments will appear in red at the top of the page.

If the font is blue, you can hover over and click for additional information.

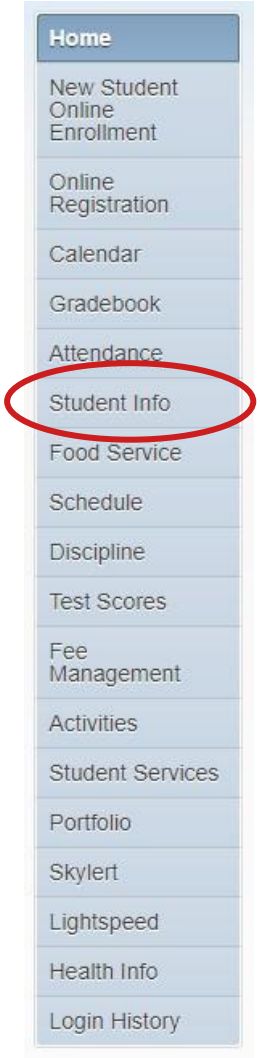


Attendance is entered by each teacher. It will look a bit different for elementary students vs. secondary students.

MJHS and MCHS attendance is taken each class period and may be documented at different times (beginning/end of class) with the intent to be a consistent time so it is as accurate as possible.

All schools have an automated Attendance Call that generates daily from ParentSquare each evening from the data in Skyward to alert families when an absence has been documented at school. Our clerks do their best to make sure any adjustments are made prior to the time that report is generated and the call is made.

Should you have a questions on your student's attendance, please contact your school's main office/attendance clerk.



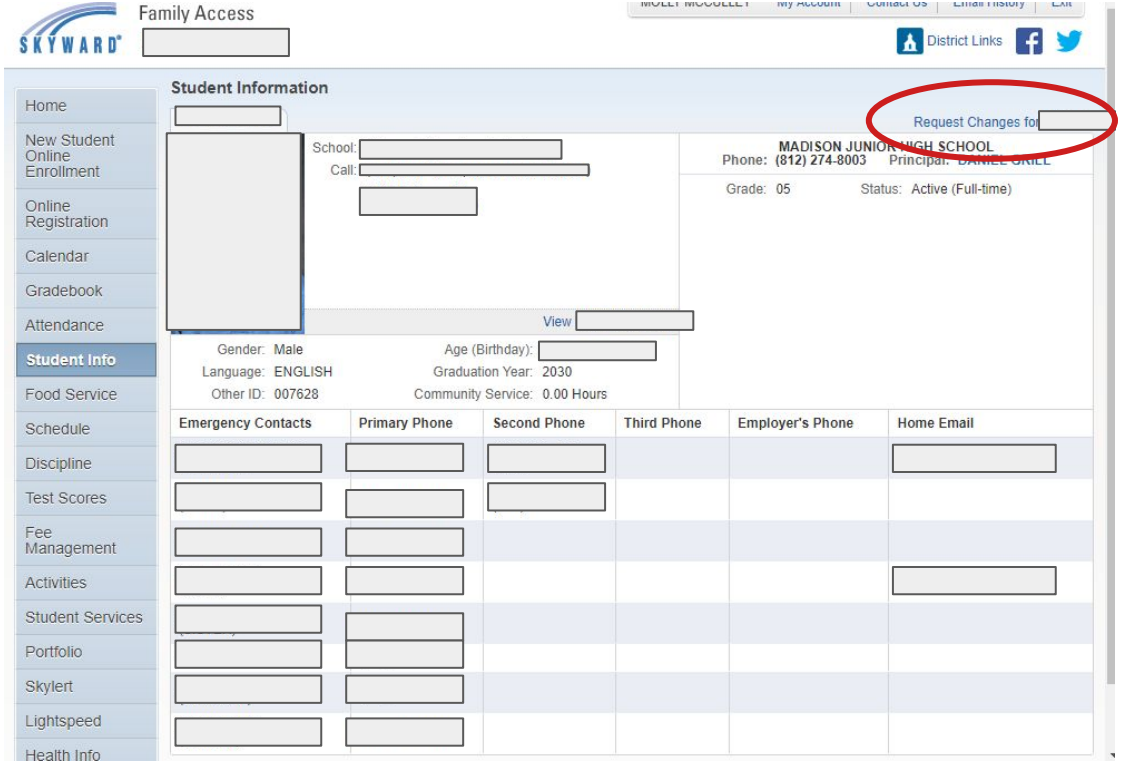
The STUDENT INFO tab contains all of the personal information on each student and members of their family.

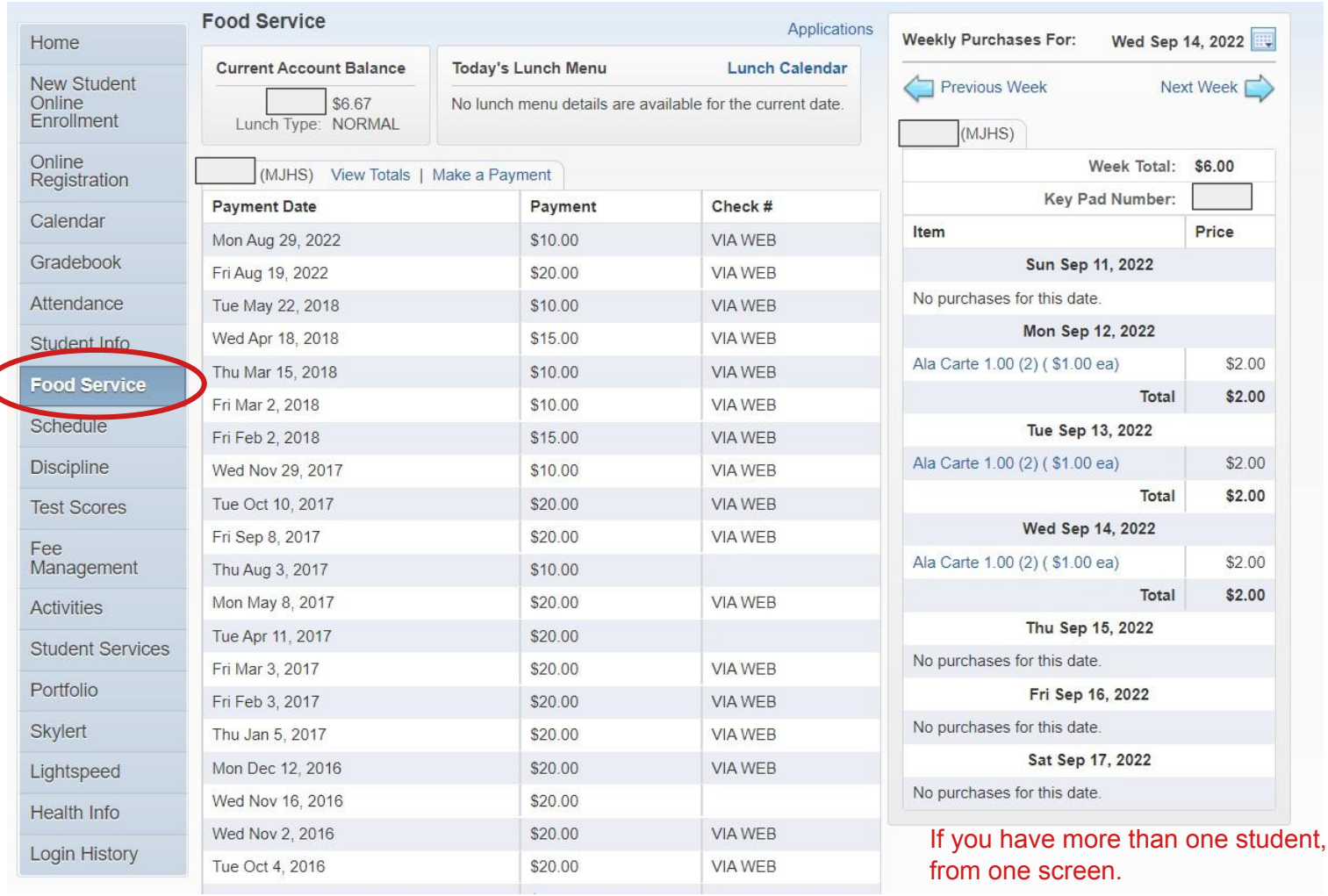
This information is pulled from the data entered by the parent/guardian during the online registration process or provided to the office as updated information.

This information can be edited by the family.

Simply click on the Request Changes blue link,make the necessary edits, and the system submits the edits for approval.

The request is sent directly to the school clerk for approval.





The Food Service tab is a one stop spot to track all things cafeteria related.

You can view payments and purchases.

To make an online payment, simply click on the Make a Payment blue link and you will be directed to the eFunds site.

If you have more than one student, you can view them all from one screen.

Step-by-Step Guide for Parents

Getting started with e~Funds for Schools Mobile Website

e~Funds for Schools



CREATING A NEW ACCOUNT

1. Visit the website that was provided to you by your school district.
2. Click on **Create an Account**.
3. Provide Requested Information.
4. Click **Create Account**.



ACCOUNT MANAGEMENT – STUDENTS

1. Log into your account.
2. Select **Manage Students** under **Manage Account**.
3. Enter student Last Name and Family or Student ID#.
4. Select **Add Student(s)**.
5. Repeat steps 2-4 to add additional students.



ACCOUNT MANAGEMENT - PAYMENT INFORMATION

1. Log into your Account
2. Select **Payment Methods** under **Payment Settings**.
3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
4. After entering all required information, read Consent and select **Add** to save information to account.



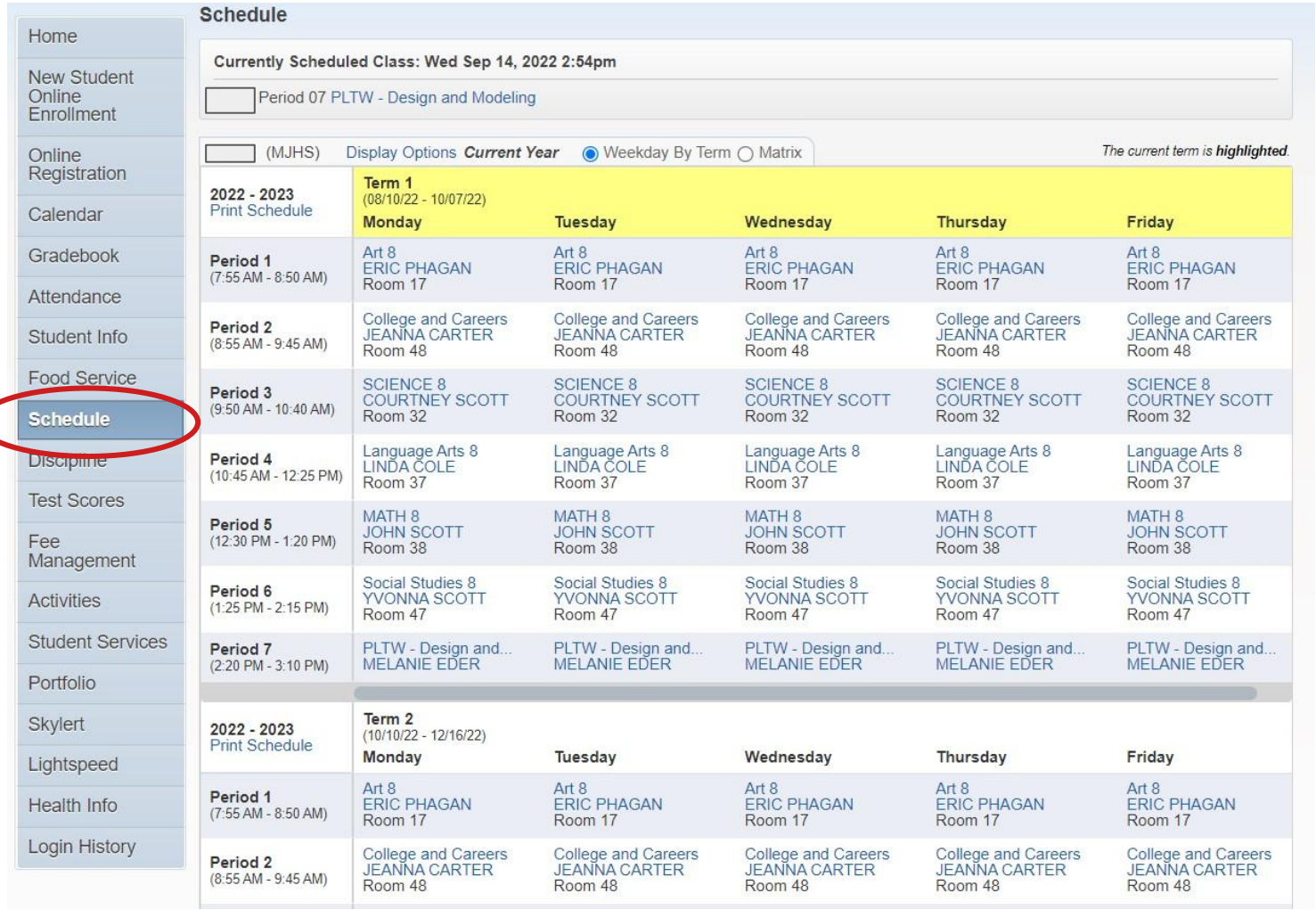
MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.

https://payments.efundsforschools.com/v3/districts/55549



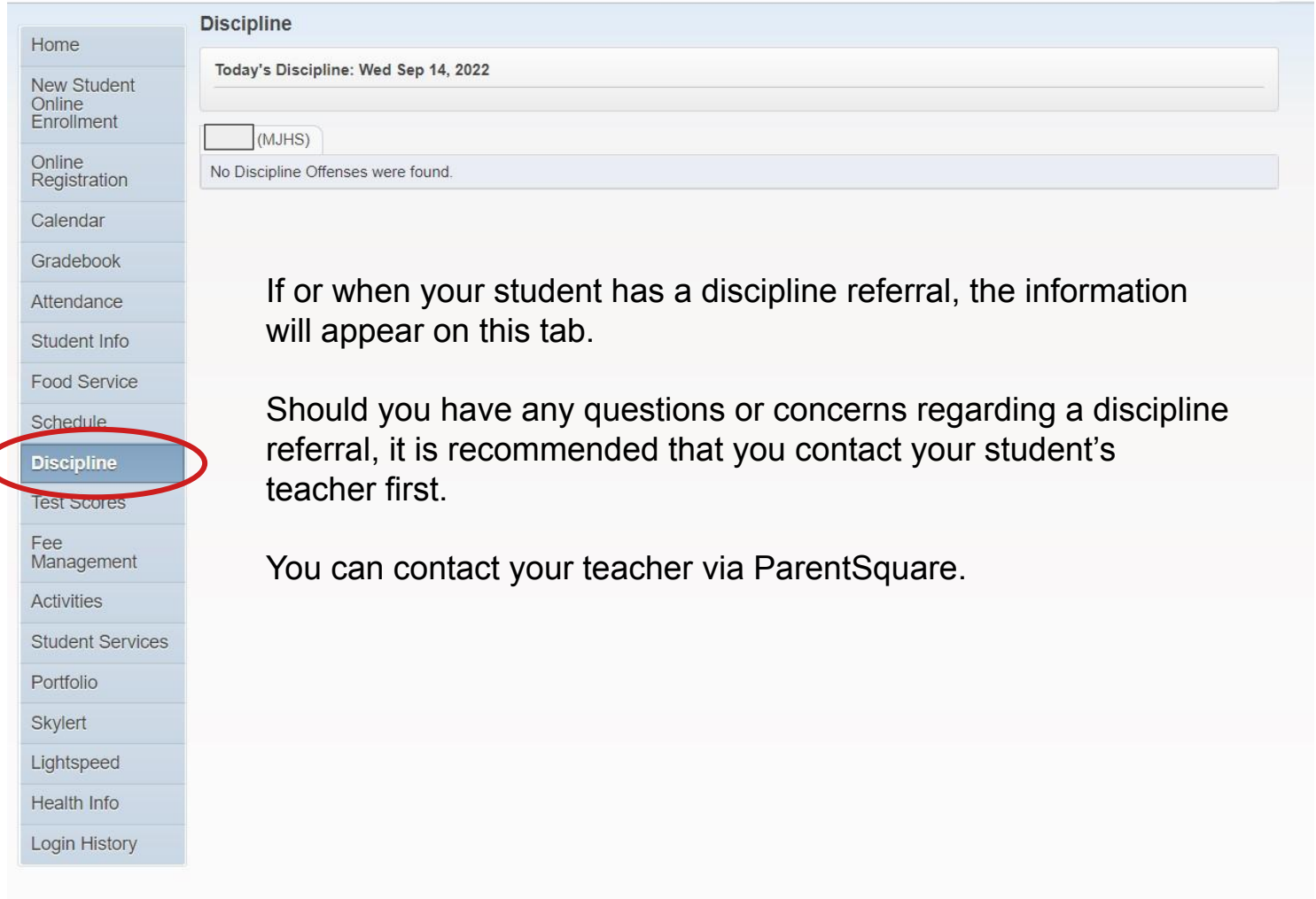




The Schedule tab is a listing of all classes by day, time, term, and semester.

This may look different for elementary and secondary students.

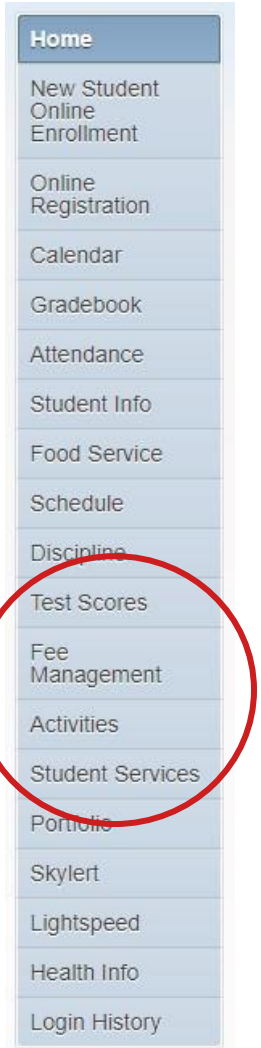
There are different display options and blue links are clickable for additional information.



If or when your student has a discipline referral, the information will appear on this tab.

Should you have any questions or concerns regarding a discipline referral, it is recommended that you contact your student's teacher first.

You can contact your teacher via ParentSquare.



- **Fee Management** links you to eFunds, the online payment service for lunch accounts and student fee accounts. You can find step-by-step instructions to set up your account here.
  - Preschool students **DO NOT** need to pay lunch fees, they are included in your payment.
  - Preschool students **ARE ENCOURAGED** to set up a eFund account to pay weekly fees by using the Pay for Student Fees option.
  - All students Kindergarten through grade 12 **ARE ENCOURAGED** to set up a eFunds account to pay for lunches in order to keep positive balances.
  - To complete you eFund account set up, you will need your Skyward Family Id number. Please see the screenshots included to find that information:

Activities & Student Services tabs are less utilized.

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3. Select **New Credit Card** or **New Direct Debit** to add new payment information.
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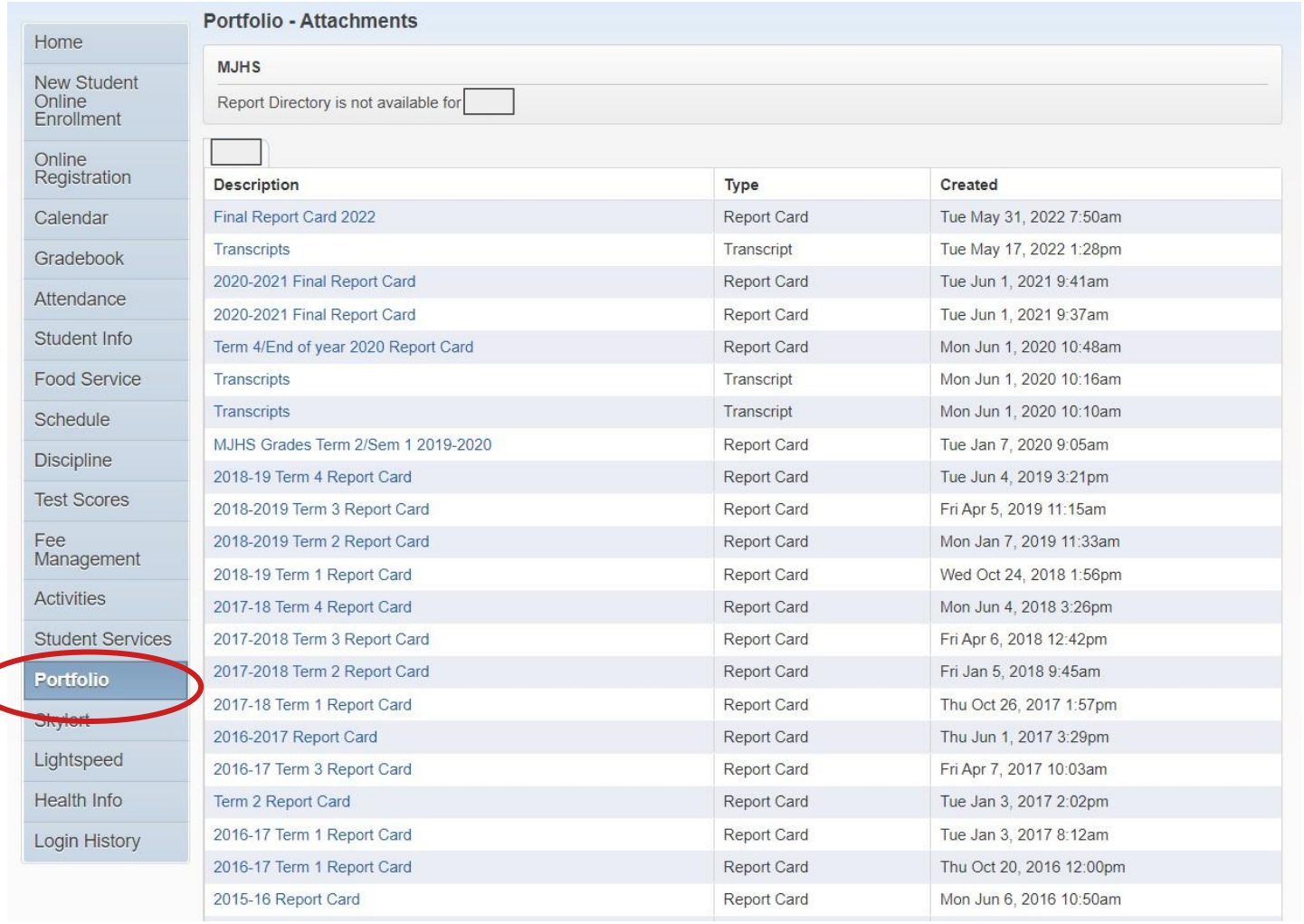
MAKE A PAYMENT

1. Select type of payment you would like to make.
2. Select student.
3. Enter amount of payment.
4. Select **Begin Checkout**.
5. Choose payment method or enter new method.
6. Review items and total.
7. Select **Pay Now**.

https://payments.efundsforschools.com/v3/districts/55549



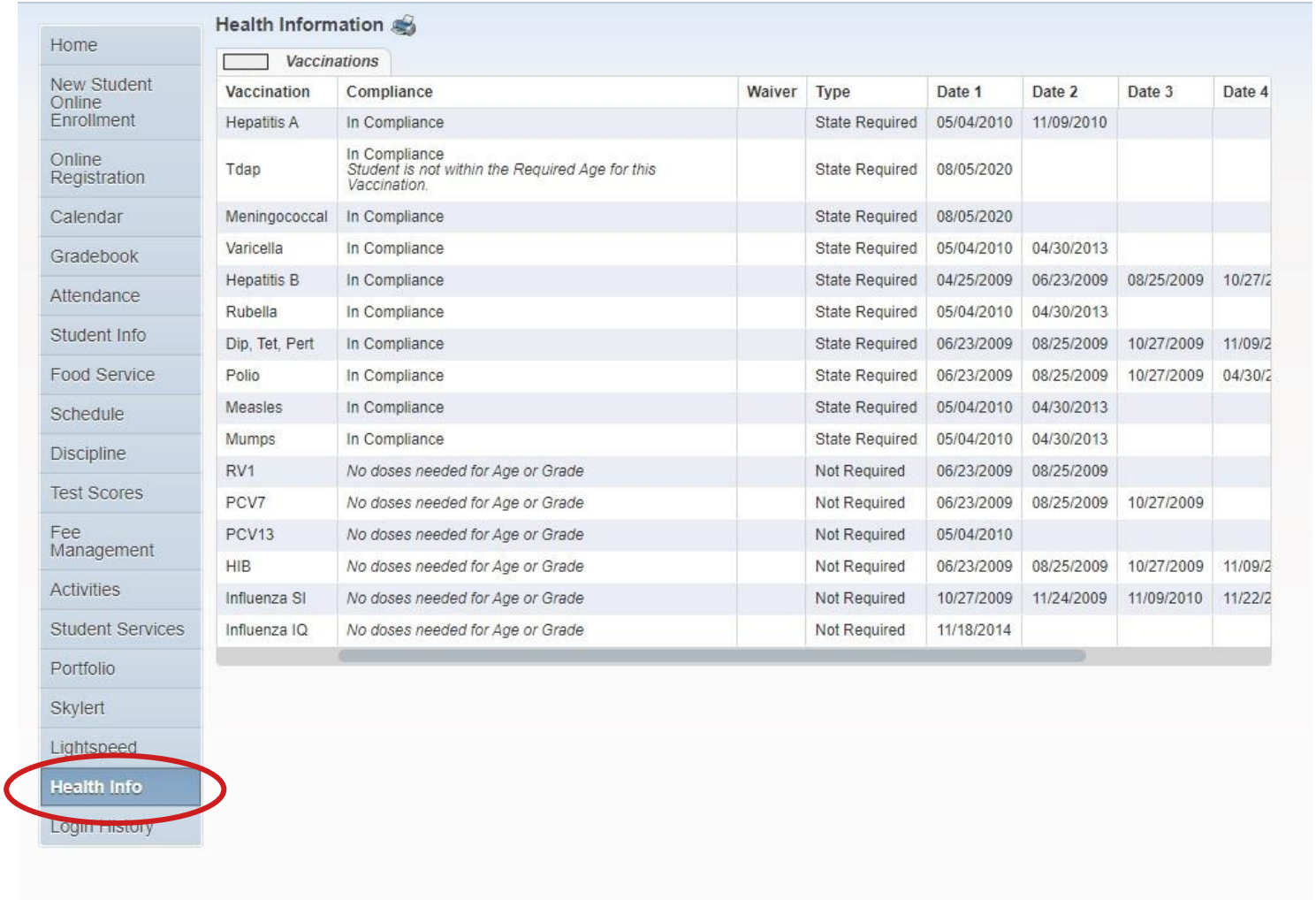




Description	Type	Created
Final Report Card 2022	Report Card	Tue May 31, 2022 7:50am
Transcripts	Transcript	Tue May 17, 2022 1:28pm
2020-2021 Final Report Card	Report Card	Tue Jun 1, 2021 9:41am
2020-2021 Final Report Card	Report Card	Tue Jun 1, 2021 9:37am
Term 4/End of year 2020 Report Card	Report Card	Mon Jun 1, 2020 10:48am
Transcripts	Transcript	Mon Jun 1, 2020 10:16am
Transcripts	Transcript	Mon Jun 1, 2020 10:10am
MJHS Grades Term 2/Sem 1 2019-2020	Report Card	Tue Jan 7, 2020 9:05am
2018-19 Term 4 Report Card	Report Card	Tue Jun 4, 2019 3:21pm
2018-2019 Term 3 Report Card	Report Card	Fri Apr 5, 2019 11:15am
2018-2019 Term 2 Report Card	Report Card	Mon Jan 7, 2019 11:33am
2018-19 Term 1 Report Card	Report Card	Wed Oct 24, 2018 1:56pm
2017-18 Term 4 Report Card	Report Card	Mon Jun 4, 2018 3:26pm
2017-2018 Term 3 Report Card	Report Card	Fri Apr 6, 2018 12:42pm
2017-2018 Term 2 Report Card	Report Card	Fri Jan 5, 2018 9:45am
2017-18 Term 1 Report Card	Report Card	Thu Oct 26, 2017 1:57pm
2016-2017 Report Card	Report Card	Thu Jun 1, 2017 3:29pm
2016-17 Term 3 Report Card	Report Card	Fri Apr 7, 2017 10:03am
Term 2 Report Card	Report Card	Tue Jan 3, 2017 2:02pm
2016-17 Term 1 Report Card	Report Card	Tue Jan 3, 2017 8:12am
2016-17 Term 1 Report Card	Report Card	Thu Oct 20, 2016 12:00pm
2015-16 Report Card	Report Card	Mon Jun 6, 2016 10:50am

Portfolio is a comprehensive library of documents for your student.

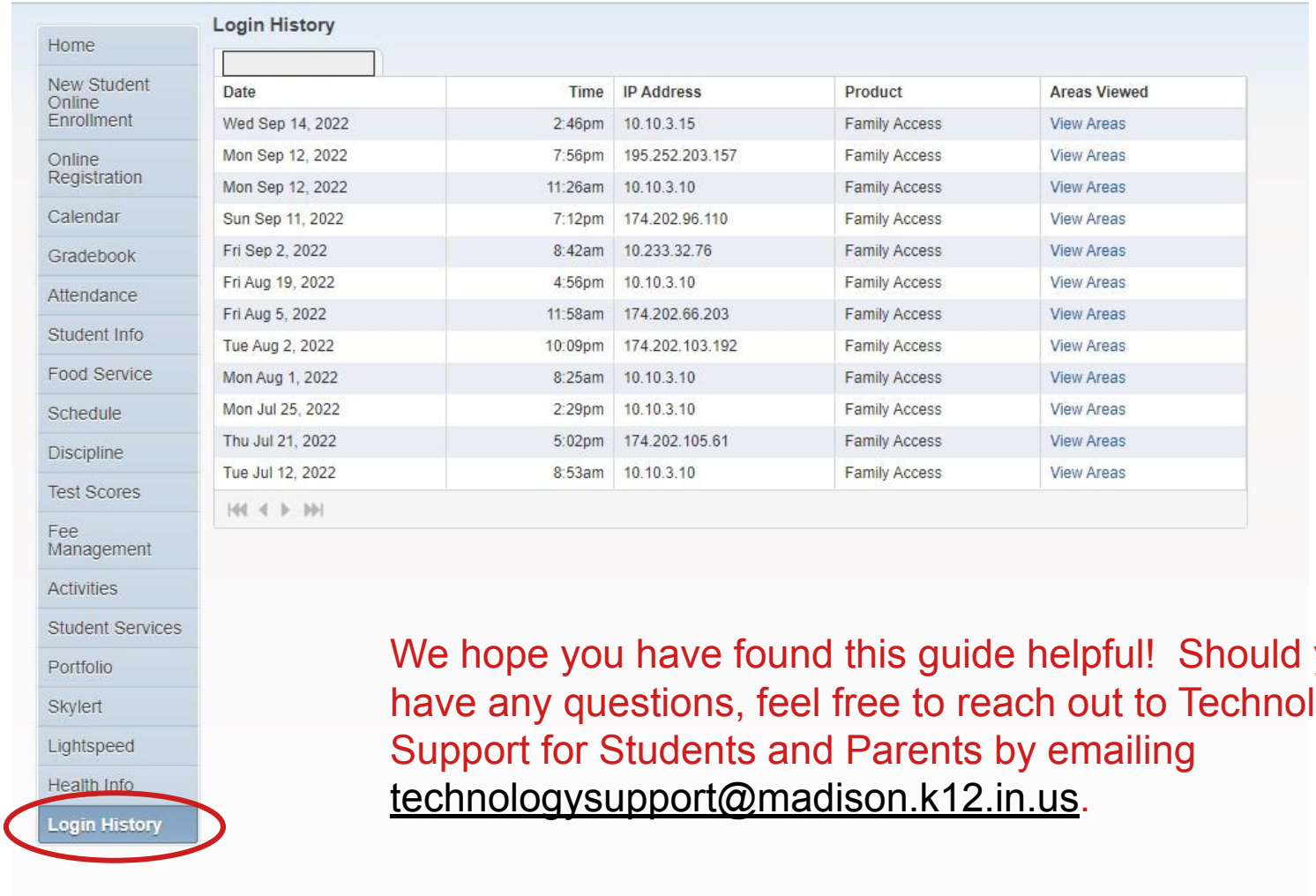
Blue links are clickable and you can view reports for each entry.



Vaccination	Compliance	Waiver	Type	Date 1	Date 2	Date 3	Date 4
Hepatitis A	In Compliance		State Required	05/04/2010	11/09/2010		
Tdap	In Compliance *Student is not within the Required Age for this Vaccination.*		State Required	08/05/2020			
Meningococcal	In Compliance		State Required	08/05/2020			
Varicella	In Compliance		State Required	05/04/2010	04/30/2013		
Hepatitis B	In Compliance		State Required	04/25/2009	06/23/2009	08/25/2009	10/27/2
Rubella	In Compliance		State Required	05/04/2010	04/30/2013		
Dip, Tet, Pert	In Compliance		State Required	06/23/2009	08/25/2009	10/27/2009	11/09/2
Polio	In Compliance		State Required	06/23/2009	08/25/2009	10/27/2009	04/30/2
Measles	In Compliance		State Required	05/04/2010	04/30/2013		
Mumps	In Compliance		State Required	05/04/2010	04/30/2013		
RV1	*No doses needed for Age or Grade*		Not Required	06/23/2009	08/25/2009		
PCV7	*No doses needed for Age or Grade*		Not Required	06/23/2009	08/25/2009	10/27/2009	
PCV13	*No doses needed for Age or Grade*		Not Required	05/04/2010			
HIB	*No doses needed for Age or Grade*		Not Required	06/23/2009	08/25/2009	10/27/2009	11/09/2
Influenza SI	*No doses needed for Age or Grade*		Not Required	10/27/2009	11/24/2009	11/09/2010	11/22/2
Influenza IQ	*No doses needed for Age or Grade*		Not Required	11/18/2014			

Health Information is where all of the health related items are stored and you can see if your student is in compliance.

Should you have any questions, please contact your school nurse.



Login History tracks your activity across Skyward.

As in other areas, the blue areas are clickable so you can see the areas you have visited.

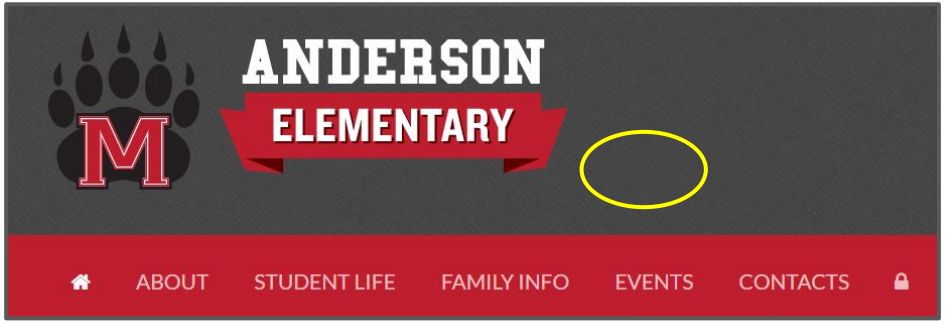
We hope you have found this guide helpful! Should you have any questions, feel free to reach out to Technology Support for Students and Parents by emailing technologysupport@madison.k12.in.us.

More helpful links & tips:

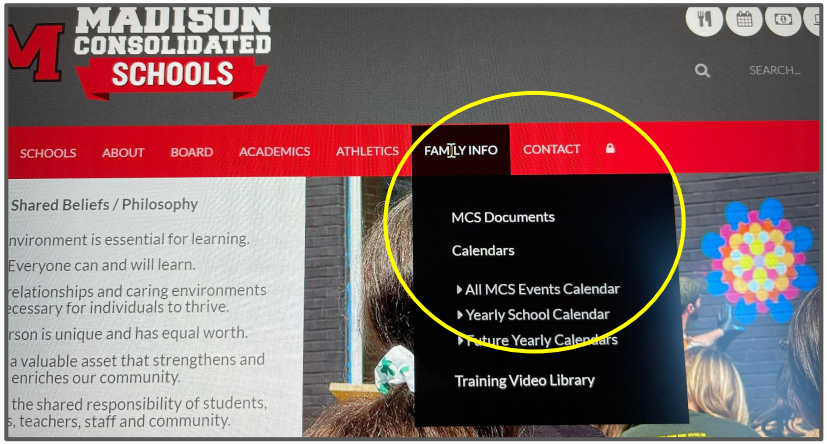
Events Calendars - can be viewed from the district level or school level.

Looking for just your school?

From any school page, simply click on EVENTS from the top menu



For a district-wide view visit madison.k12.in.us, click on FAMILY INFO and select ALL MCS EVENTS CALENDAR. This has all events, for all schools in one place.



Communication:

The district uses ParentSquare to communicate with families StudentSquare for grades 5-12.

Families can personalize the way the receive information from the district, building, and classroom levels and communicate with schools staff through the use of the FREE APP.

To activate your account, watch for an email invitation. Please make sure your Skyward contact information is up to date and accurate!

MJHS and MCHS utilize Google Classroom.

To learn more about how it works, check out our training materials here.

