To: Guardians of Students Entering Grades K-3  
From: Conewago Township Elementary and New Oxford Elementary  

Subject: Update Family Access in Skyward  

Family Access will open on Monday, August 6th to verify and update data within Skyward. Every child’s information needs updated each school year. **These steps need to take place in order to view your child’s classroom teacher.** Skyward is sending emails to all new and current Family Access users reminding them of their login info.

To Begin:  
1. Go to the District Homepage => Students => Skyward Student Login  
2. Login to Skyward and then follow the steps below.
3. Steps guardians MUST take in Skyward are found in Back to School registration. The Back to School registration will require guardians to:
   a. Verify Student Information and update information when necessary (this includes phone numbers, emails, emergency contacts, etc.)
   b. Health History and medications update
   c. Verify Children of Military
   d. Approve the Acceptable Use Policy
   e. Approve the building Student Handbook
   f. OPTIONAL STEP: Food Service Application

Additional Ways to Prepare for the Upcoming School Year:
1. Add money to your child’s lunch account
2. Set up the Skyward app on your mobile device or tablet. This is highly recommended and easy to navigate through.