

**To: Guardians of Students Entering Grades K-3**

**From: Conewago Township Elementary and New Oxford Elementary**

**Subject: Update Family Access in Skyward**

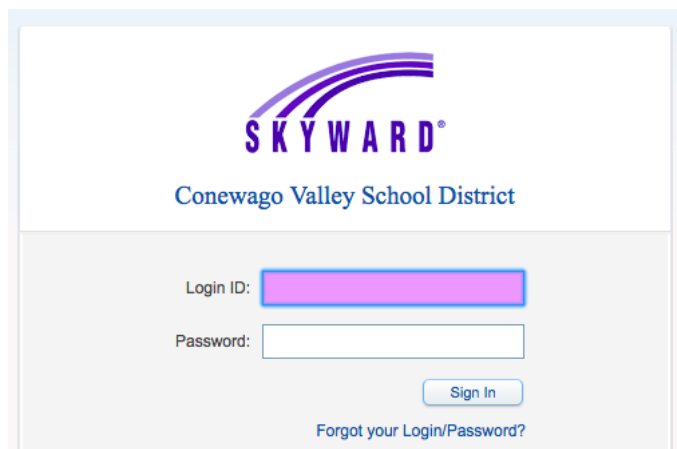
Family Access will open on Monday, August 6th to verify and update data within Skyward. Every child's information needs updated each school year. [These steps need to take place in order to view your child's classroom teacher.](#) Skyward is sending emails to all new and current Family Access users reminding 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.**

