

RETURNING STUDENT VERIFICATION DIRECTIONS AND INFORMATION

To better serve HCS students and parents, much of the information that students and parents have to complete at the beginning of each year will now be available to complete in Skyward Family Access. This information needs to be completed as soon as possible.

To access Skyward, go to www.hck12.net and click the Skyward icon.

Parents will need to contact their school office staff to obtain their log in name and password. If HCS has your email address on file, you can click the "Forgot Password?" link at any time to have your password reset.



Once logged in, click on

↑ Open Family Access

You should now see a message in the middle of the screen that says

Returning Student Information Verification 2022 – 2023 is now open

Information Verification at _____ School for the **2022-2023** school year is now open, yet has not been completed for

Go to Information Verification for

Click on "Go to Information Verification" to begin the process. You may also click the tab on

Information
Verification

the left titled _____ . Both links take you to the same area.

You will need to complete all the steps listed on the right.

Information Verification

Home

Returning Student Information Verification 2022

2022-2023

District message

Thank you for beginning the information verification for each of your children in Skyward! Be sure to click "complete" after each step and look for the green check mark at the end of each section.

District Message

1. Verify Ethnicity/Race
2. Verify Student Information
 - a. Student Information
 - b. Family Address
 - c. Family Information
 - d. Emergency Information
 - e. Emergency Contacts
 - f. Health Information
3. Verify Skyler Information
4. AUP
5. Attendance Policy
6. Early Dismissal Plan
7. Home Language Survey
8. Medical Consent
9. Military Survey
10. Student Directory Consent
11. Student Handbook
12. Complete Returning Student Information Verification 2022

Next

Close and Finish Later

Information Verification 2021-2022

Returning Student Information Verification 2022

Ethnicity/Race

Calendar

Gradebook

Attendance

Student Info

Busing

Food Service

Schedule

Discipline

Test Scores

Activities

Student Services

After you complete each one, be sure to click the "Complete Step __ and move to Step __" link at the bottom. You will see a green check mark next to each completed area. Step 11 will review each step's progress.

You will complete the following information:

- Verify student information: **add phone numbers and parent email**
- Address: **Change if it is not correct**
- Family: **Change if it is not correct**
- Emergency contacts: **These will be the only people allowed to pick up your student**
- AUP: **This section will allow your student to use the Google suite for Education.** Many teachers use this computer access in the classroom, so it is very important.

- The Occupational Survey will have to be completed **with paper and pencil**. It can be downloaded at home and sent to school with your student or paper copies will be available at school to be completed.
- Directory Consent: **If you change the district or local to NO- your student will not be in the Yearbook or appear on any school social media pages.**

Remember to select the COMPLETE button at the bottom of each page as you finish.

Step 11 allows you to make certain you have completed all the steps required. Please make certain all steps are completed before exiting.