

**COMMUNITY UNIT SCHOOL DISTRICT NO. 2
MR. JOSH QUICK, SUPERINTENDENT**

**Washington Elementary School
Jason Stark, Principal
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Robinson, IL 62454**

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TO: Parents/Guardians of Incoming Kindergarten Students
FROM: Jason Stark, Principal
DATE: May 15, 2017
RE: Skyward Family Access

For those of you who do not have older students in the Robinson school system, I would like to make you aware of our student management database, Skyward. The system includes an online Family Access component that is used to allow you as the parent or guardian to access information about your student's attendance and cafeteria account. In addition, you can update contact information and request automatic e-mail notifications on certain information. It is very important to include an e-mail address on your contact information.

We use the Skylert system which allows you to receive alert information by e-mail, text, or phone. You can choose any option or all options. This is especially helpful when school is being dismissed early or cancelled due to weather. It transmits the message within minutes.

You can access the Family Access link on our school website at www.robinsonschools.com. You will need a log in and password to access your child's account. You will be given that information along with this letter. Please note that you will be able to change your password upon logging in. (Also, if you have an older child in school, the same log in and password is used for each child.) A drop down menu on the site will allow you to select which child's records you wish to view.

You will most likely be asked to enter an e-mail address upon logging on the first time. Though you are not required to provide this, there are several features of the student management system which utilize e-mail communications (including Skylert mentioned above).

Again this year, all registration will be done online. The registration link will be open on the website from August 1-13. If you do not have access to a computer, you are asked to call the school office between August 2 and August 4 to set up an appointment to complete the registration process in our computer lab.

Class placements will be posted on your child's Family Access page on the afternoon of August 14.

