



Dr. Chip Kimball -Superintendent

L.E. Scarr Resource Center

16250 N.E. 74th Street

Redmond WA. 98073

Office: (425) 936-1200 • Fax: (425) 936-1213

Dear Parent:

You are listed as the primary parent/guardian for one or more students in Lake Washington School District. As a result, you are the only person who can make changes online to your student's ethnicity and race information on file with the district.

The reason that is important is that recently, the federal government and the Office of Superintendent of Public Instruction (OSPI) changed the reporting categories for student race and ethnic data. OSPI is required to report the total number of students in various categories in each school to the federal government but it does not report individual student data. These reports help our district and the state keep track of changes in student enrollment and various outcomes, such as graduation rates, to ensure that all students receive the educational programs and services to which they are entitled.

As a result of the new reporting categories, we need to ask you to identify your student as either Hispanic/Latino (selecting the appropriate category) or not Hispanic Latino AND by one or more racial groups. Washington now has 57 racial categories from which to choose. If your family is Asian, you will now be able to list your child as Chinese, Japanese, Korean or belonging to one or more of the other Asian groups listed. If your family is Native American, you will be able to list your student's tribal affiliation. If one parent identifies with one race and the other parent with another, you will be able to check both races for your student.

By September 15, you must verify the race and ethnicity for your student(s). The district must identify the race and ethnicity data for every student in the district. If the student's parent abstains from providing that information, we are now required by law to assign a category for the student.

If you have an online Parent Access account, you can easily verify the race and ethnicity currently on file with the district and make changes to it.

1. After logging in to Parent Access, click on FAMILY ACCESS under Links for You.
2. Under General Information on the left hand side, click on ETHNICITY/RACE.
3. At the bottom of the page, click on VALIDATE ETHNICITY AND RACE FOR [Student Name].
4. Please answer BOTH Questions 1 and 2. Check all that apply.
5. Click SAVE.
6. Please validate ethnicity and race for all your students by selecting another student name at the top of the page. Repeat the validation steps above.

If you do not have a Parent Access account, we recommend that you set one up. In addition to verifying or changing your student's information, you will be able to view your student's attendance and grades, add money to his/her student lunch account and more. Instructions on how to get a Parent Access account are on the back of this letter.

If you do not have computer access, a paper form has been included. Fill out the information and return it to your student's school. If you need more than one form, make a copy or get an additional one from the school office.

If you have questions regarding this form, please contact the school office. We appreciate your help in ensuring that accurate information is on file for your student.

Sincerely,

Dr. Chip Kimball
Superintendent

Parent Access to Student Information via the Web

Lake Washington School District provides access to student information, student records, lunch accounts and more via the Internet. This information is secure so that only you can see information about your student(s). The system through which you can view this information is called **Parent Access**.

What's in Parent Access

When you are registered, you have secure access to the following types of student information:

- E-mail links to your student's teachers
- Emergency contact information the school has on file for your family
- Online information on lunch accounts and balances plus the ability to make payments
- Online Volunteer Application
- Official student information on your student(s), including emergency contacts, attendance, immunization records, parent/guardian information, fees, etc.,
- Assignments and grades

To sign up

Before you register, make sure your correct e-mail address is on file with our school. We will enter the current e-mail address(es) you give the school on the Emergency Notification sheet included in the August mailer. If you need to change your e-mail address, please come into the school office and show photo identification when you make the change. (See below for full details.) Each parent or guardian can set up their own account, using separate e-mail addresses.

How to sign up:

- Start by going to www.lwsd.org
- Click on "For Parents" orange tab at top
- Then click "Parent Access – stay informed and involved"
- Then click "Proceed to the registration Page" in the bottom middle of the screen
- Then fill in "Parent Access Account Setup" and click submit

You may also view a short instructional video that gives you step-by-step instructions for registering by clicking the next link on the same page, titled "How to register video."

Changing E-mail Addresses

Since the Parent Access system relies on the parent's e-mail address when logging into our system, we must make sure e-mail addresses in our student information system are accurate. When they are changed, we must have a system to make sure changes are legitimate for security reasons.

- If the changes are made on the Emergency Notification sheet in September, we will make the change in the Skyward student information system.
- If the e-mail change happens later in the year:
 - Parent must show picture ID to the school secretary before making any changes to personal e-mail addresses. Changes may not be done over the phone or by e-mail.
 - A spouse may change their husband/wife's personal e-mail address in the system if the spouse is unable to come during school hours, provided they are already in the system.
 - The secretary will enter the changed e-mail address into the student information system only after positive identification.

Race/Ethnic Data Reporting

Ethnic Code: The district is required to report the following information to the state. *(Categories are determined by the state and federal government).*

Student Name _____ School _____

Question 1: Is your child of Hispanic or Latino origin? (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Not Hispanic/Latino | <input type="checkbox"/> Puerto Rican | <input type="checkbox"/> Latin American |
| <input type="checkbox"/> Cuban | <input type="checkbox"/> Mexican/Mexican American/Chicano | <input type="checkbox"/> Other Hispanic/Latino |
| <input type="checkbox"/> Dominican | <input type="checkbox"/> Central American | |
| <input type="checkbox"/> Spaniard | <input type="checkbox"/> South American | |

Question 2: What race do you consider your child? (Check all that apply)

- | | | | | | |
|---|---------------------------------------|---|--|---|--|
| <input type="checkbox"/> African American/Black | <input type="checkbox"/> Asian Indian | <input type="checkbox"/> Native Hawaiian | <input type="checkbox"/> Alaska Native | <input type="checkbox"/> Quileute | <input type="checkbox"/> Other Washington Indian |
| <input type="checkbox"/> White | <input type="checkbox"/> Cambodian | <input type="checkbox"/> Fijian | <input type="checkbox"/> Chehalis | <input type="checkbox"/> Quinault | <input type="checkbox"/> Other American Indian |
| | <input type="checkbox"/> Chinese | <input type="checkbox"/> Guamanian or Chamorro | <input type="checkbox"/> Colville | <input type="checkbox"/> Samish | |
| | <input type="checkbox"/> Filipino | <input type="checkbox"/> Mariana Islander | <input type="checkbox"/> Cowlitz | <input type="checkbox"/> Sauk-Suiattle | |
| | <input type="checkbox"/> Hmong | <input type="checkbox"/> Melanesian | <input type="checkbox"/> Hoh | <input type="checkbox"/> Shoalwater | |
| | <input type="checkbox"/> Indonesian | <input type="checkbox"/> Micronesian | <input type="checkbox"/> Jamestown | <input type="checkbox"/> Skokomish | |
| | <input type="checkbox"/> Japanese | <input type="checkbox"/> Samoan | <input type="checkbox"/> Kalispel | <input type="checkbox"/> Snoqualmie | |
| | <input type="checkbox"/> Korean | <input type="checkbox"/> Tongan | <input type="checkbox"/> Lower Elwha | <input type="checkbox"/> Spokane | |
| | <input type="checkbox"/> Laotian | <input type="checkbox"/> Other Pacific Islander | <input type="checkbox"/> Lummi | <input type="checkbox"/> Squaxin Island | |
| | <input type="checkbox"/> Malaysian | | <input type="checkbox"/> Makah | <input type="checkbox"/> Stillaguamish | |
| | <input type="checkbox"/> Pakistani | | <input type="checkbox"/> Muckleshoot | <input type="checkbox"/> Suquamish | |
| | <input type="checkbox"/> Singaporean | | <input type="checkbox"/> Nisqually | <input type="checkbox"/> Swinomish | |
| | <input type="checkbox"/> Taiwanese | | <input type="checkbox"/> Nooksack | <input type="checkbox"/> Tulalip | |
| | <input type="checkbox"/> Thai | | <input type="checkbox"/> Port Gamble Klallam | <input type="checkbox"/> Yakama | |
| | <input type="checkbox"/> Vietnamese | | <input type="checkbox"/> Puyallup | | |
| | <input type="checkbox"/> Other Asian | | | | |

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| | <input type="checkbox"/> Vietnamese | | <input type="checkbox"/> Puyallup | | |
| | <input type="checkbox"/> Other Asian | | | | |

Please return to any Lake Washington School District School.

Office staff: send to Student Data, Resource Center