

## **Parent Access to Student Information via the Web Audubon Elementary**

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
- Family Access, the system that provides you with official student information on your student(s), including emergency contacts, attendance, immunization records, parent/guardian information, fees, etc.,
- **New this year! Beginning October 4, an online gradebook, including assignments, due dates and grades will be available in Family Access. You will be able to track your student's progress in detail, even before the first report card arrives.**

**If you are already signed up for and using Parent Access, you do not have to do anything else.**

### **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](http://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.

Thank you all for your cooperation. I'm sure you will find it helpful to follow your student's progress this year through the information posted online.

Karen Dickens  
Principal  
Audubon Elementary