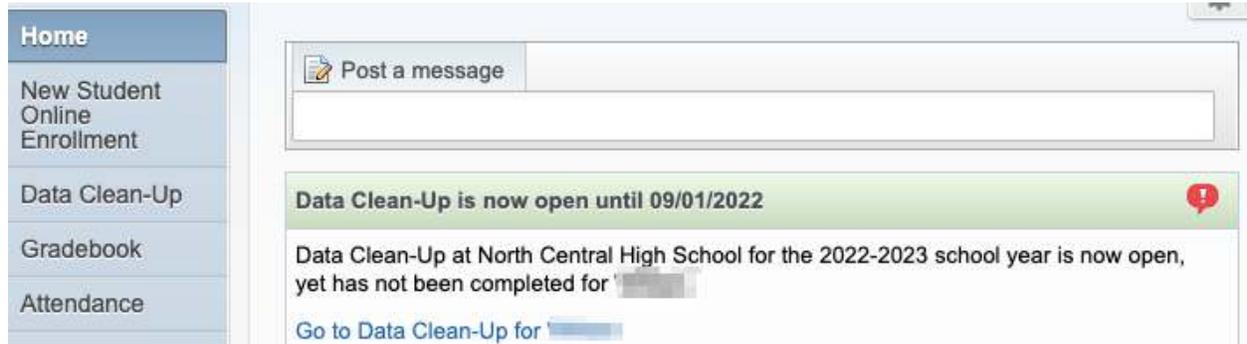
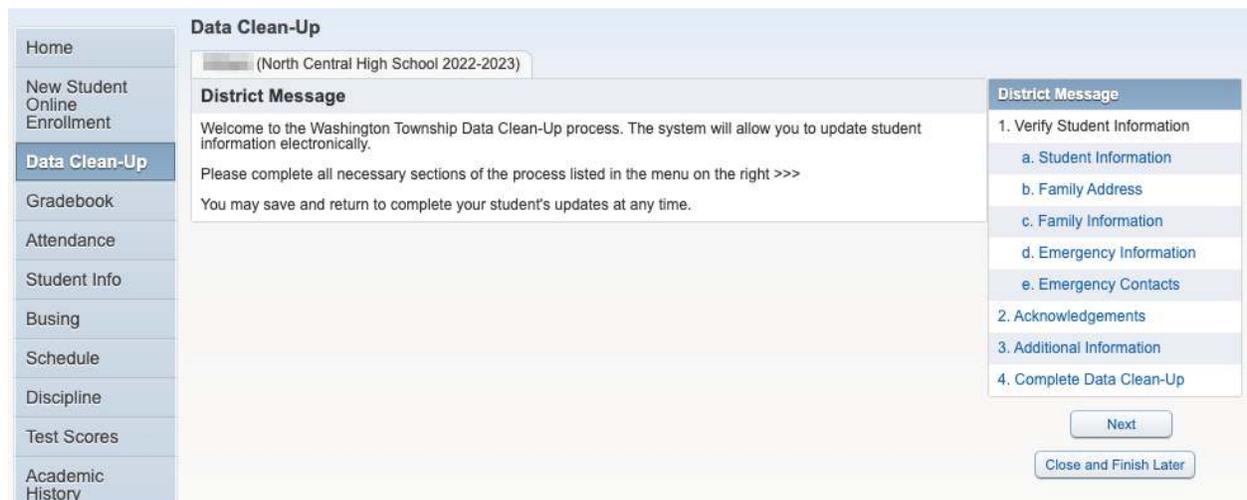


## Skyward Family Access Data Clean-Up

After logging into Skyward Family Access, click on either the Data Clean-Up tab on the left, or, the Go to Data Clean-Up for “*student name*” link for each of your students.



You will see a welcome message and a navigation panel on the right where you can navigate to the various Data Clean-Up steps. Choose Student Information or click the Next button. At any time in the process, you can click the “Close and Finish Later” button.



In the Student Information area verify or update information and click the “Complete Step 1a and move to Step 1b” button.

In the Family Address area verify that your address is correct. If your address is not correct you will need to appear in person at your school with the proper documentation to have it corrected. Click the “Complete Step 1b and move to Step 1c” button.

In the Family Information area verify or update information and click the “Complete Step 1c and move to Step 1d” button.

The screenshot shows the 'Data Clean-Up' interface for 'Step 1c. Verify Student Information: Family Information'. The page title is 'Data Clean-Up' and the school is 'North Central High School 2022-2023'. The step is marked as '(Required)'. A note states: 'Please verify all student info and request changes as needed. If your address information is incorrect, you will need to appear in person at your school with the proper documentation to have it corrected.' The form contains two guardian sections. Guardian 1 has fields for Name, Relationship (with a 'Custodial' checkbox checked), Primary Phone, and Home Email. Guardian 2 has similar fields. A sidebar on the right shows a progress list: '1. Verify Student Information' with sub-items 'a. Student Information', 'b. Family Address', 'c. Family Information' (highlighted), 'd. Emergency Information', and 'e. Emergency Contacts'. Below the sidebar are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'. At the bottom of the form are buttons for 'Complete Step 1c Only' and 'Complete Step 1c and move to Step 1d'.

In the Emergency Information area verify or update information and click the “Complete Step 1d and move to Step 1e” button.

The screenshot shows the 'Data Clean-Up' interface for 'Step 1d. Verify Student Information: Emergency Information'. The page title is 'Data Clean-Up' and the school is 'North Central High School 2022-2023'. The step is marked as '(Required)'. A note states: 'Please verify all student info and request changes as needed. If your address information is incorrect, you will need to appear in person at your school with the proper documentation to have it corrected.' The form contains a 'Hospital' field with the text 'St Vincent (on 86th st.) or nearest'. A sidebar on the right shows a progress list: '1. Verify Student Information' with sub-items 'a. Student Information', 'b. Family Address', 'c. Family Information', 'd. Emergency Information' (highlighted), and 'e. Emergency Contacts'. Below the sidebar are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'. At the bottom of the form are buttons for 'Complete Step 1d Only' and 'Complete Step 1d and move to Step 1e'.

In the Emergency Contacts area verify or update information and click the “Complete Step 1e and move to Step 2” button.

- Home
- New Student Online Enrollment
- Data Clean-Up
- Gradebook
- Attendance
- Student Info
- Busing
- Schedule
- Discipline
- Test Scores
- Academic History
- Portfolio
- Login History

### Data Clean-Up

North Central High School 2022-2023

**Step 1e. Verify Student Information: Emergency Contacts** Undo

(Required)

Please verify all student info and request changes as needed. If your address information is incorrect, you will need to appear in person at your school with the proper documentation to have it corrected.

Add Emergency Contact
Change Emergency Contact Order

Contact Number:  Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone:  Ext:

Ext:

Ext:

Pick Up:

Comment:

Contact Number:  Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone:  Ext:

Ext:

Ext:

Pick Up:

Comment:

Contact Number:  Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone:  Ext:

Ext:

Ext:

Pick Up:

Comment:

Contact Number:  Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone:  Ext:

Ext:

Ext:

Pick Up:

Comment:

District Message

1. Verify Student Information
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
2. Acknowledgements
3. Additional Information
4. Complete Data Clean-Up

Previous Step
Next Step

Close and Finish Later

Complete Step 1e Only
Complete Step 1e and move to Step 2

In the Acknowledgements area please read all information and click the Submit box at the bottom of the page (you will most likely have to scroll down to see the Submit box). Click the “Complete Step 2 and move to Step 3” button.

Home

New Student Online Enrollment

**Data Clean-Up**

Gradebook

Attendance

Student Info

Busing

Schedule

Discipline

Test Scores

Academic History

Portfolio

Login History

### Data Clean-Up

(North Central High School 2022-2023)

**Step 2. Acknowledgements (Required)**

Please read this document and click the Submit button at the bottom to acknowledge that you have received this information.

[Print](#) [View Full Screen](#)

**REFUSAL OF CONSENT FOR USE OF STUDENT INFORMATION - 2022-23**

The Family Educational Rights and Privacy Act ("FERPA") ensures that personally identifiable information of students in school specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school of such intent. Please consider this notice as a general notification for the 2022-2023 school year. To request that the school not disclose such information, please contact the school principal or the district superintendent.

Please go to: [www.msdt.k12.in.us/refusal](http://www.msdt.k12.in.us/refusal) and download a Refusal of Consent for Use of Student Information form and take it to the start of school, otherwise your student's directory information will be released without further permission.

MSDWT Schools considers "Directory Information" to be:

- Student's name
- Age
- Grade level
- Honors and awards
- Dates of attendance
- Participation in officially recognized activities or athletics
- Enrollment status
- Address
- Photographs
- Phone numbers
- Email address
- Teacher of record

This Directory Information is used for a variety of purposes such as yearbook or student newspaper, printed programs for extracurricular activities, local media, corporation publications (including published images on the district website, Facebook, Twitter, Instagram, or other social media). It can also be used on the corporation website, corporation videos, podcasts, and interviews with local news media for high school students, information can be released to colleges.

Please know that you have the right to request that the school not disclose any or all directory information. Please consider very carefully before you request the school not to disclose directory information. This information is typically used in news stories about our students' achievements at the yearbook, and school directories, and school and corporation newsletters. Should you deny permission for the release of information from news media and other individuals will be refused for the duration of the school year.

NOTE: Please note that United States armed forces recruiters also have a right to a student's name, address and phone number unless a student specifically requests in writing that this information is not released to the armed forces recruiters.

**ACKNOWLEDGEMENT OF PARENT/STUDENT RESPONSIBILITY TO REVIEW AND UNDERSTAND STUDENT/PARENT HANDBOOK AND DISTRICT CODE OF CONDUCT**

The MSDWT annually publishes Student/Parent Handbooks and a District Code of Conduct. The contents of the handbook outline the expectations for students and parents/guardians.

[Complete Step 2 Only](#)    [Complete Step 2 and move to Step 3](#)

District Message

1. Verify Student Information  
Completed 07/06/2022 12:32pm

a. Student Information

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

**2. Acknowledgements**

3. Additional Information

4. Complete Data Clean-Up

[Previous Step](#)    [Next Step](#)

[Close and Finish Later](#)

In the Additional Information area verify or update information and click the “Complete Step 3 and move to Step 4” button.

In the Complete Data Clean-Up area make sure all areas are marked as completed. If not, use the navigation panel to return to that area and complete. If all areas are completed click the “Submit Data Clean-Up” button.