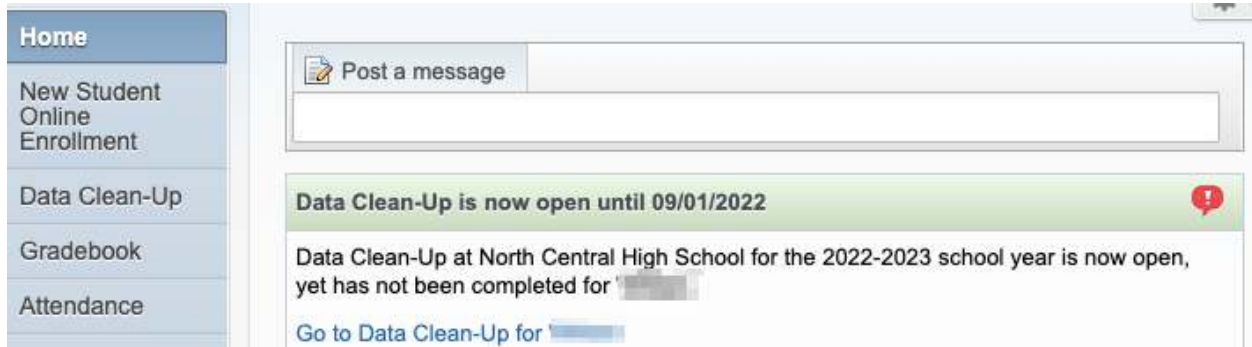
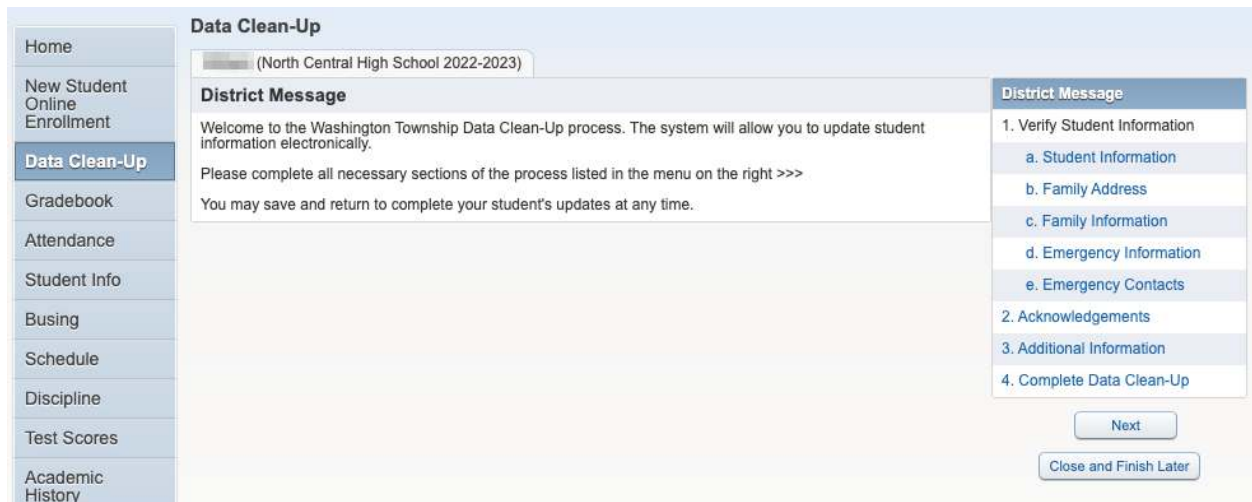


Skyward Family Access Data Clean-Up

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.

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North Central High School 2022-2023)

Step 1a. Verify Student Information: Student Information (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.

General Information

First: Middle:
Last: Suffix:
Birthday: Gender:
Home Phone: Ext:
 Ext:
 Ext:
Home Email:

Technology at Home

What is the primary learning device the student most often uses to complete school work at home?:

Is the primary learning device a personal device or school-provided?:

Is the primary learning device shared with anyone else in the household?:

Can the student access the Internet on their primary learning device at home?:

What is the primary type of internet service used at the residence?:

Can the student stream a video on their primary learning device without interruption?:

Complete Step 1a Only Complete Step 1a and move to Step 1b

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

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.

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North Central High School 2022-2023)

Step 1b. Verify Student Information: Family Address (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.

Address [Preview Address](#)

Street Number: Street Dir: Street Name:
SUD: #: P.O. Box:
Address 2:
Zip Code: Plus 4: City/State:

Complete Step 1b Only Complete Step 1b and move to Step 1c

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

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 left sidebar contains navigation links: Home, New Student Online Enrollment, Data Clean-Up (highlighted), Gradebook, Attendance, Student Info, Busing, Schedule, Discipline, Test Scores, Academic History, and Portfolio. The main content area is titled 'Data Clean-Up' and shows the school 'North Central High School 2022-2023'. Below the title, it says 'Step 1c. Verify Student Information: Family Information (Required)' with an 'Undo' button. 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 sections for Guardian 1 and Guardian 2. Each section has fields for Name, Relationship (with a dropdown menu), Home Email, Primary Phone (with a dropdown menu), and Ext. (with a dropdown menu). There are checkboxes for 'Custodial' for each guardian. At the bottom of the form are two buttons: 'Complete Step 1c Only' and 'Complete Step 1c and move to Step 1d'. On the right side, there is a 'District Message' section with a list of steps: 1. Verify Student Information, a. Student Information, b. Family Address, c. Family Information (highlighted), d. Emergency Information, e. Emergency Contacts, 2. Acknowledgements, 3. Additional Information, and 4. Complete Data Clean-Up. Below this list are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'.

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 left sidebar is the same as in the previous screenshot, with 'Data Clean-Up' highlighted. The main content area is titled 'Data Clean-Up' and shows the school 'North Central High School 2022-2023'. Below the title, it says 'Step 1d. Verify Student Information: Emergency Information (Required)' with an 'Undo' button. 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 single field for 'Hospital' with the text 'St Vincent (on 86th st.) or nearest'. At the bottom of the form are two buttons: 'Complete Step 1d Only' and 'Complete Step 1d and move to Step 1e'. On the right side, there is a 'District Message' section with a list of steps: 1. Verify Student Information, a. Student Information, b. Family Address, c. Family Information, d. Emergency Information (highlighted), e. Emergency Contacts, 2. Acknowledgements, 3. Additional Information, and 4. Complete Data Clean-Up. Below this list are buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later'.

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

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Step 1e. Verify Student Information: Emergency Contacts (Required)

Undo

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

1

Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone:

Ext:

Ext:

Ext:

Pick Up:

Comment:

2

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

3

Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone:

Ext:

Ext:

Ext:

Pick Up:

Comment:

4

Delete this Emergency Contact

First:

Middle:

Last:

Relationship:

Primary Phone:

Ext:

Ext:

Ext:

Pick Up:

Comment:

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.

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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 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 that 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.

Data Clean-Up

(North Central High School 2022-2023)

Step 3. Additional Information (Required)

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In the past 36 months has your child moved across school district, county, or Indiana state lines in order for his/her guardian to obtain seasonal or temporary employment in the agricultural, dairy, or fishing industries OR out of economic necessity?

If "YES": When was the last time you or anyone in your household has moved to look for, or work in an agricultural activity within the United States? Month Year

.....

[Complete Step 3 Only](#) [Complete Step 3 and move to Step 4](#)

District Message

1. Verify Student Information
Completed 07/06/2022 12:32pm
2. Acknowledgements
Completed 07/06/2022 12:38pm
3. **Additional Information**
4. Complete Data Clean-Up

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

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.

Data Clean-Up

(North Central High School 2022-2023) [Print](#)

Step 4. Complete Data Clean-Up (Required)

By completing Data Clean-Up, you are confirming that the Steps below have been finished.
Are you sure you want to complete Data Clean-Up for [redacted]?

Review Data Clean-Up Steps

Step 1)	Verify Student Information	Completed 07/06/2022 12:32pm
No Requested Changes exist for Step 1.		
Step 2)	Acknowledgements	Completed 07/06/2022 12:38pm
Step 3)	Additional Information	Completed 07/06/2022 12:42pm

Guardian Name: [redacted] Guardian Address: [redacted]

[Submit Data Clean-Up](#)

District Message

1. Verify Student Information
Completed 07/06/2022 12:32pm
2. Acknowledgements
Completed 07/06/2022 12:38pm
3. Additional Information
Completed 07/06/2022 12:42pm
4. **Complete Data Clean-Up**

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)