

FAMILY ACCESS INFORMATION FOR PARENTS

The administration and staff of the Olympia School District recognize that parents play a significant role in a student's education. To make it easier to get involved, we are providing access to student record information anytime, day or night, through a home computer.

What is it?

Skyward, our student information software, makes guardian access available through a feature called *Family Access*. The site is available at <http://family.olympia.wa-k12.net>. To use this website, guardians will need to have access to the internet with an acceptable browser (Internet Explorer 4.01, Netscape 4.08, or better) which accepts "cookies" and guardians will need to have a user name and password.

How do I get it?

Please fill out the Family Access registration form and return to the administrative office at Olympia High School anytime during business hours. Family Access Registration forms can be found online at the OHS website and at the main reception desk at the front entrance of the high school. Your application will be processed in 3-5 working days. Your login and password will be e-mailed to you.

What if I need assistance?

In the event that you have questions or problems regarding Family Access, contact the Student Information Office at the numbers listed below. You may also e-mail familyaccess@osd.wednet.edu. If you forget your password or feel it has been compromised, let us know and a new one will be issued.

What if I have questions regarding a teacher's Online Gradebook?

If you have questions and/or concerns about a teacher's online gradebook, please contact the teacher directly to see if they can answer your questions.

Olympia High School Staff Directory:

<http://directory.osd.wednet.edu/?shortname=olympia&search=true>

Who can I talk to for more information or to share ideas about Skyward?

Primary Contacts – (General Questions and/or Concerns, Accounts)

Student Information Systems Office

360-596-6150

Olympia High School, Mark Davis: Family Access Administrator/Assistant Principal

360-596-7040

DISCLAIMER:

Please note: the Olympia School District does not support off-site technology. For equipment, system, or browser support, please consult your computer dealer or software vendor.

FAMILY ACCESS REGISTRATION FORM

Thank you for requesting access to your student's educational record in Skyward Family Access. We welcome you and hope you will find this an important communication tool in our quest to provide the best education for your student.

To activate your Family Access Account, please provide the following information:

Your Name: _____
(Please Print Your Name Clearly)

Student(s) Names *Please list all children who live with you (or have lived with you), and have attended or are attending any schools in the Olympia School District. Please describe the relationship of the child to you.*

Your e-mail Address: _____
(Please Print Clearly)

Signature _____ **Date** _____

Return this form to the school office. You should receive an e-mail advising you of your new user name and password within 3-5 business days.

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