User Guide
Skyward Family Access

TABLE OF CONTENTS
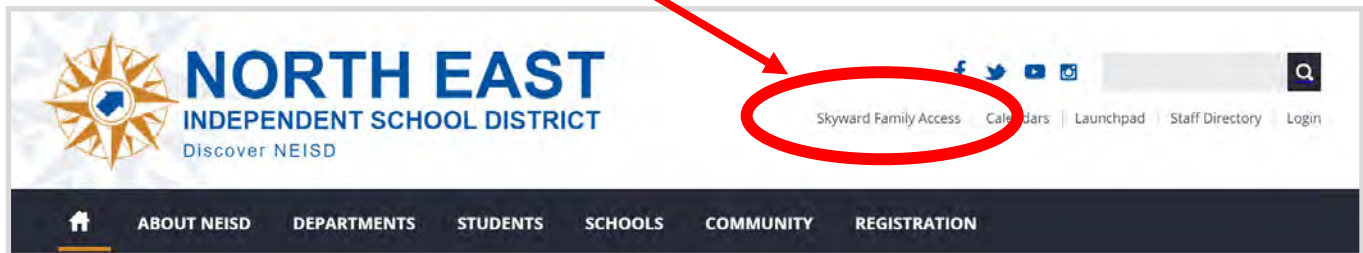
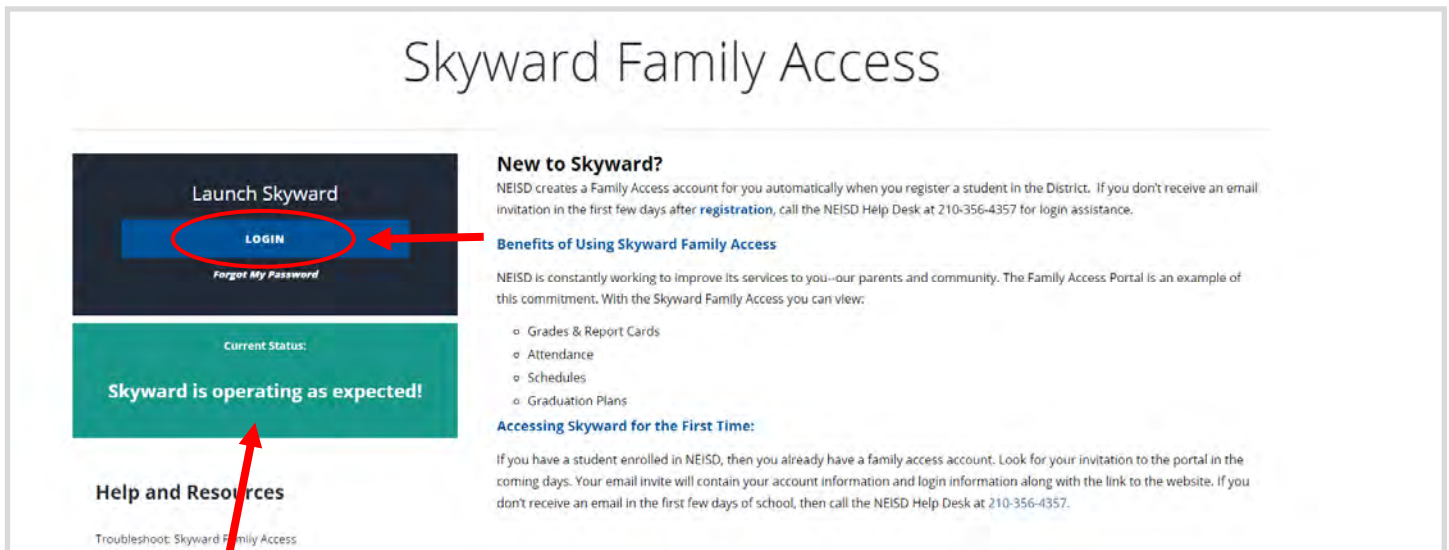*CLICK ON A SECTION TITLE BELOW TO BE TAKEN DIRECTLY TO THAT SECTION*

Logging into Skyward Family Access

NOTE: These sites work best
in Google Chrome or Edge

1. Go to the NEISD home page at www.neisd.net

2. Click on "Skyward Family Access"

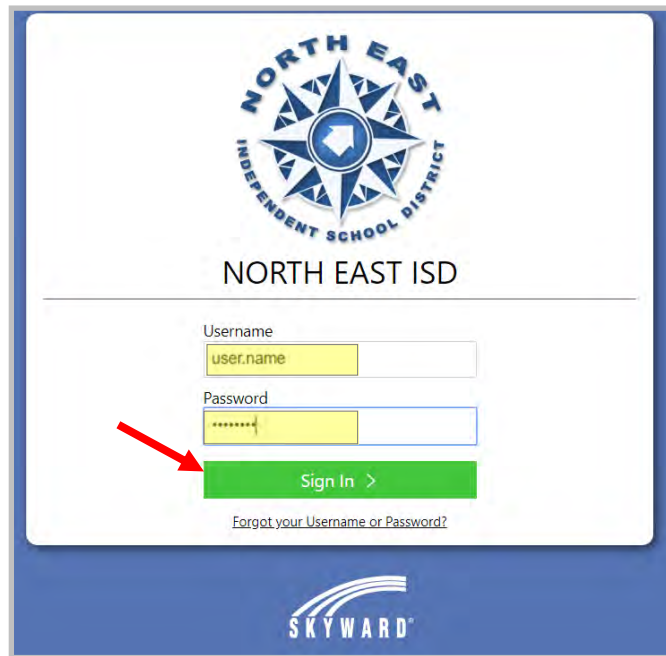3. You can log in to Family Access by clicking on the blue LOGIN button

The "Current Status" section will notify you if we are experiencing any problems with Family Access.

4. Log into Skyward Family Access by typing in your username and password and clicking "Sign In"

**If you have never logged into Family Access, and did not receive an email with your Family Access username, please call the Help Desk for your username. They can be reached at (210) 356-HELP (4357) Mon-Fri 7:45am-4:45pm.

***The log in to Skyward Family Access is NOT the same as your previous Parent Portal log in.*

5. After signing in, you will be taken to your Family Access Dashboard (Home Page).
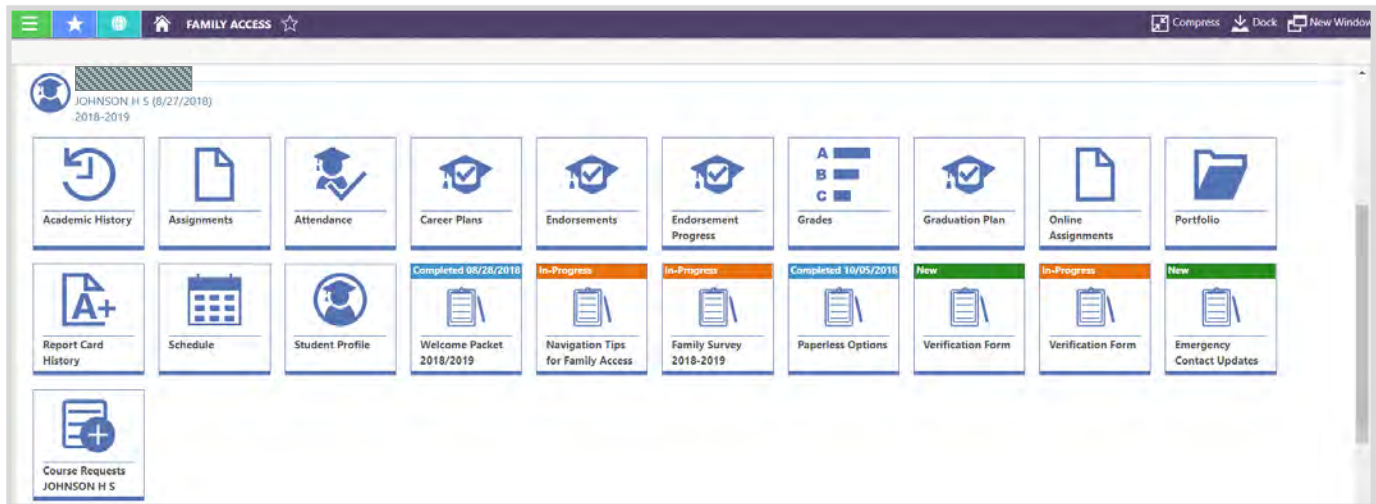
From any view in Family Access, you can click on the Home Icon in your toolbar to return to your Home Page and access other tiles and information about your student.

Your Home Page

At the top of the window next to the Skyward logo, your student(s) names are displayed.

If you only have one student enrolled, you will see your student's name at the top of the page and see tiles to access their information.

If you have multiple students enrolled, you will see a "View All Students" heading, and you will see individual headings for each student. This will allow you to view information for all your students at once, or you can see their information individually.

You can return to your home page at any time by clicking on the Home icon in the toolbar.
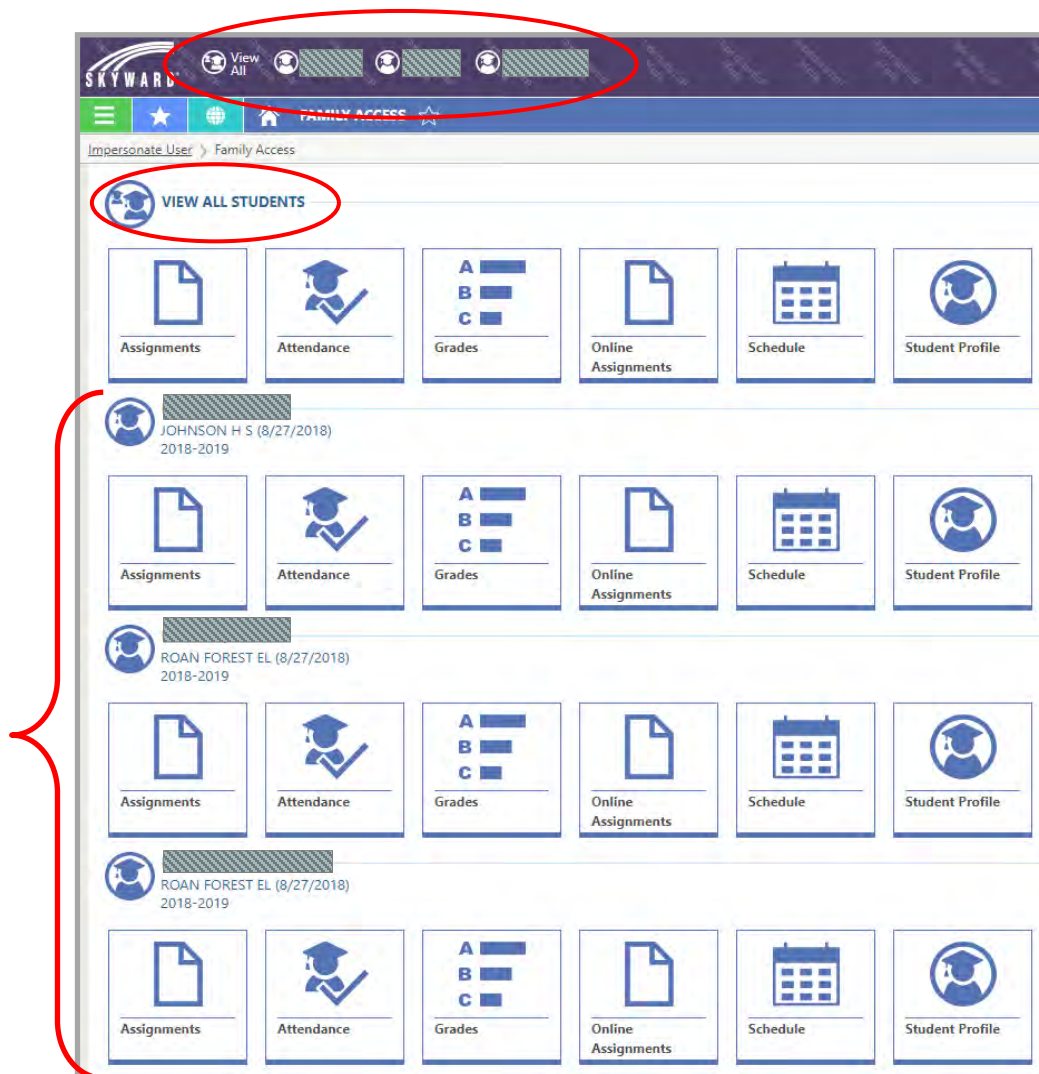
YOUR TOOLBARS AND MENU

You can access each student's dashboard individually by clicking on their name in the toolbar.
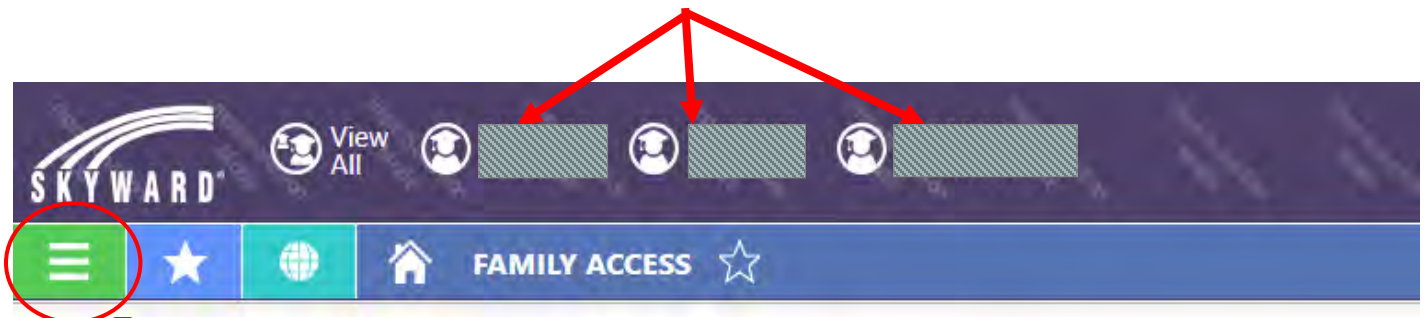
Click on the Menu ▤ button to access your menu options.
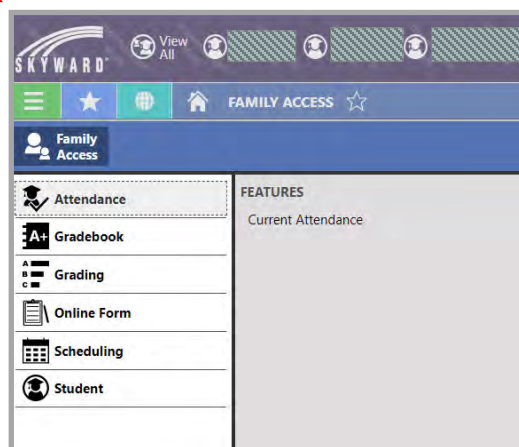
Click on the Globe 🌐 to access Portal applications such as KINS, Ready, Set, Go!, and Immunizations
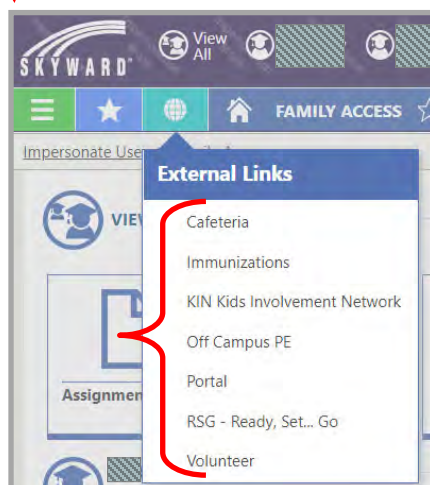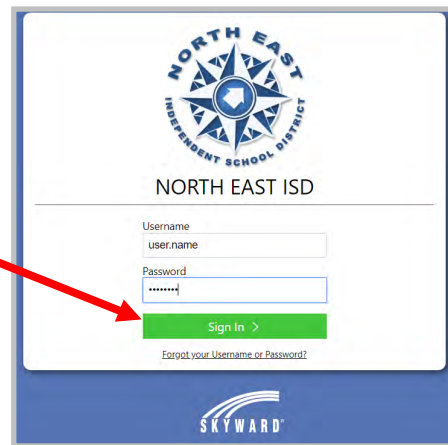
Linking your Parent Portal Account to Skyward Family Access

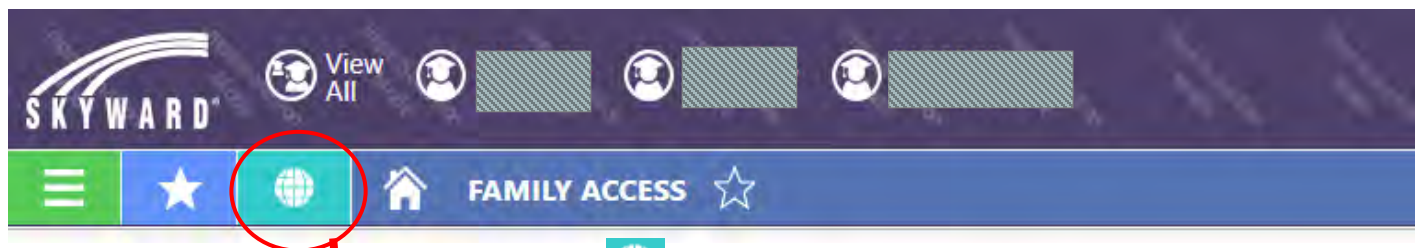Included below are General Instructions on how to link your Parent Portal Account to Family Access. You must link the accounts to access KINS and Cafeteria Information and other Portal applications.

4. Log into Skyward Family Access by typing in your username and password and clicking "Sign In"

**The log in to Skyward Family Access is NOT the same as your previous/ current Parent Portal log in.

5. After signing in, you will be taken to your Family Access Dashboard.

6. Click on the Globe Icon to access the Portal
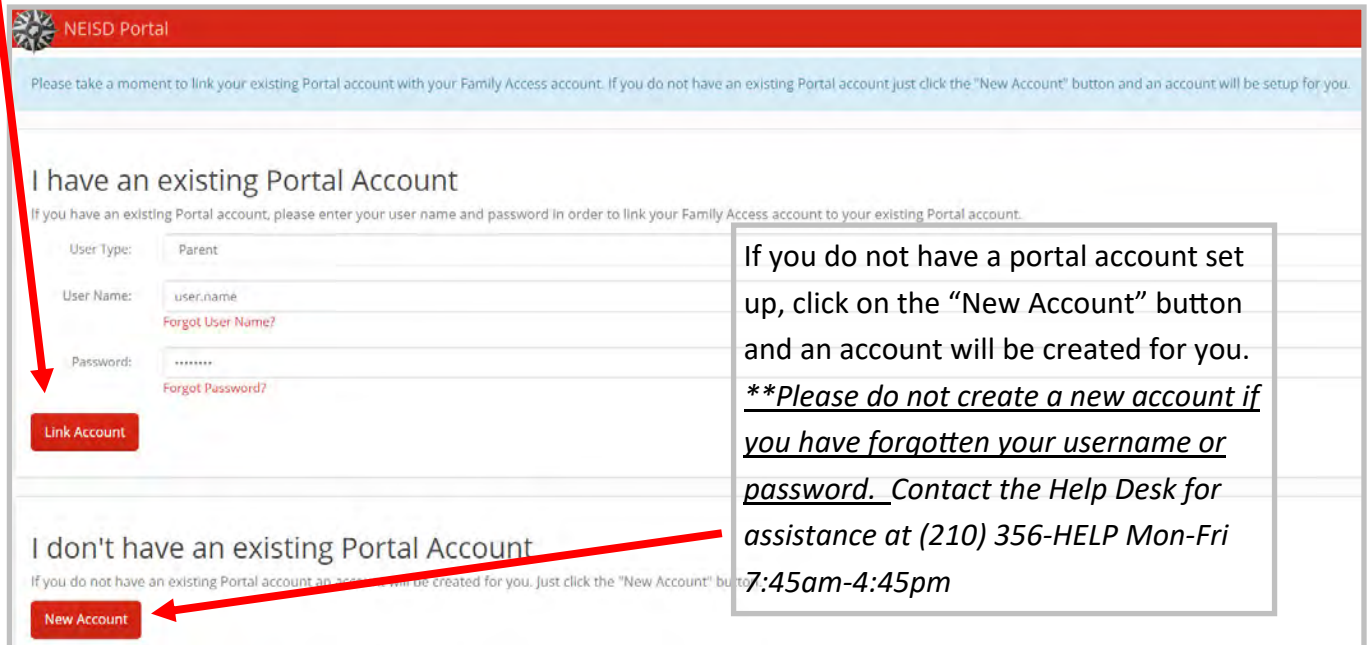
7. Click on "Portal"

8. The NEISD Portal will open in a new browser window.

If you have a Portal Account already, type in your username and password and click "Link Account". This will link your portal account to your Skyward Family Access Account. **If you registered your student this school year using online registration, the username and password you created for online registration is the one you should use here.*

**This is a one time occurrence. After you link your account, you will not need to do this again to access the Portal applications.*

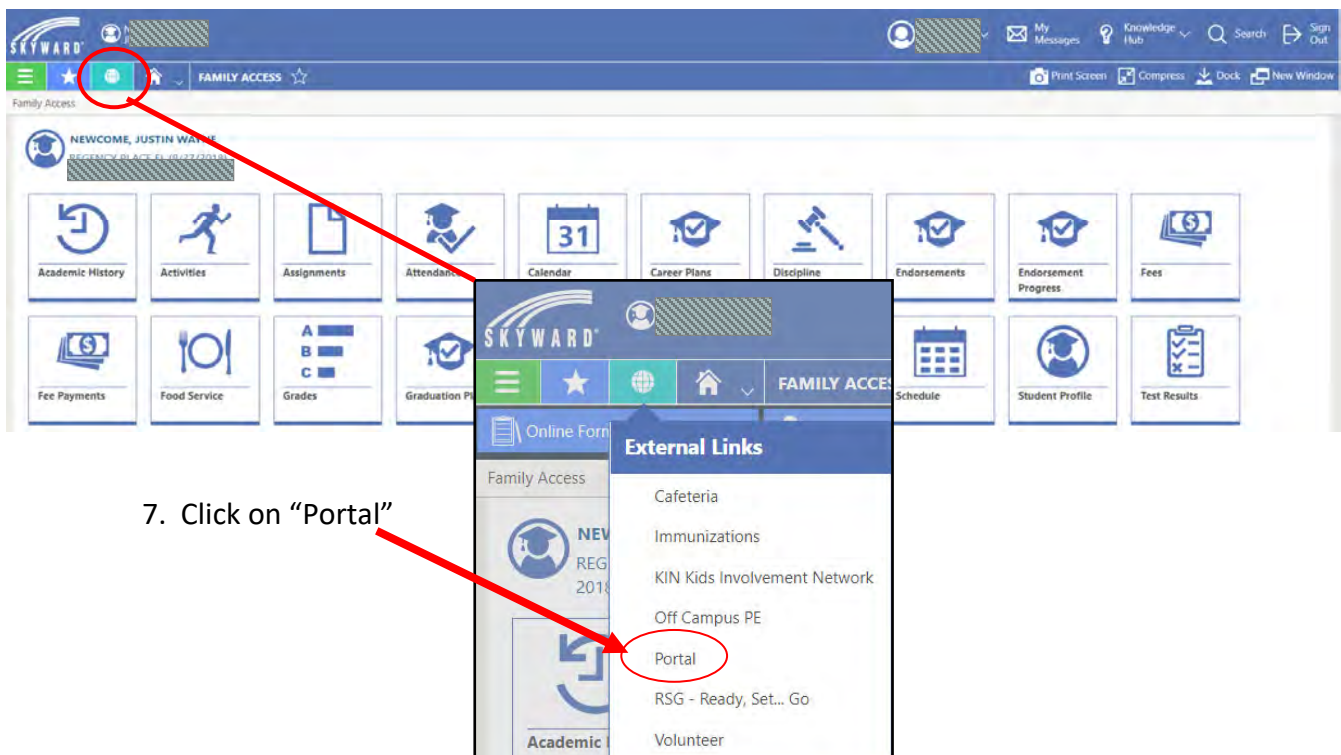If you do not have a portal account set up, click on the "New Account" button and an account will be created for you. **Please do not create a new account if you have forgotten your username or password.* Contact the Help Desk for assistance at (210) 356-HELP Mon-Fri 7:45am-4:45pm

9. After successfully linking your account you will be taken to your NEISD Portal Dashboard. Click on "Student Information"
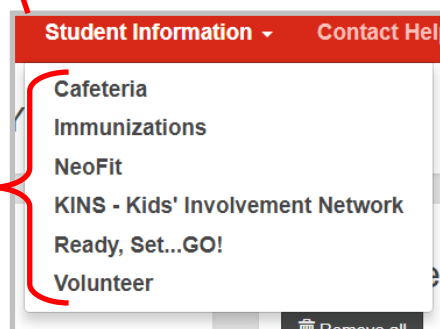
10. Here you can access KINS, Cafeteria, and Volunteers.

Basic Navigation and Functions

HOW TO CHANGE YOUR USERNAME AND PASSWORD

To Change your Username or your Password for Family Access, Click on the drop down arrow next to your name in the blue toolbar.

My Options

*** Change Password

*** Change Username
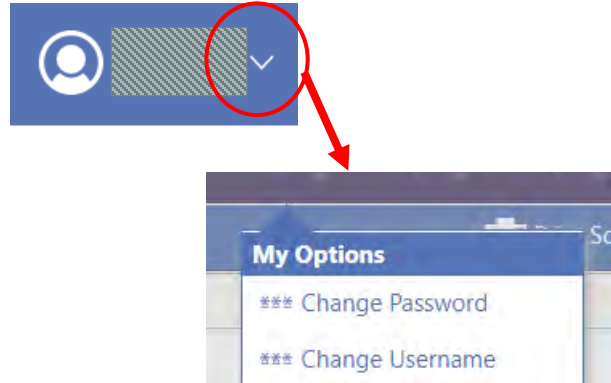
CHANGING YOUR NOTIFICATION EMAILS AND ALERTS

You can change or update the email notifications you receive for your students. *Discipline, Fee Management, and Food Service are not used by the District and not accessible in Skyward.*

Here you can set alerts for grades and missing assignments.

Click on the My Messages Icon next to your name in the blue toolbar.

This will list any message you have received or sent from Family Access.

Clicking on Settings in this Messages view will also give you options to opt in or opt out of certain notification emails.

My Messages

Select Messages to Hide   Hidden Messages   Settings
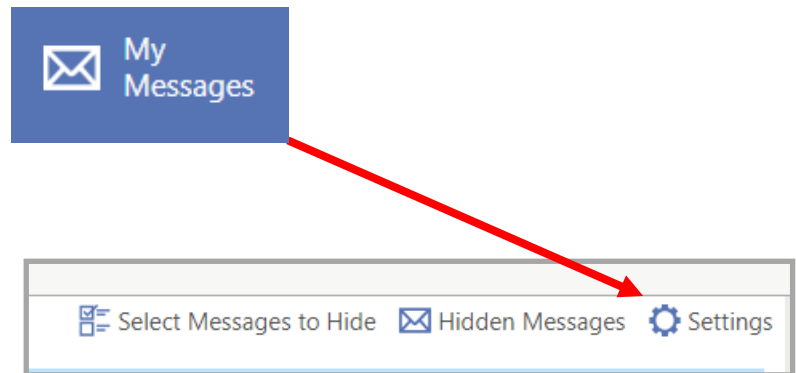
The red box shown here on the My Messages Icon indicates that you have new unread messages in your Message Center.

11 My Messages

Family Access
Dashboard "Tiles"

ACADEMIC HISTORY
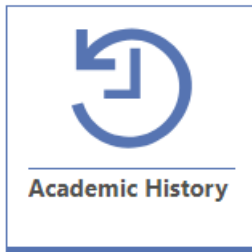
The Academic History Tile provides grade history for school years beginning 2009/2010 to current.

ASSIGNMENTS
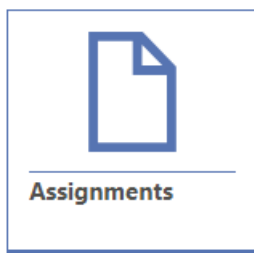
The Assignments Tile lists all the assignments for the student. The list includes Upcoming, Missing, and Past Assignments

All information provided in the Assignment Section is dependent on the teacher entering the assignments into Skyward.

Click on the More Icon at the bottom of the list to see more assignments.

Due Date	Attachments	Assignment Name	Course Description	Section Code	Category Description	Weight	Score	Max Score	Staff
	(0)	Unit 9 Vocabulary Quiz	W GEO-PRE-AP	10	Quizzes	1.00		100.00	
	(0)	Crop & Animal Hearths Quiz	W GEO-PRE-AP	10	Quizzes	1.00		100.00	
	(0)	Unit 9 Reading Quiz	W GEO-PRE-AP	10	Quizzes	1.00		100.00	
	(0)	8.4	GEOMETRY PRE-AP	01	Classwork/Homework	1.00	92.00	100.00	

UPCOMING ASSIGNMENTS | MISSING ASSIGNMENTS | PAST ASSIGNMENTS

ASSIGNMENTS

⌄ More

ATTENDANCE

The Attendance Tile will provide all tardies and absences for the student. A summary of the year to date is provided at the top, and the specific dates, times, reason, and class period is provided in the table.

Use the Legend at the top right of this screen to see the list of attendance codes and their meanings.

To see the detail of a specific absence, <u>click on the arrow</u> next to that absence.

Click on the More button at the bottom of the list to see more absence and tardy records.

CAREER PLANS
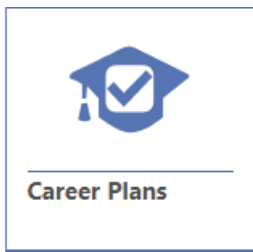
The Career Plans tile indicates the plan that is in place for the student to meet graduation requirements. It specifies which classes will be taken in each grade level. It also shows credits that are complete, those in process, and those remaining to earn.

This tile will not provide any information for Elementary level students.

COURSE REQUESTS

Course Requests JOHNSON H S

Course Request Forms are only available to parents/guardians of Middle & High School students or 5th grade students that are going to Middle School next school year.

Here you can see the courses your student has requested

ENDORSEMENTS
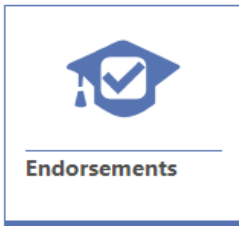
Endorsements

If the student has declared an Endorsement they want to pursue, it will be indicated here. You can also see a list of the endorsements that are available to the student at their school.

Click on the arrow next to the endorsement to view the declaration agreement..

STUDENT ENDORSEMENTS

	Endorsement Description	Complete	Declared	Added by Administration	Completion Method
➤	Public Services		✓	✓	Complete by Requirement Calculation

STUDENT ENDORSEMENT OPTIONS

ENDORSEMENT PROGRESS

Endorsement Progress
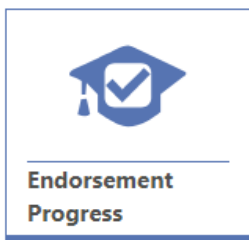
This tile is a continuation of the Endorsements tile. Here you can see the endorsement requirements as well as the number of credits the student has earned for each endorsement.

Click on "View Option Description" to see the specific requirements for the endorsement.

ENDORSEMENT PROGRESS

Endorsement: Arts and Humanities   Endorsement Option: A - Social Studies

🔗 View Option Description

Option Status: Not Met

Credits Status: 1.000 of 5.000

Graduation Plan Status: Not Met

REQUIREMENTS

Social Studies - Not Met   View Requirement Description

Endorsement Option

To earn the **Arts and Humanities - Option A: Social Studies** Endorsement, the following Requirement(s) must be met:

SOCIAL STUDIES

To meet the **Social Studies** requirement, a total of 5.000 credits are required from the following Cluster(s):
- Economics with Emphasis on Free Enterprise (Chapter 118)
- Social Studies (Chapter 113)

Student also must complete **all** of the following Cluster Requirement(s):
- 0.000 Credits are required from Economics with Emphasis on Free Enterprise (Chapter 118)
- 5.000 Credits are required from Social Studies (Chapter 113)

✓ Close

GRADES

Grades

The Grades Tile lists the current grade the student has in each Course. The column highlighted indicates the current grading period, therefore this grade is subject to change as more assignment grades are added by the teacher.

Choose to view Current Classes or All Year's grades by making your selection using the buttons above the student's name.

Use the Legend at the top right of this screen for the list of abbreviations used on this page and their meanings.
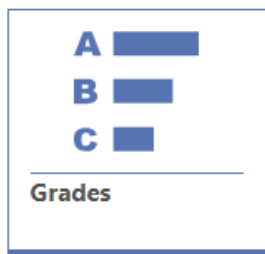
A indicates that a grade was Transferred.

<u>Click on the "T" icon</u> to see what grade was transferred from the previous school.

<u>Click on the Course title</u> to see details on the course. Here you will find the teacher name and email, the time of the class, and the room number.

Student Grade Information

T1 (81.00%) was entered through the transfer grades process.

Any missing assignments will show here in red. <u>Click on the number in red</u> to see details about the assignments that are

<u>Click on the grade</u> in the highlighted column to see details of individual assignments and test grades.

BIO PRE AP (H3233)

Teacher:	SMITH, JANE		
Teacher Email:	email@neisd.net		
Section Code:	01		
Display Period:	1	Times:	08:55 AM - 09:45 AM
Days:	MTWRF	Dates:	08/27/2018 - 06/06/2019
Building:	014	Room:	F310
Curriculum:	H3233 - BIO PRE AP	Extension:	

From this window, you can open the <u>Grading Scale</u> and the <u>Grade Calculations</u> to see how the grades are calculated.

ENG I	T3	84 ⓘ	🖩 Calculations	⚖ Grading Scale
SMITH, JANE	01/08/2019-03/08/2019	84.00 %		
Period 3 - Year				

Description	Due Date	Grade	Score	Points Earned
Assessments/Projects		87	87.00%	87.00 / 100.00
Expository Essay Final Draft	01/25/2019	87	87.00%	87.00 / 100.00
Classwork/Homework		82	81.50%	489.00 / 600.00
My Goals for 2019	01/10/2019	95	95.00%	95.00 / 100.00
Expository Essay Rough Draft	01/25/2019	100	100.00%	100.00 / 100.00

All information provided in the Grades Section is dependent on the teacher entering the assignment grades into Skyward.

GRADUATION PLAN

Graduation Plan

Here you will find information about graduation requirements including the name of the plan, the required credits, and the courses. This can be used to see progress toward graduation.
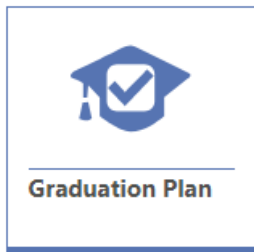
Click on the arrow next to a course to see details specific

NEISD FOUNDATION PLUS ENDORSEMENT HIGH SCHOOL PROGRAM						
Required Credits: 26.000 Completed Credits: 4.500 In Progress Credits: 3.500 Future Credits: 0.000 Waived Credits: 0.000 Remaining Credits: 21.500						

STUDENT SUB AREAS

| Sub Area Description	Required Credits	Completed Credits	In Progress Credits	Future Credits	Waived Credits	Remaining Credits
ENGLISH LANGUAGE ARTS	4.000	0.500	0.500	0.000	0.000	3.500
English I	1.000	0.500	0.500	0.000	0.000	0.500
English II	1.000	0.000	0.000	0.000	0.000	1.000
English	1.000	0.000	0.000	0.000	0.000	1.000
Advanced English	1.000	0.000	0.000	0.000	0.000	1.000
English Language Arts Electives	0.000	0.000	0.000	0.000	0.000	0.000

STUDENT SUB AREA DETAILS

Required Credits: 1.000 Completed Credits: 0.500 In Progress Credits: 0.500 Future Credits: 0.000 Remaining Credits: 0.500
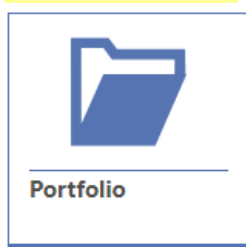
APPLIED COURSEWORK

School Year	Entity	Course	Section Code	Completed Credits	In Progress Credits	Future Credits	Attempted Credits
2018-2019	014 - JOHNSON H S	H1114 - ENG I PRE AP	11	0.500	0.500	0.000	0.000

ONLINE ASSIGNMENTS

Online Assignments
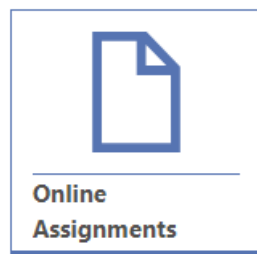
If the student's teacher assigns online assignments, those assignments will be listed in this section.

PORTFOLIO

Portfolio

REPORT CARDS, Progress Reports, and Transcripts can be viewed and downloaded by clicking on the Portfolio Tile.

NOTE: *Report Cards and Progress Reports are only available for the* *current* *school year. After the school year ends, only the Final Report Card will be available.*

Use the download icon to download, view, save, and/or print the report card, progress report, or transcript.

ATTACHMENTS

	Created Time	Name	Type
⤓	6/16/2020 10:15:42 PM	6th Semester Preliminary Rank June 16, 2020	Transcript
⤓	6/1/2020 10:02:32 PM	19-20 Final Report Card	Report Card

SCHEDULE
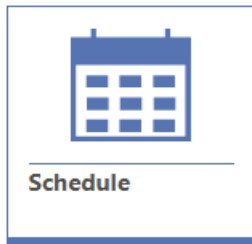
View the detailed class schedule student with the Schedule Tile. You can change your view from "All Year" to "Weekly" by choosing your view above the student name as shown below.

Listed on this screen are the Course Name, the Teacher for that Course, the Course Number and the Room.

At the top of this screen, use the Print Icon to print the schedule.
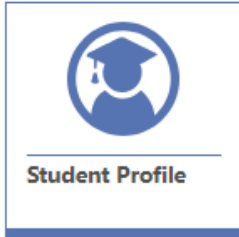
Clicking on the Individual Course Name will bring up details like the teacher's email address and the time of the class.

Use the Legend icon to view the list of abbreviations used on this screen and their descriptions.

STUDENT PROFILE

Student Profile

The Student Profile tile will show details regarding your student such as their student email address and School Information. It will also list the current address and email on file for your family as well as Emergency Contacts for the student.

You can use this tile to update the Parent/Guardian phone numbers and email addresses. You CANNOT update an address here.

To update the family information, click on the "Edit" icon next to the "YOUR FAMILY INFORMATION" title.

**If you have more than one student, you will only need to complete this ONCE. The update will carry over automatically to every student included in your Family Access Account.

** ONLY phone numbers and email addresses can be updated online. ALL address changes MUST be done at the campus.

ONLINE FORMS

These forms are provided for you to update Emergency Contacts and update your paperless options for report cards and progress reports. Throughout the year, forms may be added or removed as they apply to your students' campus.

Some tiles listed here will be strictly informational in nature.
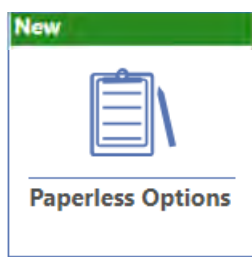
The Paperless Options online form provides you the opportunity to select a printed report card or progress report for your students'
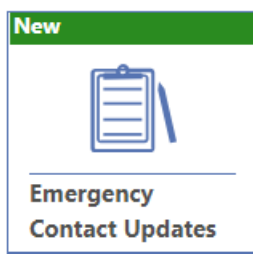
The Emergency Contact Update form is where you can easily update, add, or delete emergency contacts for your student.

Changes made on this form apply only to one student and not to the family as a whole.

All changes must be approved by the campus before they will reflect on your students' profile.

Legends

Below you can find the legends for Elementary, Middle, and High School Attendance Codes and Reporting Period Abbreviations along with a Breakdown of the printed Report Card

**Legends can also be found in Family Access by clicking on the Legend Icon in the top right of the Attendance and/or Report Card Views. Legend

ELEMENTARY SCHOOL

ELEMENTARY ATTENDANCE CODE DECRIPTIONS

CODE	DESCRIPTION	CODE	DESCRIPTION
C	Court/Citizenship	P	Visit Parent/Guardian
E	Excused Absence	Q	FPS Court Ordered Activity
F	Field Trip	R	Serving as Election Clerk
G	Taps at Veteran Funeral	S	School Business
H	Out-of-School Suspension	T	Tardy
HBG	Home Bound General Ed	U	Unexcused Absence
HBS	Home Bound Special Ed	V	Doctor Visit
I	In-School Suspension	W	Withdrawn
J	Religious Holy Day	X	Extenuating Circumstances
K	College/University Visit	Y	Testing
M	With Admin / Nurse / Counselor	Z	Off-Campus PE
N	No Show at Beginning of Year		

ELEMENTARY REPORTING PERIOD ABBREVIATIONS

How to Read the Elementary Report Card

ROAN FOREST EL

22710 ROAN PARK
SAN ANTONIO, TX 78259-2682

1 Student:
Guardian:
Student Address:

2 Student Number:
Grade:

Report Card
Run Date: 11/14/2018

CLASS INFORMATION **3**

Period	Course	Teacher	Length	T1	T2	T3	T4	FIN
2	ART	DE LA GARZA MEREDIZ, JUAN	Y	E				
2	CONDUCT	DE LA GARZA MEREDIZ, JUAN	Y	E				
2	HEALTH	DE LA GARZA MEREDIZ, JUAN	Y	E				
2	MATHEMATICS	DE LA GARZA MEREDIZ, JUAN	Y	95				
2	MUSIC	TREVINO, MATTHEW	Y	E				
2	PHYS ED	VERME, MATTHEW	Y	E				
2	SCIENCE	GUTIERREZ, PATRICIA	Y	92				
2	SOCIAL STUD	GUTIERREZ, PATRICIA	Y	93				
2	SPAN READ GR 5	DE LA GARZA MEREDIZ, JUAN	Y	94				
2	SPAN-LANG ARTS5	DE LA GARZA MEREDIZ, JUAN	Y	94				
2	TH ARTS	DE LA GARZA MEREDIZ, JUAN	Y	E				

(labels: **4** Course, **5** Teacher, **6** Length, **7** Term, **8** Grade)

ATTENDANCE **9**

Term	Excused	Unexcused	Other	Absent	Tardy	Term	Excused	Unexcused	Other	Absent	Tardy
1	0.00	0.00	0.00	0.00	0.00	Year Totals	0.00	0.00	0.00	0.00	0.00

LEGEND **10**

Grade Reporting
A 90 - 100   Excellent
B 80 - 89   Very Good
C 70 - 79   Satisfactory
F Below 70 Failing

I = Incomplete/Makeup Required   NG = No Grade Assigned

Conduct Codes
E=Excellent
S= Satisfactory
N=Needs Improvement
U=Unsatisfactory

1. Student's full name, Primary Guardian's full name, Street address on record for the student.
2. Student's Id number and current grade level
3. Class Period that the course takes place. Elementary level courses will always show "2" as the period.
4. Course title
5. Course instructor's full name
6. Length of the course. Elementary level courses are all full year "Y" courses.
7. Term for the specified course grade. See the page above for specific term label descriptions.
8. Grade for the course for the specified term. Some courses have only Conduct grades (E, S, N, U) instead of number grades.
9. Attendance for the specified term on the left, Attendance totals for the Year are on the right.
10. Legend for grades and conduct codes that are listed in the term column.

MIDDLE SCHOOL

MIDDLE SCHOOL ATTENDANCE CODE DECRIPTIONS

CODE	DESCRIPTION	CODE	DESCRIPTION
C	Court/Citizenship	P	Visit Parent/Guardian
E	Excused Absence	Q	FPS Court Ordered Activity
F	Field Trip	R	Serving as Election Clerk
G	Taps at Veteran Funeral	S	School Business
H	Out-of-School Suspension	T	Tardy
HBG	Home Bound General Ed	U	Unexcused Absence
HBS	Home Bound Special Ed	V	Doctor Visit
I	In-School Suspension	W	Withdrawn
J	Religious Holy Day	X	Extenuating Circumstances
K	College/University Visit	Y	Testing
M	With Admin / Nurse / Counselor	Z	Off-Campus PE
N	No Show at Beginning of Year		

MIDDLE SCHOOL REPORTING PERIOD ABBREVIATIONS

CODE	DESCRIPTION	CODE	DESCRIPTION
S1	Semester 1	T1	Term 1
S2	Semester 2	T2	Term 2
SE1	Semester Exam 1	T3	Term 3
SE2	Semester Exam 2	T4	Term 4
FIN	Final Grade		
CZ1	Citizenship 1	CZ2	Citizenship 2
CZ3	Citizenship 3	CZ4	Citizenship 4

LOPEZ MIDDLE

23103 HARDY OAK BLVD
SAN ANTONIO, TX 78258-1953

Student: [1]

Guardian:
Student Address:

Student Number: [2]

Grade:

Report Card
Run Date: 11/12/2018

CLASS INFORMATION [3] [4] [5] [7]

Period	Course	Teacher	Length	T1	CIT
1	ATHLETICS-8TH	BARGANIER, CAITLIN	Y	100	S
2	ENG 8 PREAP	MYERS, REBECCA	Y	87	E
3	TEACHER AIDE	MACKAY, MICHELLE	Y	100	S
4	AM HISTORY	RAMOS, JOSHUA	Y	93	S
5	READING PRE AP8	STRIFFLER, MELANIE	Y	90	S
6	SCIENCE 8 PREAP	BAIC, HANNAH	Y	88	S
7	MATH 8	HARRIS, CEIL	Y	92	S
8	ACAD INDIV MOT	HOYER, DIANA	Y	100	S

[6] [9a] [8a]

ATTENDANCE [10]

Term	Excused	Unexcused	Other	Absent	Tardy	Term	Excused	Unexcused	Other	Absent	Tardy
1	4.00	3.00	0.00	7.00	0.00	Year Totals	4.00	3.00	0.00	7.00	0.00

LEGEND

[8b] Grade Reporting and Course Codes:
70-100 = PASSING   Below 70 = FAILING   I = INCOMPLETE   NC = NO CREDIT   WD = WITHDRAWN FAILING

[9b] Citizenship Codes (CIT)
E = EXCELLENT   S = SATISFACTORY   N = NEEDS IMPROVEMENT   U = UNSATISFACTORY

[11] Students must meet state eligibility requirements in order to participate in EXTRACURRICULAR ACTIVITIES.

[12] Beginning in the spring 2012, the State of Texas Assessments of Academic Readiness (STAAR) began phasing out the Texas Assessment of Knowledge and Skills (TAKS). At high school, grade specific assessments were replaced with five end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History. According to the Texas Education Agency (TEA), the English I and English II tests will continue to have separate reading and writing tests for the July 2013 test administration and the December 2013 test administration. English I and English II assessments that combine reading and writing will be available beginning in spring 2014. The TEA states the purpose of the EOC assessments is to measure students' academic performance in core high school courses and to become part of the graduation requirements. beginning with the freshman class of 2011-2012. To graduate, a student must pass each individual EOC at Level II: Satisfactory Academic Performance. The STAAR graduation requirements apply to students first entering the ninth grade in fall 2011 and after. All other high school students will graduate under the TAKS program. Visit www.neisd.net/staar or contact your counselor for more information about the STAAR/EOC assessments.

1. Student's full name, Primary Guardian's full name, Street address on record for the student.
2. Student's ID number and current grade level
3. Class Period in which the course takes place.
4. Course title
5. Course instructor's full name
6. Length of the course. "Y"-full year course "YS1"-first semester only course "YS2"-second semester only course
7. Term for the specified course grade. See the page above for specific term label descriptions.
8a. Grade for the course for the specified term.
8b. Legend for grades and codes listed in the term column.
9a. Citizenship (Conduct) Codes for the course.
9b. Descriptions of the Citizenship Codes.
10. Attendance for the specified term on the left, Attendance totals for the Year are on the right.
11. UIL statement of eligibility for sports and other extracurriculars
12. Notice of state required Testing.

HIGH SCHOOL

HIGH SCHOOL ATTENDANCE CODE DECRIPTIONS

CODE	DESCRIPTION	CODE	DESCRIPTION
C	Court/Citizenship	P	Visit Parent/Guardian
E	Excused Absence	Q	FPS Court Ordered Activity
F	Field Trip	R	Serving as Election Clerk
G	Taps at Veteran Funeral	S	School Business
H	Out-of-School Suspension	T	Tardy
HBG	Home Bound General Ed	U	Unexcused Absence
HBS	Home Bound Special Ed	V	Doctor Visit
I	In-School Suspension	W	Withdrawn
J	Religious Holy Day	X	Extenuating Circumstances
K	College/University Visit	Y	Testing
M	With Admin / Nurse / Counselor	Z	Off-Campus PE
N	No Show at Beginning of Year		

HIGH SCHOOL REPORTING PERIOD ABBREVIATIONS

CODE	DESCRIPTION	CODE	DESCRIPTION
S1	Semester 1	T1	Term 1
S2	Semester 2	T2	Term 2
SE1	Semester Exam 1	T3	Term 3
SE2	Semester Exam 2	T4	Term 4
CZ1	Citizenship 1	CZ2	Citizenship 2
CZ3	Citizenship 3	CZ4	Citizenship 4

How to Read the High School Report Card

REAGAN H S

19000 RONALD REAGAN
SAN ANTONIO, TX 78258-3914

1 Student:

2 Student Number:

Guardian: Grade:

Student Address:

Report Card
Run Date: 11/12/2018

CLASS INFORMATION — **3** **4** **5** **6** **7**

Period	Course	Teacher	Length	T1	CIT	Abs
1	BAND II	MORRISON, DANIEL	Y	100		0
2	CHEM PRE AP	YZAGUIRRE, KARLY	YS1	81	S	0
3	AP SPANISH LIT	RODRIGUEZ, MARTHA	Y	84		0
4	LUNCH	CERRONI, BRENDA	Y			
5	ENG II PRE AP	HUNTER, MICHELLE	Y	78	S	0
6	AP W HISTORY	DAVENPORT, JUSTIN	Y	72		0
7	ALG II-PRE-AP	BECKEN, WAYNE	Y	87		0
8	INST ENSEM II	MORRISON, DANIEL	YS1			0

10   **9a**   **8a**

LEGEND   **8b**

Grade Reporting and Course Codes:
70-100 = PASSING   Below 70 = FAILING   I = INCOMPLETE   NC = NO CREDIT   WD = WITHDRAWN FAILING

9b Citizenship Codes (CIT)
E = EXCELLENT   S = SATISFACTORY   N = NEEDS IMPROVEMENT   U = UNSATISFACTORY

11 Students must meet state eligibility requirements in order to participate in EXTRACURRICULAR ACTIVITIES.

12 Beginning in the spring 2012, the State of Texas Assessments of Academic Readiness (STAAR) began phasing out the Texas Assessment of Knowledge and Skills (TAKS). At high school, grade specific assessments were replaced with five end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History. According to the Texas Education Agency (TEA), the English I and English II tests will continue to have separate reading and writing tests for the July 2013 test administration and the December 2013 test administration. English I and English II assessments that combine reading and writing will be available beginning in spring 2014. The TEA states the purpose of the EOC assessments is to measure students' academic performance in core high school courses and to become part of the graduation requirements. beginning with the freshman class of 2011-2012. To graduate, a student must pass each individual EOC at Level II: Satisfactory Academic Performance. The STAAR graduation requirements apply to students first entering the ninth grade in fall 2011 and after. All other high school students will graduate under the TAKS program. Visit www.neisd.net/staar or contact your counselor for more information about the STAAR/EOC assessments.

1. Student's full name, Primary Guardian's full name, Street address on record for the student.
2. Student's ID number and current grade level
3. Class Period in which the course takes place.
4. Course title
5. Course instructor's full name
6. Length of the course. "Y"-full year course "YS1"-first semester only course "YS2"-second semester only course
7. Term for the specified course grade. See the page above (pg 6) for specific term label descriptions.
8a. Grade for the course for the specified term.
8b. Legend for grades and codes listed in the term column.
9a. Citizenship (Conduct) Codes for the course (if reported).
9b. Descriptions of the Citizenship Codes.
10. Attendance for the specified course. Absences are recorded individually for each class period.
11. UIL statement of eligibility for sports and other extracurriculars
12. Notice of state required testing.
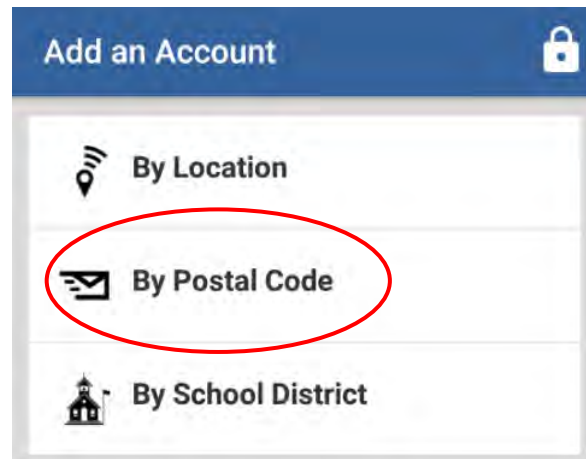
Skyward Mobile Access App
User Guide

From your app store on Android or iPhone, download and install the Skyward Mobile Access app.
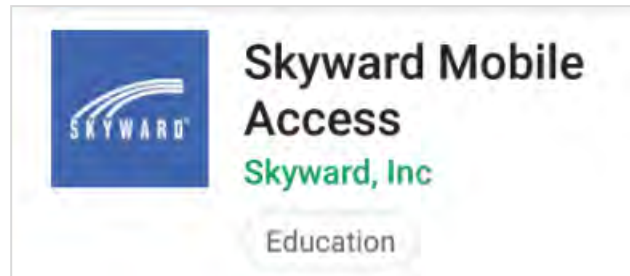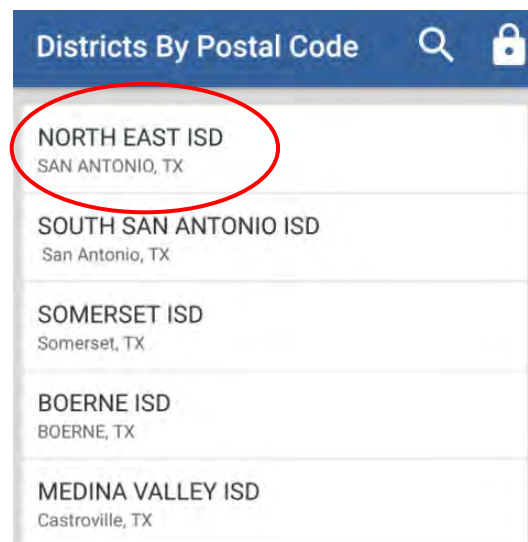
After installation, Open the app and Add an Account. You can search for North East ISD by location, postal code, or school district name.

For the purposes of this example, I searched using my postal code (zip code)

After entering your zip code and searching, you will see a list of school districts. Select "NORTH EAST ISD" from the list.

On the next screen, Select the "School Management" product.

Next, Enter your username and password for Family Access.

You do not need to enter any information in the Description or Access URL fields.

After you have entered your username and password, click the "Save" Icon at the top right of your screen.

(Remember, this username and password are different from your Parent Portal credentials)

If you need assistance logging in, please contact the Help Desk at (210) 356-HELP Mon-Fri 7:45-4:45

Next, create a 4-digit passcode. This adds a layer of security to your Family Access account.

You can choose any four numbers. After you have entered your passcode, select the checkmark at the bottom of the keypad.

After setting your passcode, you will be prompted to select if you would like to require a passcode each time you open the application OR only when you have been away for 10 minutes or more.

Make your selection.

This can be changed in the account settings later if you desire.
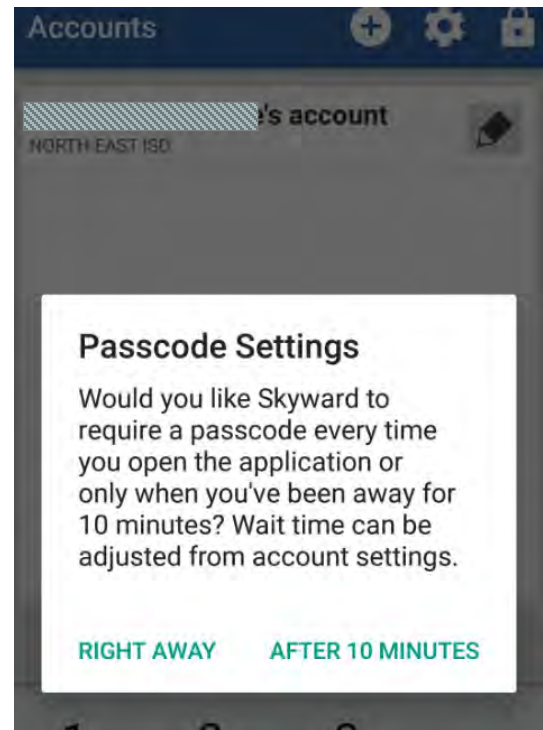
You should now see your Account in the Account List.

This is where you can make changes to your passcode (the 4-digit pin you created) and the passcode settings.

To edit your passcode settings and passcode, click on the Cog icon at the top of the screen.

Any changes you make will be saved automatically. After you have finished making your changes, click the back button on your device to return to the Account List screen.
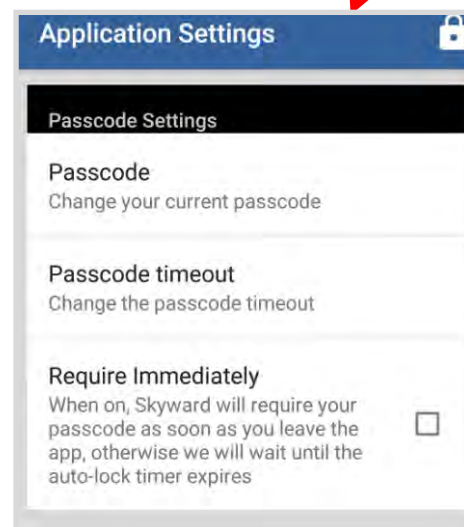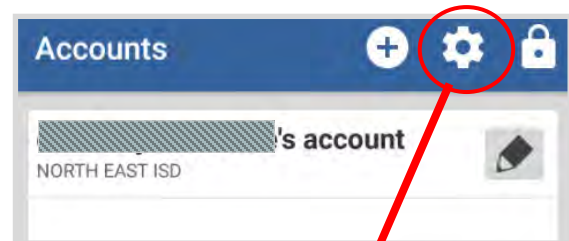
Select your Account in the Account List to open Family Access.
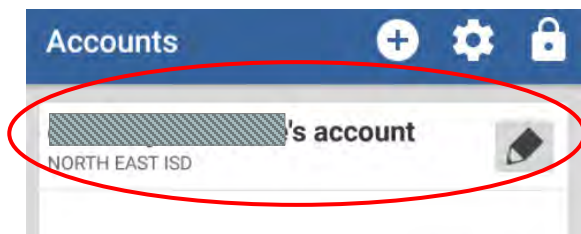
You will be taken to your Home Page. Here you can access Assignments, Attendance, Grades, Report Card History, Schedule, and Student Profile for each student you have in the District.

If you have more than one student enrolled, use the drop-down arrow next to your student's name to see your other students' information.
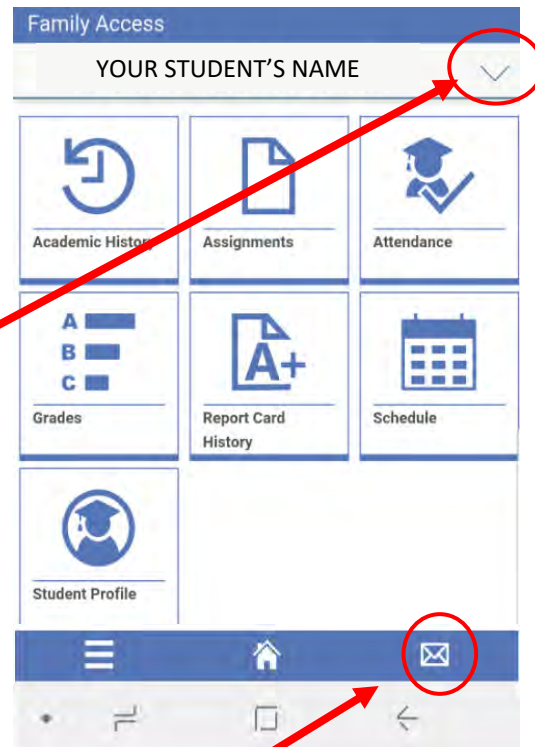
Notification settings can be changed by accessing your message center.

Click on the Mail icon ✉ to open the Message Center.

To open your notification and message settings, click on the Cog ⚙ icon at the top of the message center screen.
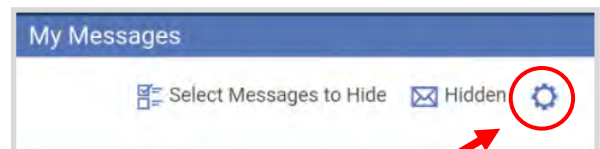
There are many settings listed. Scroll down the screen to see all the settings you can modify.

When you have made all the changes necessary, click on the Save & Back icon at the top of the screen. *(**The Save icons will not show unless you have made changes to your settings.)*

The Menu Icon is another way to access your students' information. Click on the Menu Icon and the menu item to access:
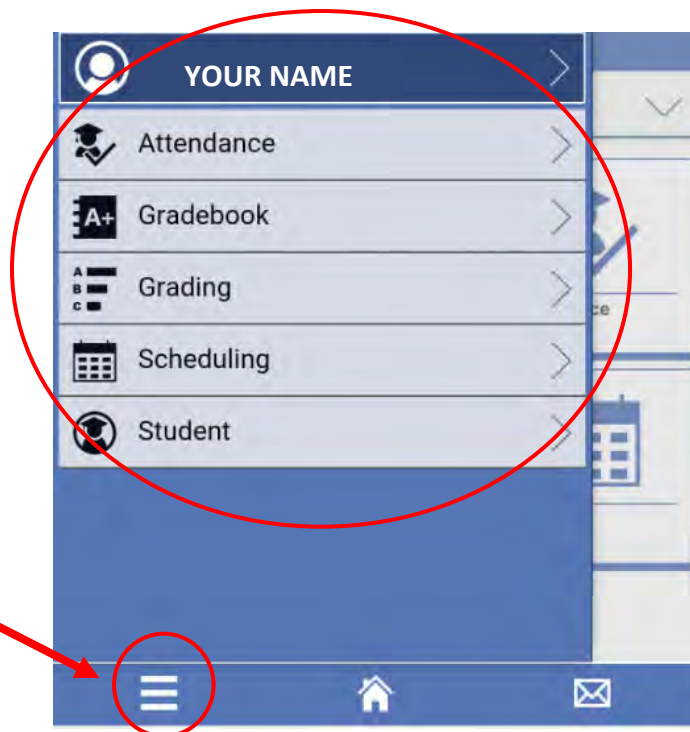
Select Your Name to access User Preferences and "Sign-Out"
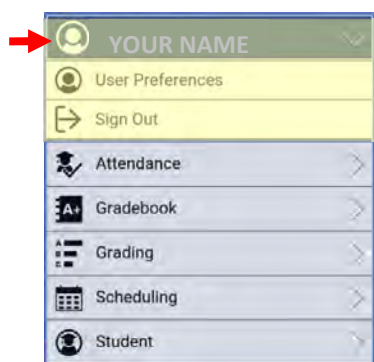
Select Attendance to view your student's current attendance record.
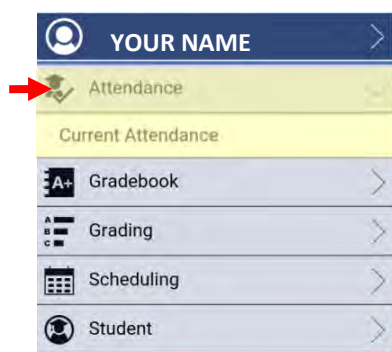
Select Gradebook to view your student's assignments.
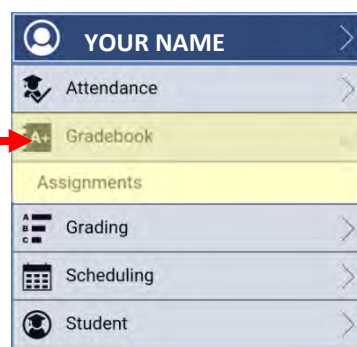
Select Grading to access Academic History, Current Grades, and Report Cards
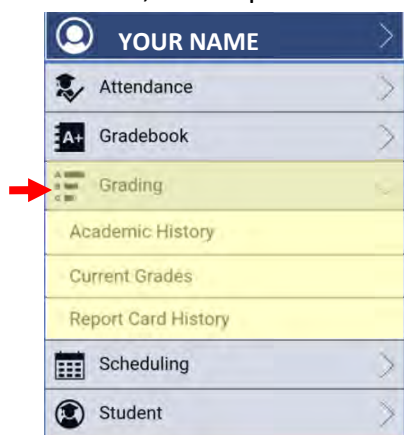
Select Scheduling to view your student's current schedule.
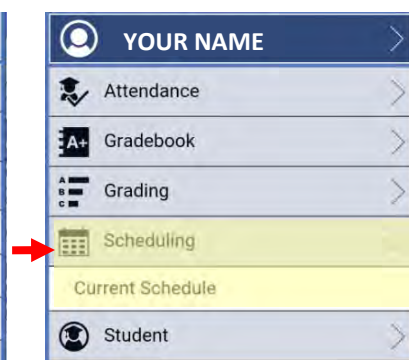
Select Student to view your Student's Profile information (school, ID, address, etc.
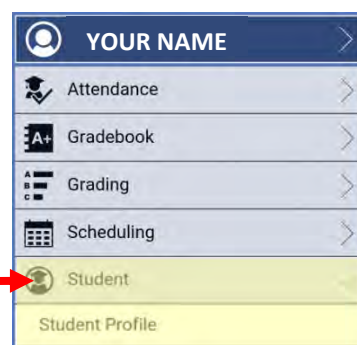
Some functions that are available in the desktop version of Family Access are not available on the Mobile Access App.

Functions that are not available in Mobile Access include:

- *Password or PIN reset—You cannot change or recover a forgotten password or PIN in Mobile Access. This can only be done on the desktop version.*

- *Online Forms—You cannot Update Emergency Contact information or Edit your email address and phone number in your Student's Profile.*

- *Portal Access—Access to KINS, Cafeteria, and other Portal applications cannot be accessed with the Skyward Mobile Access App.*

To access Portal applications on your mobile device, you will need to use the North East ISD App. This can be downloaded from your app store in Android or iPhone.
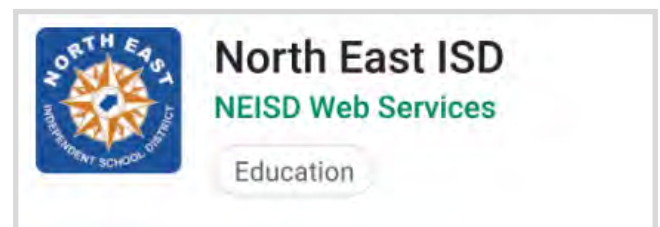
You will access Skyward through this app in order to access the Portal for KINS, Cafeteria and other portal applications.
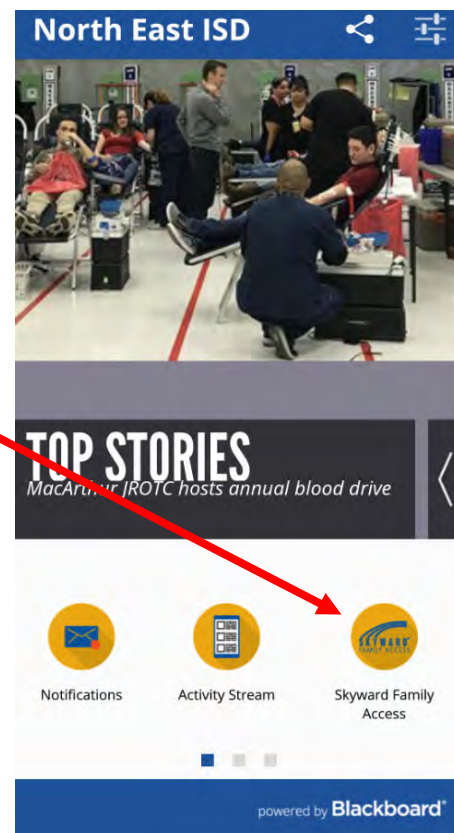
Frequently Asked Questions

* **When I log in, I see a message that says I am not the guardian of any students.**

  • If you see the message in the image below when you log into Family Access, please click on your student's name or the "View All" icon if you have more than one student. This will take you to your dashboard so you can see your students' information. *This is a known issue that we are actively working to resolve.*

* **I am receiving notifications about missing assignments from last semester (or last term).**

  • You will need to go into your notification settings in Family Access and indicate that you only want to receive notifications for the Current Grading Period.
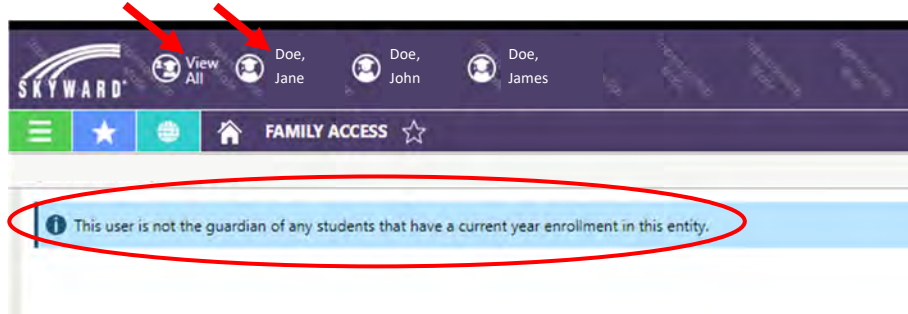
    1. Open your message center by clicking on the "My Messages" Icon in your toolbar (top of your screen to the right)

    2. Open your settings by clicking on the "Settings" Icon located at the top right of your Message Center.

    3. Scroll about halfway down the list to the "MISSING ASSIGNMENT NOTIFICATION" section. Put a checkmark in the box next to "Only Send me Notifications for the Current Grading Period"
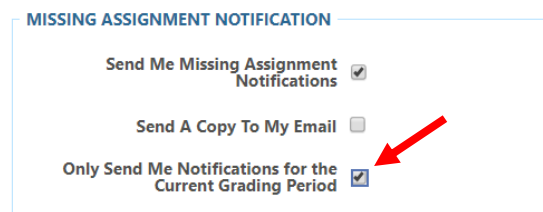
    4. Click "Save & Back" (at the top of the message center on the left) to save your changes.

⁎ **I linked my Parent Portal Account, but I cannot see my student's information in the Portal (or I cannot see my student in KINS).**

- Please contact the Help Desk at (210) 356-HELP (4357) Mon-Fri 7:45am-4:45pm

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- **I have more than one student, when I click on the Home Icon to go back home, I cannot see all my students.**

  - Click on the View All button at the top of your screen. This will show you the view with all of your students.

- **I have a Family Access account, but I cannot remember my password.**

  - Below are instructions to reset your Family Access password:
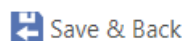
1. Click on the Skyward Family Access link on the NEISD home page

2. Click on the blue LOGIN button.
(The Forgot my Password link here Is ONLY for students)
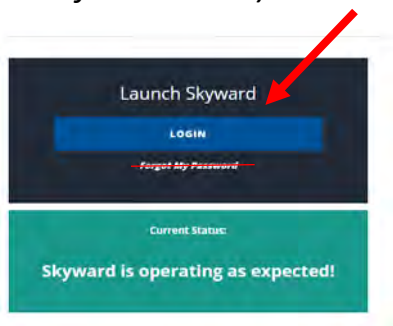
3. NEXT click on the "Forgot your Username or Password?" link under the green Sign In Button
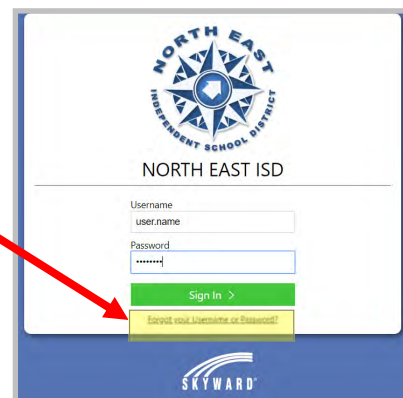
2. Next enter your Family Access user name OR the email address associated with your account (You do not need to enter information in both fields). Click Submit.

3. After you click submit, you will see a message that says "A message has been sent to the email associated with this account". Use the link in that email to reset your password.

Emergency Contact Updates

1. On Your Dashboard, click on the Online Form tile labeled "Emergency Contact Updates"

New

Emergency Contact Updates

*Note: If you have more than one student, you will need to complete this form for each student individually.

2. Click on the green "Start" button to begin the online form.

Start >

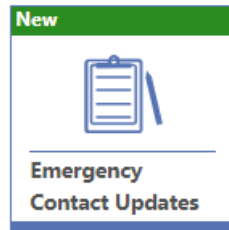Please list the names of other Adults (must be at least 18 years of age) who are authorized to pick up your Student either in case of emergency or if you are unable to pick up the Student at the Campus or meet the Student at the bus stop.

↑↓ Reorder Emergency Contacts

EMERGENCY CONTACT #1

⊠ Remove Emergency Contact

*First Name
Middle Name
*Last Name
Relationship Father
Comment

Guardians will be the first Emergency Contacts listed for the student by default.

EMERGENCY CONTACT #2

⊠ Remove Emergency Contact

*First Name
Middle Name
*Last Name
Relationship Mother
Comment

Information for Guardians should be updated with the "Update Contact Information" process shown on the previous page. It cannot be updated here.

Remove a current contact by clicking the "Remove Emergency Contact Button"

EMERGENCY CONTACT #3

⊠ Clear Emergency Contact

*First Name
Middle Name
*Last Name
Relationship
Allow Student Pickup ☐
Driver's License Number
Comment

1st Phone Type Select Type ∨ Number Extension
2nd Phone Type Select Type ∨ Number Extension
3rd Phone Type Select Type ∨ Number Extension
1st Email Type Select Type ∨ Email
2nd Email Type Select Type ∨ Email
3rd Email Type Select Type ∨ Email

⊕ Add Emergency Contact

Add a new contact by Clicking the "Add Emergency Contact" Button.

5. When your changes are complete, click on the "Complete & Review" button.

Complete & Review >

6. Review the information on this page for accuracy. If you need to made changes to anything, click on the "Edit" icon near the top right of the form.

✎ Edit

7. When you are ready to submit your changes, click the checkbox to confirm accuracy and click the "Submit Form" button.

☑ I confirm that all of the above information is correct to the best of my ability.

< Previous   Submit Form >

8. Click the "Home" icon to return to your Dashboard.

NOTE: EMERGENCY CONTACT UPDATES ARE NOT IMMEDIATE. The updates must be reviewed by the Data Processor on the campus before they will take effect. If you have a contact that needs to be added immediately, complete this form and then contact the Campus Data Processor.