

# Skyward Family Access – Parent Completing Beginning of Year Forms

## Step 1

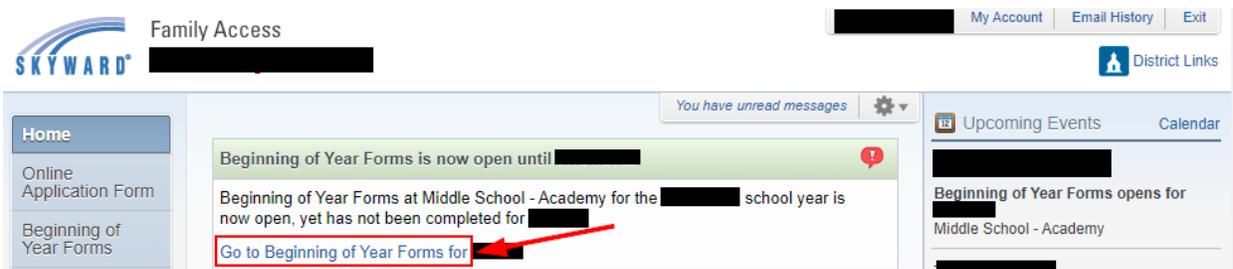
Log into Skyward Family Access



The login page features the Skyward logo at the top, followed by the text "American Community Schools of Athens". Below this is a login form with fields for "Login ID" and "Password", a "Sign In" button, and a link for "Forgot your Login/Password?". At the bottom, there is a "Login Area" dropdown menu set to "All Areas" and a timestamp "05.22.06.00.03".

## Step 2

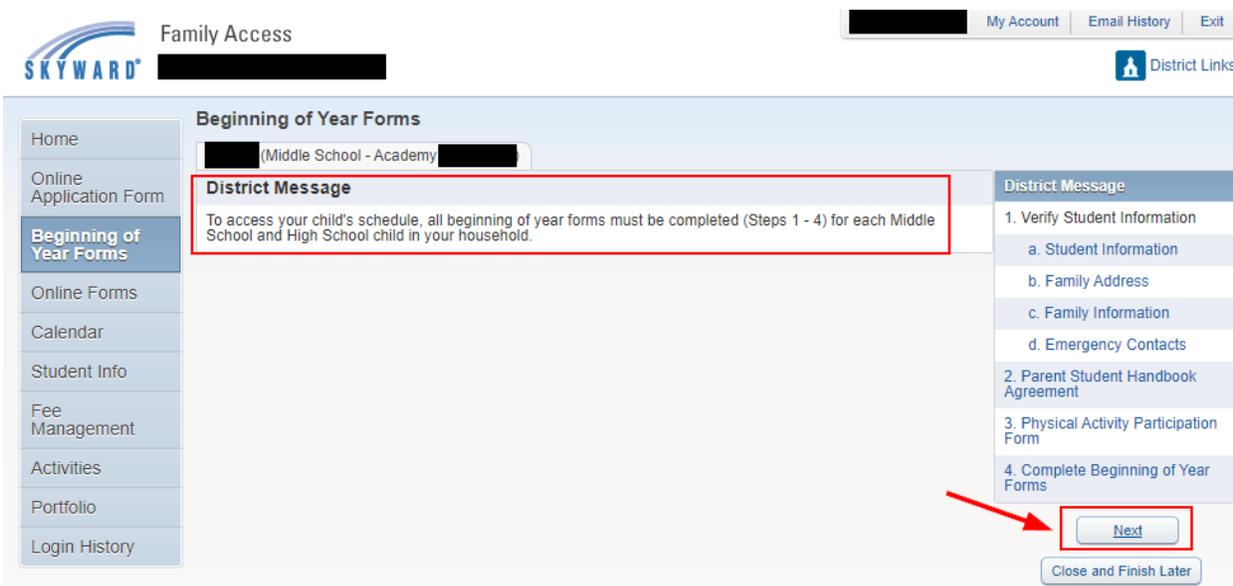
The below screen will appear. Please read the Beginning of Year Forms message and click on the hyper link "Go to Beginning of Year Forms for ..." (if you have more than one child in the Middle School or Academy, you will need to complete the process for each child).



The dashboard shows a navigation menu on the left with "Home", "Online Application Form", and "Beginning of Year Forms". The main content area has a message: "Beginning of Year Forms is now open until [redacted]". Below this, it says "Beginning of Year Forms at Middle School - Academy for the [redacted] school year is now open, yet has not been completed for [redacted]". A red box highlights the link "Go to Beginning of Year Forms for [redacted]", with a red arrow pointing to it. On the right, there are sections for "Upcoming Events" and "Calendar".

## Step 3

After reading the District Message, click on Next.



The page is titled "Beginning of Year Forms" and shows a "District Message" box with the text: "To access your child's schedule, all beginning of year forms must be completed (Steps 1 - 4) for each Middle School and High School child in your household." To the right, a list of steps is shown: "1. Verify Student Information" (with sub-steps a-d), "2. Parent Student Handbook Agreement", "3. Physical Activity Participation Form", and "4. Complete Beginning of Year Forms". A red box highlights the "Next" button at the bottom right, with a red arrow pointing to it. Below the "Next" button is a "Close and Finish Later" button.

## Step 4

Verify the General Information is accurate and make any changes. Your changes will not show until we approved them.

Family Access

My Account Email History Exit

District Links

Beginning of Year Forms

(Middle School - Academy)

**Step 1a. Verify Student Information: Student Information (Required)** Undo

Please ensure that all contact information is updated and accurate.

**General Information**

\* First: [ ] Middle: [ ]

\* Last: [ ] Suffix: [ ]

\* Birthday: [ ] Gender: [ ]

Home Phone: [ ] Ext: [ ]

[ ] Ext: [ ]

[ ] Ext: [ ]

Birth Country: [ ]

Complete Step 1a and move to Step 1b

(\*) Indicates a required field.

District Message

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts
2. Parent Student Handbook Agreement
3. Physical Activity Participation Form
4. Complete Beginning of Year Forms

Previous Step Next Step

Close and Finish Later

## Step 5

Verify the Address and Mailing Address are accurate and make any changes. Your changes will not show until we approved them.

Family Access

My Account Email History Exit

District Links

Beginning of Year Forms

(Middle School - Academy)

**Step 1b. Verify Student Information: Family Address (Required)** Undo

Please ensure that all contact information is updated and accurate.

**Address Preview Address**

Street Number: [ ] Street Dir: [ ] Street Name: [ ]

SUD: [ ] #: [ ] P.O. Box: [ ]

Address 2: [ ]

Zip Code: [ ] Plus 4: [ ] City/State: [ ]

**Mailing Address**  Same as Address

Street Number: [ ] Street Dir: [ ] Street Name: [ ]

SUD: [ ] #: [ ] P.O. Box: [ ]

Address 2: [ ]

Zip Code: [ ] Plus 4: [ ] City/State: [ ]

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 Contacts
2. Parent Student Handbook Agreement
3. Physical Activity Participation Form
4. Complete Beginning of Year Forms

Previous Step Next Step

Close and Finish Later

## Step 6

Verify the Guardian 1 and Guardian 2 are accurate and make any changes. Your changes will not show until we approved them.

Family Access

My Account | Email History | Exit

District Links

Beginning of Year Forms

(Middle School - Academy)

**Step 1c. Verify Student Information: Family Information (Required)**

Please ensure that all contact information is updated and accurate.

Guardian Number: 1  
Name: [Redacted]  
Relationship: Father  
Employer: [Redacted]  
Home Email: [Redacted]

Primary Phone: [Redacted] Ext: [Redacted]  
Cell: [Redacted] Ext: [Redacted]

Guardian Number: 2  
Name: [Redacted]  
Relationship: Mother  
Employer: [Redacted]  
Home Email: [Redacted]

Primary Phone: [Redacted] Ext: [Redacted]  
Cell: [Redacted] Ext: [Redacted]

Complete Step 1c and move to Step 1d

District Message

1. Verify Student Information
2. Parent Student Handbook Agreement
3. Physical Activity Participation Form
4. Complete Beginning of Year Forms

Previous Step | Next Step

Close and Finish Later

## Step 7

Verify the Emergency Contact information is accurate and make any changes. Your changes will not show until we approved them.

Family Access

My Account | Email History | Exit

District Links

Beginning of Year Forms

(Middle School - Academy)

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

Please ensure that all contact information is updated and accurate.

Add Emergency Contact | Change Emergency Contact Order | Delete this Emergency Contact

Contact Number: 1  
First: [Redacted]  
Middle: [Redacted]  
Last: [Redacted]  
Relationship: Father  
Comment: [Redacted]

Primary Phone: [Redacted] Ext: [Redacted]  
Cell: [Redacted] Ext: [Redacted]

Contact Number: 2  
First: [Redacted]  
Middle: [Redacted]  
Last: [Redacted]  
Relationship: Mother  
Comment: [Redacted]

Primary Phone: [Redacted] Ext: [Redacted]  
Cell: [Redacted] Ext: [Redacted]

Complete Step 1d and move to Step 2

District Message

1. Verify Student Information
2. Parent Student Handbook Agreement
3. Physical Activity Participation Form
4. Complete Beginning of Year Forms

Previous Step | Next Step

Close and Finish Later

## Step 8

Please read the Academy/Middle School Parent Student Handbook and the Code of Conduct, check the appropriate boxes and type your name and date.

**Family Access** My Account Email History Exit

SKYWARD District Links

### Beginning of Year Forms

Home  
Online Application Form  
**Beginning of Year Forms**  
Online Forms  
Calendar  
Student Info  
Fee Management  
Activities  
Portfolio  
Login History

█ Middle School - Academy █

#### Step 2. Parent Student Handbook Agreement (Required)

The following form MUST be completed by the parent and the student prior to the beginning of school.

Students will not receive their schedules or be permitted to start school until the following forms have been completed.

Print View Full Screen

**ACS Athens**  
American Community Schools

#### Academy/Middle School Parent Student Handbook Agreement Form Code of Conduct, Acceptable Internet Use, and Cell Phone Policies

As a member of the ACS Athens community, I have fully read the: Academy/Middle School Parent Student Handbook and the Code of Conduct, understand the contents, and agree to abide by all of the regulations and policies contained herein.

Internet Use Authorization: As the parent/guardian of this student, I have read the Internet Acceptable Use Policy. I understand that this access is designed for EDUCATIONAL PURPOSES ONLY. ACS Athens has developed guidelines for the educational use of the Internet; however, I also understand that it is impossible for ACS Athens to prevent access to all non-educational materials provided by the network. Therefore, I will not hold the school responsible for materials acquired on the Internet. I hereby give permission for my child to use the Internet.

The information contained on this form is correct.

Typing your name below as a parent/guardian represents your digital signature and signifies that you are confirming your above responses.

**PARENT/GUARDIAN SIGNATURE** (Type your First and Last name): █  
**Date (MM/DD/YYYY):** █

Complete Step 2 and move to Step 3

#### District Message

1. Verify Student Information  
Completed █ pm
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts
2. Parent Student Handbook Agreement
3. Physical Activity Participation Form
4. Complete Beginning of Year Forms

Previous Step Next Step

Close and Finish Later

## Step 9

Please read and fill out the Physical Activity Participation Form.

Family Access [Redacted] My Account Email History Exit

SKYWARD [Redacted] District Links

Home  
Online Application Form  
**Beginning of Year Forms**  
Online Forms  
Calendar  
Student Info  
Fee Management  
Activities  
Portfolio  
Login History

**Beginning of Year Forms**  
[Redacted] Middle School - Academy [Redacted] Print View Full Screen

**Step 3. Physical Activity Participation Form (Required)**

ACS Athens  
American Community Schools  
**Physical Activity Participation Form**

This form **MUST** be completed before the named student may participate in any school sports or athletic activities (within the curriculum or after school) prior to the first day of school.

**Parent verification of physical well being:**

By submitting this form I verify that my son/daughter has been deemed fit to participate in competitive/recreational athletic activities for the current school year, by having had a COMPLETE MEDICAL EXAMINATION by a doctor within the last calendar year. This medical examination must be submitted to the school nurse within the first week of the beginning of the year.

Any restrictions to the above have been listed below:

**By agreeing to this form, I allow my son/daughter to:**

1. Use the weight room after school
2. Participate in swimming classes (during school or after school)
3. Use the wall climbing
4. Participate in approved athletic activities sponsored by ACS Athens
5. Receive emergency medical care, if and when needed

Parent Permission for Participation:

By its nature, participation in athletic activities includes risk of injury, which may range in severity from minor to severe. Although serious injuries are not common in supervised athletic activities, it is impossible to eliminate the risk. Participants have a responsibility to help reduce the chance of injury. Participants must obey all safety rules, report all physical problems to their coach, follow proper conditioning programs, and inspect their own equipment daily. By signing this permission form, I acknowledge that I have read the above information. I further agree not to hold the school, or anyone acting on its behalf, responsible for any injury occurring to the named student during the participation in sports activities.

I certify that I have read and agreed to all the terms described above.

Typing your name below as a parent/guardian represents your digital signature and signifies that you are confirming your agreement to the above information.

PARENT/GUARDIAN SIGNATURE (Type your First and Last name): [Redacted] Date (MM/DD/YYYY): [Redacted]

Complete Step 3 and move to Step 4

District Message

1. Verify Student Information  
Completed [Redacted] pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Contacts
2. Parent Student Handbook Agreement  
Completed 07/20/2022 2:16pm
- 3. Physical Activity Participation Form**
4. Complete Beginning of Year Forms

Previous Step Next Step  
Close and Finish Later

## Step 10

Click on "Submit Beginning of Year Forms" to finalize and submit forms.

Family Access [Redacted] My Account Email History Exit

SKYWARD [Redacted] District Links

Home  
Online Application Form  
**Beginning of Year Forms**  
Online Forms  
Calendar  
Student Info  
Fee Management  
Activities  
Portfolio  
Login History

**Beginning of Year Forms**  
[Redacted] (Middle School - Academy) [Redacted] Print

**Step 4. Complete Beginning of Year Forms (Required)**

By completing Beginning of Year Forms, you are confirming that the Steps below have been finished. Are you sure you want to complete Beginning of Year Forms for [Redacted]?

**Review Beginning of Year Forms Steps**

Step 1) Verify Student Information	Completed [Redacted] pm
Step 2) Parent Student Handbook Agreement	Completed [Redacted] pm
Step 3) Physical Activity Participation Form	Completed [Redacted] pm

Requested Changes Pending Approval by the District:

Area	Field	Requested For	Requested Value
[Redacted]	[Redacted]	[Redacted]	[Redacted]

\* If a Requested Change is denied by the district, Beginning of Year Forms for this student will be marked as INCOMPLETE.

Guardian Name: [Redacted] Guardian Address: [Redacted]

Submit Beginning of Year Forms

District Message

1. Verify Student Information  
Completed [Redacted] pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Contacts
2. Parent Student Handbook Agreement  
Completed [Redacted] pm
3. Physical Activity Participation Form  
Completed [Redacted] pm
- 4. Complete Beginning of Year Forms**

Previous Step Next Step  
Close and Finish Later