



# ANNUAL AUGUST UPDATES FOR RETURNING STUDENTS INSTRUCTIONAL GUIDE

Families must verify/update student information annually in Skyward Family Access. We are required to gather this information from students each year so please be sure the complete your student(s) Annual August Updates prior to the first day of school.

*Please Note: If you aren't able to do this online in Skyward, please let us know so that we can send the paper version to you.*

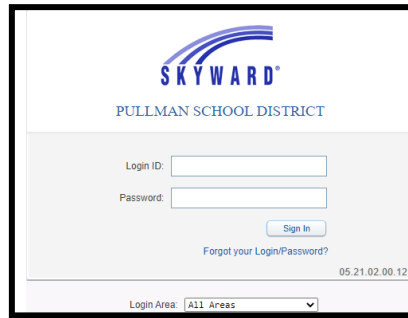
**FOLLOW THE STEPS BELOW TO COMPLETE THE ANNUAL AUGUST UPDATES FOR YOUR STUDENT(S)**

**VIDEO: [Online Registration](#)**

**VIDEO: [Registrar Estudiantes Que Regresan](#)**

Log into your Family Access Account and select the **Returning Student 20XX-20XX Annual August Updates** tab that is located in the left hand column in Family Access.

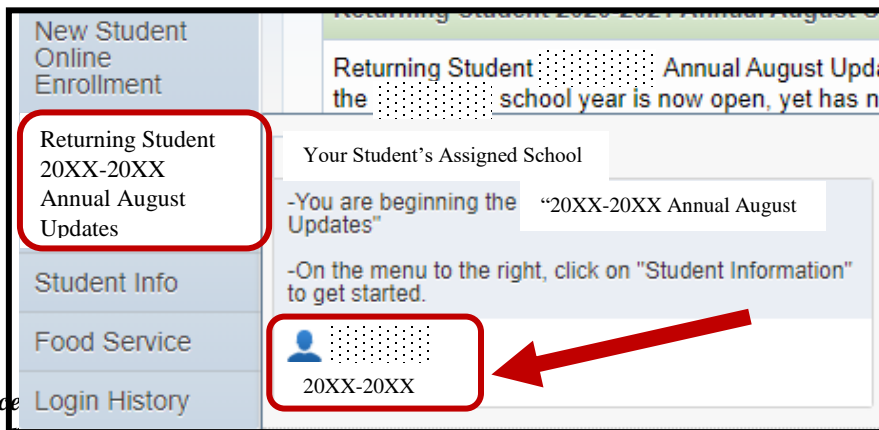
[Skyward Family Access – Log In](#)



*\*If you do not know your Skyward Username and/or Password, click on the “Forgot your Login/Password?” It will prompt you to enter your email, you must use the email you gave when enrolling your student. An email will be sent to you with a link you must click on. By clicking on the link you will be directed to Family Access where you will see your user name and can create a new password.*

## SELECT STUDENT

1. Once in Skyward Family access, click on “Returning Student 20XX-20XX Annual August Updates.”
2. Click on your child’s name – You will need to complete “Returning Student 20XX-20XX Annual August Updates” for each child that you have enrolled in Pullman School District.



*If you experience*

*please contact the District Office by phone at (509) 552-5561 or by email at [info@psd267.org](mailto:info@psd267.org).*

*Annual August Update process,*

# GETTING STARTED

## 1. Click on “a. Verify Student Information” located to the right

Returning Student 20XX-20XX Annual August Updates

20XX-20XX Annual August Updates

-You are beginning the 20XX-20XX Annual August Updates

-On the menu to the right, click on "Student Information" to get started.

20XX-20XX Annual August Updates

- 1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts

Verify your student’s information by selecting and completing steps 1a.-1d.

See example below for how to complete the steps listed below.

1.a. Student Information

1.b. Family Address

1.c. Family Information

1.d. Emergency Contacts

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

Undo

General Information

First: Middle:

Last: Suffix:

Do you have internet access?

Do you have a device to access eLearning material?

Home Phone: Ext:

Home Email:

Complete Step 1a Only

## 2. Verify Military Family Status

a. Review the military status of your family, if it has changed update it

b. Click “Complete Step 2 and move to Step 3”

Step 2. Verify Military Family (Required)

20XX-20XX Annual August Updates

Please verify the Military Family Status for any parent or guardian of the student:

A - Parent or guardian is a current member of the US Armed Forces, active duty

R - Parent or guardian is a current member of the US Armed Forces, reserves

G - Parent or guardian is a current member of the National Guard

M - More than one parent or guardian qualifies for A, R or G

N - No parent or guardian is currently serving the US Armed Forces or National Guard

Z - Prefer not to answer

Complete Step 2 Only

- 1. Verify Student Information
  - Completed 07/31/2020 8:13am
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Contacts
- 2. Verify Military Family
- 3. Health Information Form

If you experience any technical issues or have any questions regarding the Returning Student Annual August Update process, please contact the District Office by phone at (509) 332-3581 or by email at [info@psd267.org](mailto:info@psd267.org).

Indicates a step has been completed. All steps must have a green checkmark in order to complete the Returning Student Annual August Updates

### 3. Verify Skylert Information

Pullman School District utilizes SchoolMessenger as the district’s communication system. With this system, families can manage which notifications are received from the district. Skylert can also be found in your Skyward Family Access account under the Skylert tab. You may enter and update contact information for your family as needed. The **Additional Contact Info** can be used for individuals other than a guardian, such as a grandparent, or a babysitter.

If you are unable to enter or update information in this area, contact our district office at [info@psd267.org](mailto:info@psd267.org) or by phone at (509) 332-3581.

- a. Review the contact information for your family, if it has changed update it
- b. Click “Complete Step 4 and move to Step 5”

### 4. Complete a Food Service Application

- a. Review the Food Service Application
- b. If your child may qualify for free or reduced-price meals click on the link titled “20XX-XX Food Service Application”; or,
- c. Check the box if your child does not qualify for benefits or you do not wish to complete an application.
- d. Click “Complete Step 5 and move to Step 6”



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## 5. Student Health Information Form

- Read the Health Information Form
- Use the scroll bar at the bottom or click on "View Full Screen" to view the full document
- Click on the answer that applies to your student
- Type in your first and last name & today's date (MM/DD/YYYY)
- Click "Complete Step 6 and move to Step 7"

 yes  no' and 'Is this allergy a food sensitivity?  yes  no'. Below these is a text area for 'If yes, describe symptoms:'. At the bottom of the form, a red box contains the text 'Complete Step 6 Only'."/>

Step 6: Health Information Form (Required)

Print View Full Screen

**INDICATE IF STUDENT HAS BEEN DIAGNOSED BY A LICENSED HEALTHCARE THE FOLLOWING:**

Note: If your child has a life-threatening condition, state law requires a medication and/or treatment Health Professional and an Emergency plan must be in place before your child can attend school.

**IMPORTANT: PLEASE INDICATE YES OR NO FOR ALL HEALTH CONDITIONS AND**

| Health Condition                         | Explanation if "Yes" is indicated  |
|--|--|
| Food Allergies: <input type="checkbox"/> | Foods:<br>Rate Reaction: <input type="checkbox"/><br>Does your child require an EpiPen? <input type="checkbox"/> yes <input type="checkbox"/> no<br>Is this allergy a food sensitivity? <input type="checkbox"/> yes <input type="checkbox"/> no<br>If yes, describe symptoms: |

Complete Step 6 Only

## 6. Student Housing Questionnaire

- Read the Student Housing Questionnaire
- Use the scroll bar at the bottom or click on "View Full Screen" to view the full document
- Click on the answer that applies to you
- Type in your first and last name & today's date (MM/DD/YYYY)
- Click "Complete Step 7 and move to Step 8"

Step 7: Student Housing Questionnaire (Required)

Print View Full Screen

Pullman School District  
Student Housing Questionnaire  
20XX-20XX

Presently, is this child and/or your family in any of the following situations?  
Please indicate yes or no to each of the required questions listed below:

Staying in a shelter, transitional housing, or emergency shelter/housing.

Sharing the housing of others due to loss of housing, economic hardship, or similar reason.

Living in a motel or hotel due to loss of housing, economic hardship, or similar reason.

Living in substandard housing: without electricity, running water, health code violations, lack of etc.

Sleeping in a car, campground, park, or public space.

Living in one of the above situations at any time during the current school year.

If you checked YES for any situation listed above, please print and complete this required form: Housing... please return it to your child's school. If you have any questions, please contact your assigned...

Complete Step 7 Only

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## 7. Student Handbook Acknowledgement Form

- a. Read the Student Handbook Acknowledgment Form
- b. Use the scroll bar at the bottom or click on “View Full Screen” to view the full document
- c. Type in your first and last name & today’s date (MM/DD/YYYY)
- d. If you would like a hardcopy, please indicate by checking the box.
- e. Click “Complete Step 8 and move to Step 9”

The screenshot shows a web form titled "Step 8: Student Handbook Acknowledgement (Required)". At the top right, there is a "View Full Screen" button. The Pullman Public Schools logo is centered. The text reads: "Pullman School District Parents, Guardians, and Students: In an effort to reduce paper usage, we are distributing our district student handbooks dig your school's handbook below with your student prior to the start of the school the district's handbooks below, and they can also be found on our district website under Student Handbooks." A URL is provided: [https://www.pullmanschools.org/apps/pages/index.jsp?uREC\\_ID=458134&type=de](https://www.pullmanschools.org/apps/pages/index.jsp?uREC_ID=458134&type=de). Below this, it states: "This electronic form is to acknowledge that you have been given the handbook, shared it where it can be found online. It is every student's responsibility to be aware of and compl behavior." The form includes a statement: "I have reviewed the Student Handbook with my student and they are aw will comply with all rules governing student behavior." There are signature lines for "Student's Signature:" and "Parent's Signature:". At the bottom, a "Complete Step 8 Only" button is highlighted with a red box.

## 8. District Attendance Acknowledgement Form

- a. Read the District Attendance Acknowledgment Form
- b. Use the scroll bar at the bottom or click on “View Full Screen” to view the full document
- c. Type in your first and last name & today’s date (MM/DD/YYYY)
- d. If you would like a hardcopy, please indicate by checking the box.
- e. Click “Complete Step 9 and move to Step 10”

The screenshot shows a web form titled "Step 9: District Attendance Acknowledgement (Required)". At the top right, there is a "View Full Screen" button. The Pullman Public Schools logo is centered. The text reads: "SCHOOL YEAR: 20XX-20XX Dear Parent/Guardian, This year, Pullman School District is making a special effort to ensure that all students fi by attending school regularly. Attending school regularly helps children feel better about student can start building this habit in preschool so they learn right away that going to sc important. Consistent attendance will help students do well in high school, college, and a". Below this, it says "DID YOU KNOW?" followed by a list of bullet points: "- Starting in kindergarten, too many absences (excused and unexcused) can cause childre", "- Missing 10 percent (or about 18 days) increases the chance that your student will not re level as their peers.", "- Students can still fall behind if they miss just a day or two days every few weeks.", "- Being late to school may lead to poor attendance.", "- Absences can affect the whole classroom if the teacher has to slow down learning to he", "- By 6th grade, absenteeism is one of three signs that a student may drop out of high sch", "- By being present at school, your child learns valuable social skills and has the opportu relationships with other students and school staff.", "- Absences can be a sign that a student is losing interest in school, struggling with schoo facing some other potentially serious difficulty." At the bottom, a "Complete Step 9" button is highlighted with a red box.

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**9. Consent to Share Eligibility Form**


If you qualify for free or reduced-price meals, you may be eligible for decreased or waived fees to participate in other school programs.

*This form is optional*, and submitting/not submitting this form will not affect your child's eligibility for free or reduced-price meals. Please indicate the school programs you authorize to share your student's free or reduced eligibility status. This authorizes the release of the student's name and eligibility status only, no other information or demographics is allowed to be shared with any other entity or school program.

- a. Read the Consent to Share Eligibility Form
- b. Use the scroll bar at the bottom or click on "View Full Screen" to view the full document
- c. Type in your first and last name & today's date (MM/DD/YYYY)
- d. If you would like a hardcopy, please indicate by checking the box.
- e. Complete Step 10

**Step 10: Consent to Share Eligibility (Optional)**

Print View Full Screen



**Consent to Share Child Nutrition Program Eligibility Information**

If you qualify for free or reduced-price meals, you may be eligible for decreased or waived fees to participate in other school programs.

*This form is optional*, and submitting/not submitting this form will not affect your child's eligibility for free or reduced-price meals. Please indicate the school programs you authorize to share your student's free or reduced eligibility status. This authorizes the release of the student's name and eligibility status only, no other information or demographics is allowed to be shared with any other entity or school program.


School District: Pullman School District #267  
School Year: 2021-2022

Student's Name: \_\_\_\_\_

| Check to participate     | Title of School Program                                | How the shared information will be used                                       |
|--------------------------|--|---|
| <input type="checkbox"/> | Optional Non-Credit Based Activities (Athletics Clubs) | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | Associated Student Body (ASB) Cards                    | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | Sports Athletics Fees                                  | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | Extracurricular Field Trips                            | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | Outdoor Education (5th Grade Camp)                     | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | Summer School  | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | Lab Fees   | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | Course Fees  | Facilitate fee waivers for students eligible for free and reduced-price meals |
| <input type="checkbox"/> | OSPI Test Fee Waiver                                   | Facilitate fee waivers for students eligible for free and reduced-price meals |

OSPI has a Test Fee Waiver program that covers 100% of the test fee for students who qualify for the free or reduced-price meal program. For more information please contact [jason.boatwright@k12.wa.us](mailto:jason.boatwright@k12.wa.us).

**Complete Step 10 Only**



**CONSENT TO SHARE INFORMATION FORM**

# It is more than a form.

Filling out the Consent to Share Form may provide fee waivers for:

Sports & Athletics Fees

Optional Non-Credit Based Activities

Lab & Course Fees

Outdoor Education

For College Application & Admissions tests



Extracurricular Field Trips

ASB Cards

Summer School

This organization is an equal opportunity employer.

For more information about the Consent to Share Form contact the district office at:

 (509) 332-3581 | 
  [info@psd267.org](mailto:info@psd267.org)

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## 10. COMPLETE RETURNING STUDENT ANNUAL AUGUST UPDATES

- a. Please review the information on this screen
- b. If steps have not been completed it will alert you with **“not completed”** in red. You can go back into the incomplete area by clicking on it in the right-hand side of the page or you can click on “Close and Finish Later” to come back at a later time to complete the registration.
- c. If all steps are complete, click on **“Submit Returning Student 20XX-20XX Annual August Updates”**

*The Pullman School District Board of Directors and the Pullman School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities programs without regard to race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.*

*The following employees have been designated to handle questions and complaints of alleged discrimination: Civil Rights Coordinator and Title IX Coordinator, Assistant Superintendent, (509) 332-3144, and Section 504 Coordinator, Director of Special Services, (509) 332-3144. 240 SE Dexter Street, Pullman, WA 99163. Applicants with disabilities may request reasonable accommodations in the application process by contacting the Personnel Coordinator at (509) 332-3584*

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