How to Use Skyward

A guide for parents
WHAT IS SKYWARD?

Skyward is a program that gives parents the ability to see their child's grades, attendance records, receive communication from the school, emergency procedures, and more. **Now more than ever, it is critical that the school is able to communicate with parents in a safe, secure, and immediate manner. There are going to be times when we NEED you to know something immediately:**

Examples:
- A bus breaks down and will not be arriving on time
- An unexpected weather event that forces the school to close
- A mechanical malfunction that requires the school to close
- A medical emergency
- Any unforeseen emergency where parents need to be alerted immediately
WHAT IS SKYWARD?

Please log into Skyward every time you:

1. Change your phone
2. Change your email address
3. Need to add, delete or change an emergency contact number
4. Want to see your child’s attendance
5. Want to see your child’s grades
6. Want to see your child’s report card

IMPORTANT

Parents have different access than students. PLEASE be sure you are logging in to Skyward as a PARENT and not your child!
To access Skyward, go to www.hasdk12.org and click the Skyward icon.
Enter your username and password
If you do NOT have a username and password, please go to the school with your photo ID and someone will give you the information.

If you forgot your username and password, the school can reset your password. It will be emailed to the email address we have on file.

IMPORTANT be sure you are logging in with a parent account, not a student account.
If this is your first time logging in, the system will ask you to change your password. If you have logged in before, you will not be asked to change your password. Once your password is changed, the school can only reset the password, we cannot see what your password is.
The MY ACCOUNT page is only available with parent access. This is where you can change or add your phone numbers and email. If the school needs to call you, this is where we will find your phone number. If you do not keep this up to date, we will not be able to communicate with you. This page also tells us what your email address is. Please keep this page up to date.
You can receive DAILY email notifications regarding your child’s attendance by clicking the Receive Daily Attendance Notifications button. Your child’s attendance record will appear on your opening home screen if you select Wall Message.
All of your registered children are listed under the family access drop down box. Simply select the child that you want to see. Once you select a child, you can access their report card, attendance information, emergency information, and more.
From this page you can access all the information we have on your child using the menu bar on the left hand side of the page.
You can change certain information regarding your child using the Request Changes link in the top right hand corner. Some information can not be changed unless you go to the district office. This is especially true for address changes, which has to be completed at the administration office.

**Student Information:**
You can add an additional phone number for a specific child. This can be helpful in cases where children see different family members on different days.

**Family Address:**
Can only be changed at the district office

**Emergency Information:**
You can add medical information here as well as any other critical information on the specific child

**Add Emergency Contact:**
You can add and delete emergency contact information for each child. This can be helpful in cases where children see different family members on different days.
If you click Emergency Information, this is what the screen will look like.
If you click Add Emergency Contact Information, this is what the screen will look like.
We hope this information was helpful. Please contact your child’s school with any skyward questions and remember---- Keep your information up to date!