Welcome to the Student Information Update tutorial. This document will step you through the process of updating your student’s information with regards to student data privacy.

Login to Skyward using the Parent/Guardian Skyward account

Notes:

- Skyward login link is found on alpineschools.org. Click on ‘Skyward’
- The student’s account will not have these options
- If you don’t know your account credentials, you may obtain them from the school.

Select the student for whom you wish to update

![Image: Student Information Update Main Screen]

Figure 1: Student Information Update Main Screen
BEGIN by completing steps one (Verify Student Information) through four in the Student Information Update.

ACCEPT OR DECLINE the Student Computer and Internet Use Permission Slip

Notes: Accepting this provision will 1) Confirm the student will use the computer and internet responsibly, and 2) Grant the district permission to use the student’s first name, last name, and school district email address for the purpose of creating accounts for internet educational applications. By declining, the student will not be able to use school/district computers or internet.
**ACCEPT OR DECLINE** the Student Personal Information Release

Notes: Please carefully read the release.

**Directory Information Release:** By choosing ‘I understand’ will allow the school to print the noted data elements on graduation programs, musical programs, yearbooks etc.. By choosing ‘I decline’ the noted data elements will not be printed for public visibility. See the Family Educational Rights Privacy Act.

**Media Release:** Choosing ‘I Agree’ will allow the media to publish student’s comments, student work and publish video of the student along with associated student Directory Information. Choosing ‘I decline’ will not allow media to publish student work, comments or video or Directory Information.

Complete The remaining steps of the Student Information Update.