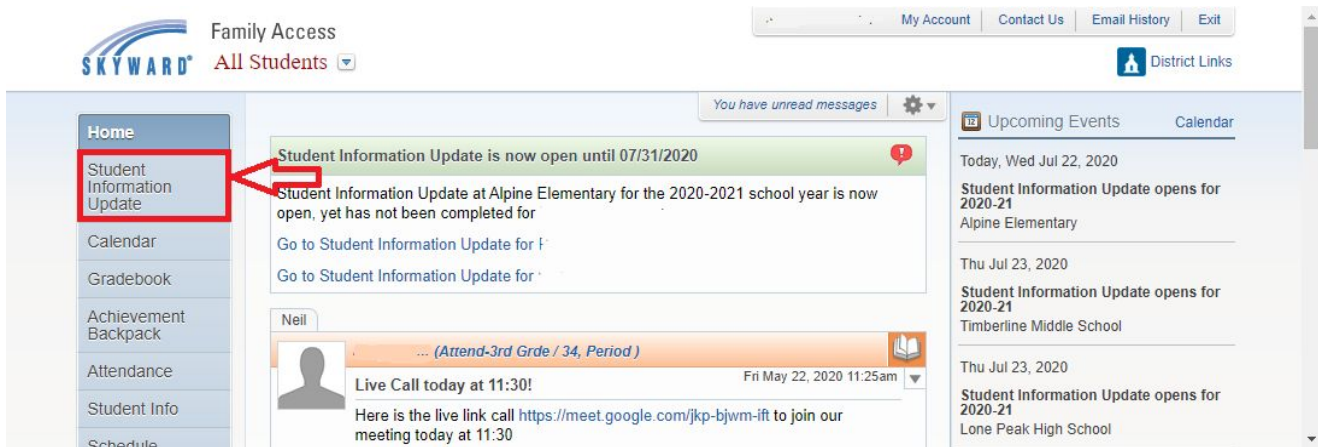


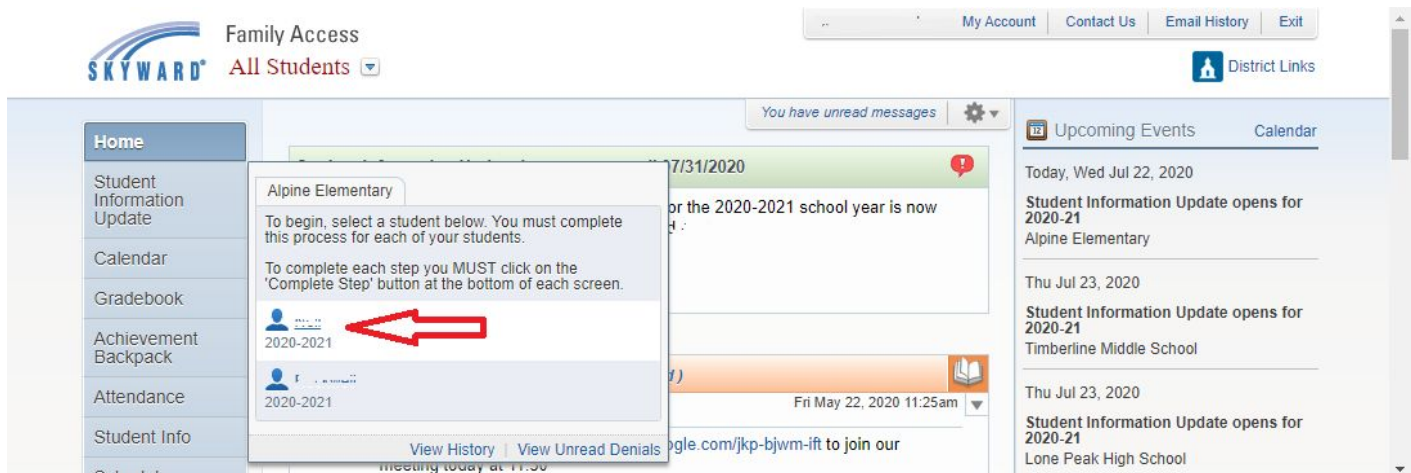
## SKYWARD PARENT/GUARDIAN SKYWARD TUTORIAL

Purpose: This tutorial instructs parents/guardians on how to declare a student learning option.

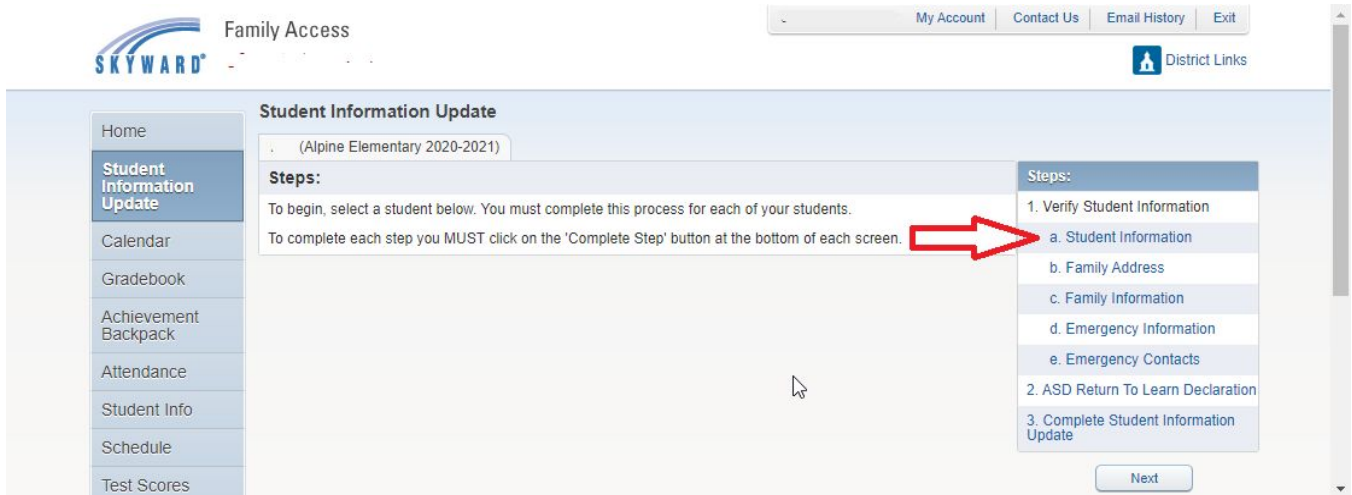
1. [LOGIN TO SKYWARD](#) USING YOUR PARENT LOGIN AND PASSWORD (Do not use the Student Login). IF YOU NEED HELP LOGGING IN, PLEASE SEE THE [Skyward Family Login Tutorial](#).
2. YOU WILL SEE THE MAIN SKYWARD FAMILY ACCESS SCREEN (see below). CLICK ON THE “Student Information Update” TAB ON THE LEFT MENU.



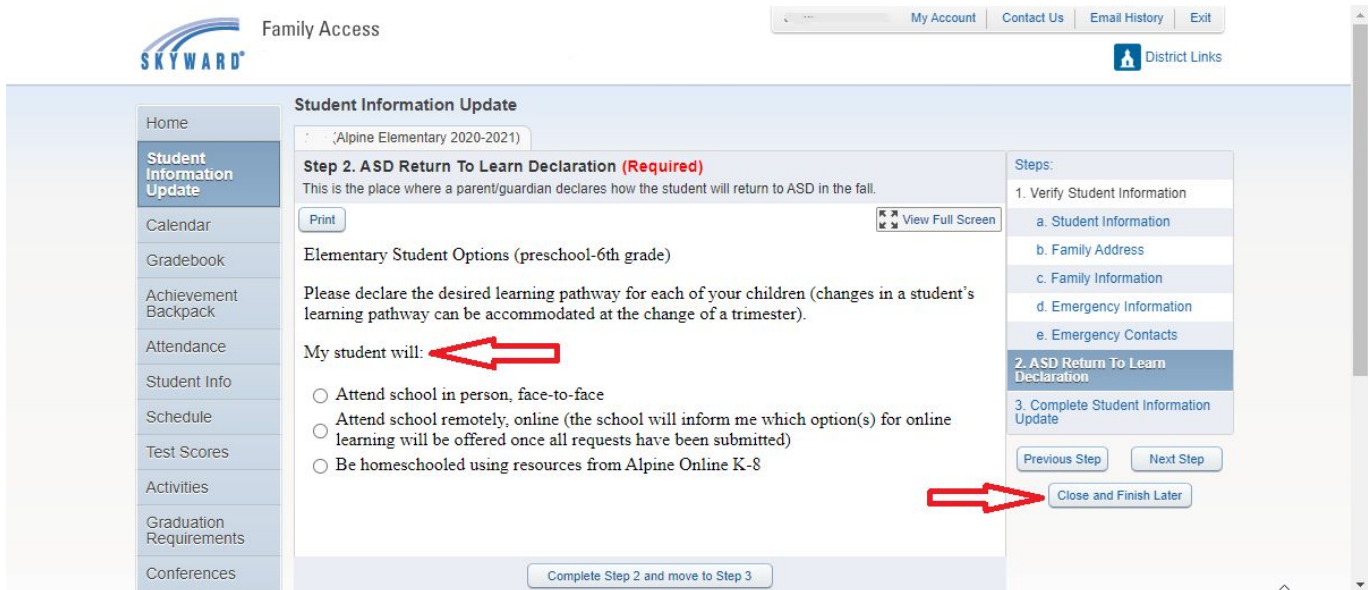
3. SELECT YOUR STUDENT BY CLICKING ON THEIR NAME (Please note: The process of declaring must be done for each student).



4. BEGIN BY VERIFYING/UPDATING YOUR STUDENT’S INFORMATION. CLICK ON ‘Student Information’. CLICK ON ‘Next Step’ AS YOU PROCEED THROUGH THE STEPS.



5. YOU WILL END UP ON THE ‘ASD Return To Learn Declaration’ STEP. SELECT THE DESIRED OPTION BY CLICKING ON THE RESPECTIVE RADIO BUTTON. FINISH BY CLICKING ON ‘Close and Finish Later’. THAT’S IT! YOUR DECLARATION WILL BE SAVED. ONLINE DECLARATIONS WILL CLOSE JULY 29TH 10am.



**Note: CHANGING DECLARATIONS**

IMPORTANT. If you decide to change your declaration, enter into the ‘ASD Return To Learn Declaration’ Step. If the ‘Return to Learn’ Declaration step has an EDIT button at the bottom, you MUST click on the EDIT button to make the change, then click on ‘Close and Finish Later’ (otherwise your selection will NOT be saved).