

# FAMILY ACCESS UPDATES

Log into Family Access from any Brandon Valley building website.

If you don't have a Family Access account, call your building secretary or the BV Administration Center.

Login - Powered by Skyward

https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEAPlus/fwemnu01.w

Most Visited Getting Started Mail :: Welcome to Ho... BVSD Bills

**SKYWARD®**  
Brandon Valley School District  
Student

Login ID:

Password:

[Sign In](#)

[Forgot your Login/Password?](#)

05.15.02.00.11

Login Area: [Family/Student Access](#)

**Update Bookmark**  
You have been redirected to this page; please update your bookmark.

© 2015 Skyward, Inc. All rights reserved. Windows 8.1 / Firefox 40

7:02 PM 8/17/2015

# THIS PROCESS MUST BE COMPLETED FOR EACH STUDENT IN YOUR FAMILY ACCESS ACCOUNT

When viewing these directions, please be aware that screen shots and information requested may differ in each school.

1. At top left of screen, select a student from your Family Access account.
2. Select "Family Access Update" tab.
3. Select "Go to Family Access Update for (student)".

The screenshot displays the Family Access web portal for a student named BOY B. TESTSTUDENT. The browser window title is "Family Access - Mozilla Firefox" and the URL is "https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice-wsEPlus/sfhome01.w". The page features a navigation menu on the left with options like Home, New Student Online Enrollment, Family Access Updates (highlighted), Ethnicity/Race, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Portfolio, Health Info, and Login History. The main content area includes a message about Family Access updates being open until 08/11/2015, an attention notice about an extended amount of time to complete updates, and a link to "Go to Family Access Updates for BOY". There are also notifications for a newsletter and a message from Valley Springs Elementary. The sidebar on the right shows upcoming events, including "TERM 1 Starts" and "STU 1ST DA". The Windows taskbar at the bottom shows the time as 10:56 PM on 8/14/2015.

Select student name.

The screenshot shows a web browser window titled "Family Access - Mozilla Firefox" with the URL "https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEAPlus/sfhome01.w". The page header includes the "SKYWARD" logo and the text "Family Access BOY B. TESTSTUDENT". A navigation menu on the left lists options like "Home", "New Student Online Enrollment", "Family Access Updates", "Ethnicity/Race", "Gradebook", "Attendance", "Student Info", "Food Service", "Schedule", "Discipline", "Portfolio", "Health Info", and "Login History". A sidebar on the right shows "Upcoming Events" for "Wed Aug 19, 2015" (TERM 1 Starts) and "Wed Aug 26, 2015" (STU 1ST DAY). The main content area features a green notification bar: "Family Access Updates is now open until 08/11/2015" with an attention icon. Below it is a red "Attention" message: "You have been granted an extended amount of time to complete Family Access Updates for BOY." A dropdown menu is open, showing "Valley Springs Elementary" and a list of students, with "BOY 2015-2016" selected and highlighted by a red box. Other messages include "Newsletter is now available" (dated Fri Aug 14, 2015 1:06pm) and "Message From Valley Springs Elementary" (dated Fri Aug 7, 2015 11:48am) with a PDF attachment "2015 16 YSE STUDENT SUPPLY LIST.pdf". The Windows taskbar at the bottom shows the time as 10:58 PM on 8/14/2015.

Select and update information in steps 1-4, then step 5 to complete. Please read the detailed instructions listed under each step in Family Access. Requested information may vary in each school.

Certain information will need to be approved by your building secretary. You will be informed of these items during the update process.

The screenshot shows a web browser window with the URL <https://fa.brandanvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEAplus/sfonlinereg001.w>. The page title is "Family Access Family Access Updates - Mozilla Firefox". The user is logged in as "BOY B. TESTSTUDENT".

The main content area is titled "Family Access Updates" and includes a sub-header "BOY (Valley Springs Elementary 2015-2016)". The "Family Access Update Information" section contains the following text: "This is the first step to updating your Family Access information. You will enter information online instead of completing and updating the 'white cards' at the beginning of each school year. Requested online information may vary among each school in BVSD. You can also complete the free and reduced application during this update process. Throughout the school year, you can update your Family Access account if your personal information changes." Below this text is a "Thank you." message.

A progress list titled "Family Access Update Information" is shown on the right side of the page, enclosed in a red box. The list includes the following items:

- 1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
- 2. Parent Permissions
- 3. School Messenger
  - Completed 07/30/2015 10:07am
- 4. Add a Free or Reduced Meals Application
- 5. Complete Family Access Updates

Buttons for "Next" and "Close and Finish Later" are located below the progress list.

The Windows taskbar at the bottom shows the time as 10:59 PM on 8/14/2015.

## 1a. Student Information

This screen contains general student information. Some information may need to be approved by your building secretary after you complete all the updates.

After updating information, select “Complete Step 1a and move to Step 1b” at the bottom of the screen.

Family Access  
BOY B. TESTSTUDENT

Family Access Updates

BOY (Valley Springs Elementary 2015-2016)

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

Please update the student information in 1A-1E.

Step 1D: Please include detailed information about student allergies, medications, surgeries, vision, and hearing issues or concerns.

Step 1E: Emergency contact names can be viewed, but not edited during the "Family Access Updates" process. If you need to change or delete a contact, please contact your school secretary.

You must click on one of the "Continue" button at the bottom of each page to save the information.

**General Information**

\* First: BOY Middle: B

\* Last: TESTSTUDENT Suffix:

Birthday: 10/10/2008 Gender: Male

Language: English Race: WHITE

Home Phone: (605) 582-2049 Ext 0

Home Email: example@example.example

Complete Step 1a and move to Step 1b

All fields with bold text and borders are currently waiting for approval by the district.  
(\*) Indicates a required field.

Family Access Update Information

- Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
- Parent Permissions
- School Messenger
  - Completed 07/30/2015 10:07am
- Add a Free or Reduced Meals Application
- Complete Family Access Updates

Previous Step Next Step

Close and Finish Later

### HS Students Only, Step 1A:

The third phone number is for the student cell phone number. You will not be able to update this number online. Contact the HS office to update.

## 1b. Family Address

This screen contains family address information. Some information may need to be approved by your building secretary after you complete all the updates.

Select "Edit Step 1b" at the bottom of the screen if you need to update. After updating information, select "Complete Step 1b and move to Step 1c" at the bottom of the screen.

Family Access Updates - Mozilla Firefox

https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEAPlus/sfonlinereg001.w

DEMO TESTFAM My Account Email History Exit

**SKYWARD** Family Access  
BOY B. TESTSTUDENT

Home  
New Student Online Enrollment  
**Family Access Updates**  
Ethnicity/Race  
Gradebook  
Attendance  
Student Info  
Food Service  
Schedule  
Discipline  
Portfolio  
Health Info  
Login History

**Family Access Updates**

BOY (Valley Springs Elementary 2015-2016)

**Step 1b. Verify Student Information: Family Address (Required)** Completed 08/14/2015 9:40pm

Please update the student information in 1A-1E.

Step 1D: Please include detailed information about student allergies, medications, surgeries, vision, and hearing issues or concerns.

Step 1E: Emergency contact names can be viewed, but not edited during the "Family Access Updates" process. If you need to change or delete a contact, please contact your school secretary.

You must click on one of the "Continue" button at the bottom of each page to save the information.

**Address** [Preview Address](#)

Street Number: **000** Street Dir: **S** Street Name: **Example Blvd**

SUD:  #  P.O. Box:

Address 2:

Zip Code: **57005** Plus 4:  City/State: **BRANDON, SD**

County:

**Mailing Address**

Street Number:  Street Dir:  Street Name:

SUD:  #  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

[Edit Step 1b](#)

**Family Access Update Information**

1. Verify Student Information
  - a. Student Information
  - b. Family Address**
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. Parent Permissions
3. School Messenger Completed 07/30/2015 10:07am
4. Add a Free or Reduced Meals Application
5. Complete Family Access Updates

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

javascript:void(0)

All fields with bold text and borders are currently waiting for approval by the district.

11:03 PM 8/14/2015

## 1c. Family Information

This screen contains information about the student's family. Some information may need to be approved by your building secretary after you complete all the updates.

Select "Edit Step 1c" at the bottom of the screen if you need to update. After updating information, select "Complete Step 1c and move to Step 1d" at the bottom of the screen.

The screenshot shows a web browser window titled "Family Access Updates - Mozilla Firefox". The address bar shows the URL: <https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WSservice=wsEAplus/sfonlinereg001.w>. The page header includes the "SKYWARD" logo and the user name "BOY B. TESTSTUDENT".

The main content area is titled "Family Access Updates" and shows the student's name "BOY (Valley Springs Elementary 2015-2016)". The current step is "Step 1c. Verify Student Information: Family Information (Required)", which was completed on 08/14/2015 at 9:44pm. Instructions for this step include updating student information in 1A-1E, providing detailed information about allergies and medications in Step 1D, and emergency contact information in Step 1E.

The "Family Options" section includes a form with the following fields:

- \* Home Language: English
- Receive a Paper Copy of Report Card
- Guardian Number: 1
- Name: DEMO TESTFAM
- Primary Phone: (605) 582-2049 Ext: [ ]
- Relationship: MOTHER
- Confidential
- Employer: HOMEMAKER
- Home Email: example2@example.com

At the bottom of the form is an "Edit Step 1c" button.

On the right side, there is a "Family Access Update Information" sidebar with a progress list:

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information**
  - d. Emergency Information
  - e. Emergency Contacts
2. Parent Permissions
3. School Messenger
  - Completed 07/30/2015 10:07am
4. Add a Free or Reduced Meals Application
5. Complete Family Access Updates

Buttons for "Previous Step", "Next Step", and "Close and Finish Later" are located at the bottom of the sidebar.

The Windows taskbar at the bottom shows the system tray with the date and time: 11:03 PM, 8/14/2015.

## 1d. Emergency Information

This screen contains emergency information (physician, dentist, hospital). Some information may need to be approved by your building secretary after you complete all the updates.

Select "Edit Step 1d" at the bottom of the screen if you need to update. After updating information, select "Complete Step 1d and move to Step 1e" at the bottom of the screen.

The screenshot shows a web browser window with the URL <https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEplus/sfonlinereg001.w>. The page title is "Family Access Updates" and the user is identified as "BOY B. TESTSTUDENT".

The main content area is titled "Family Access Updates" and shows the student's name "BOY (Valley Springs Elementary 2015-2016)". The current step is "Step 1d. Verify Student Information: Emergency Information (Required)". Below this, there are instructions: "Please update the student information in 1A-1E." and "Step 1D: Please include detailed information about student allergies, medications, surgeries, vision, and hearing issues or concerns." There is also a note about Step 1E: "Step 1E: Emergency contact names can be viewed, but not edited during the 'Family Access Updates' process. If you need to change or delete a contact, please contact your school secretary. You must click the 'Continue' button at the bottom of each page to save the information."

The form contains a text area for "In this area, please include detailed information about student allergies, medications, surgeries, vision, and hearing issues or concerns." and a table for emergency contacts:

Last Name, First	
Physician:	AVERA MEDICAL GROUP OPHTHALMOLOGY
Dentist:	AVERA MEDICAL GROUP OPHTHALMOLOGY
Hospital:	AVERA MCKENNAN HOSPITAL

At the bottom of the form, there is a button labeled "Complete Step 1d and move to Step 1e".

On the right side, there is a "Family Access Update Information" sidebar with a list of steps: "1. Verify Student Information", "a. Student Information", "b. Family Address", "c. Family Information", "d. Emergency Information" (highlighted with a red box), "e. Emergency Contacts", "2. Parent Permissions", "3. School Messenger", "4. Add a Free or Reduced Meals Application", and "5. Complete Family Access Updates". Below the sidebar are buttons for "Previous Step", "Next Step", and "Close and Finish Later".

The left sidebar contains navigation links: Home, New Student Online Enrollment, Family Access Updates (selected), Ethnicity/Race, Gradebook, Attendance, Student Info, Food Service, Schedule, Discipline, Portfolio, Health Info, and Login History.

The Windows taskbar at the bottom shows the time as 5:10 PM on 8/18/2015.

## 1e. Emergency Contacts

This screen contains emergency contact information. You may have up to three (3) emergency contacts.

Select "Add Emergency Contact" to add a contact. Select "Save" when you are finished.

Some information may need to be approved by your building secretary after you complete all the updates.

Then, select "Complete Step 1e and move to step 2."

The screenshot shows a web browser window titled "Family Access Family Access Updates - Mozilla Firefox". The address bar shows the URL: <https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEAPlus/sfonlinereg001.w>. The page header includes the "SKYWARD" logo and the user name "BOY B. TESTSTUDENT".

The main content area is titled "Family Access Updates" and shows the student information for "BOY (Valley Springs Elementary 2015-2016)". The current step is "Step 1e. Verify Student Information: Emergency Contacts (Required)". The instructions state: "Please update the student information in 1A-1E." and "Step 1D: Please include detailed information about student allergies, medications, surgeries, vision, and hearing issues or concerns." and "Step 1E: Emergency contact names can be viewed, but not edited during the 'Family Access Updates' process. If you need to change or delete a contact, please contact your school secretary. You must click on one of the 'Continue' buttons at the bottom of each page to save the information." There is an "Add Emergency Contact" button highlighted with a green box.

The "Add Emergency Contact" dialog box is open, showing the following fields:

- Contact Number: 1
- Primary Phone: [ ] [ ] [ ] Ext: [ ]
- \* First: [ ] Middle: [ ] Last: [ ]
- Middle: [ ] Last: [ ]
- \* Last: [ ]
- Relationship: [ ]
- Pick Up: [ ]
- Comment: [ ]

The "Save" button at the bottom right of the dialog box is highlighted with a green box. The "Previous Step" and "Next Step" buttons are also visible.

The right sidebar shows the "Family Access Update Information" progress bar with the following steps:

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. Parent Permissions
3. School Messenger
4. Add a Free or Reduced Meals Application
5. Complete Family Access Updates

The "Close and Finish Later" button is also visible.

## 2. Parent Permissions

Select the "Parent Permissions" link.

Family Access Updates - Mozilla Firefox

https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEPlus/sfonlinereg001.w

Family Access  
BOY B. TESTSTUDENT

Home  
New Student Online Enrollment  
**Family Access Updates**  
Ethnicity/Race  
Gradebook  
Attendance  
Student Info  
Food Service  
Schedule  
Discipline  
Portfolio  
Health Info  
Login History

Family Access Updates

BOY (Valley Springs Elementary 2015-2016)

**Step 2. Parent Permissions (Required)**  
Please click on "Parent Permissions" link below to continue.  
You must click on the "Continue" button at the bottom of this page to save the information.

Parent Permissions

Complete Step 2 and move to Step 3

Family Access Update Information

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
- 2. Parent Permissions**
3. School Messenger  
Completed 07/30/2015 10:07am
4. Add a Free or Reduced Meals Application
5. Complete Family Access Updates

Previous Step Next Step

Close and Finish Later

Answer each question. Select "Save" when you are finished.

Then, select "Complete Step 2 and move to Step 3".

Parent Permissions - Entity 002 - 05.15.02.00.11 - Mozilla Firefox

https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEPlus/qqudfedrt050.w

Parent Permissions

Name: TESTSTUDENT, BOY B. Gender: Male Grad Yr/Grade: 2027/01 Other ID: 270305

Save  
Save and Print  
Back

BOY B TESTSTUDENT

**Student Internet Usage**  
I give permission for my child to use the internet.  
Yes ▾

**Field Trip Permission**  
I give permission for my child to participate in field trips.  
Yes ▾

**T.V./Media Permission**  
I give permission for my child to participate and appear in T.V. and media programs, which may appear on television. As per the description found in the Brandon Valley School District Student Handbook.  
Yes ▾

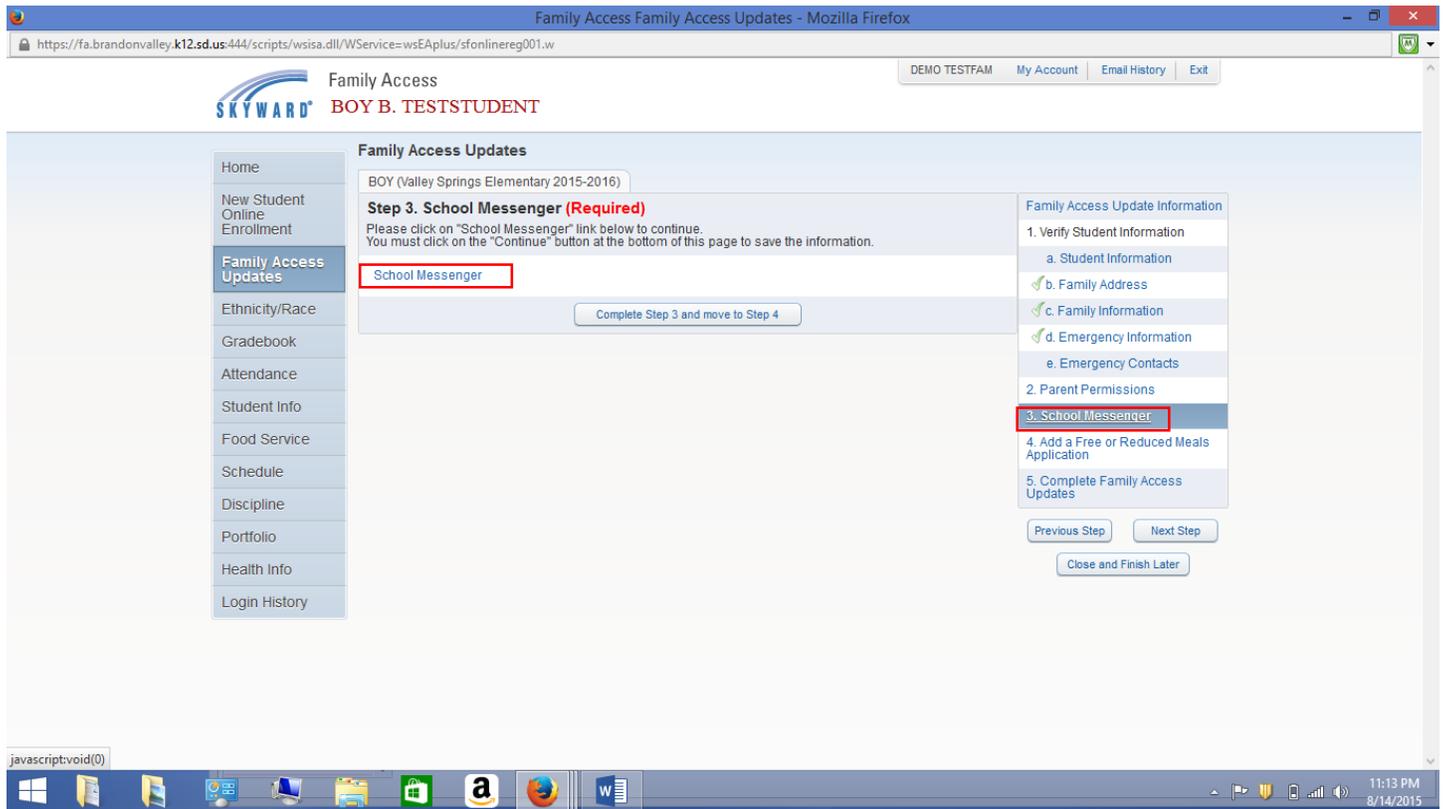
**Parental Insurance Waiver**  
We have a adequate insurance to protect our child in case of an accident.  
Yes ▾

**Medicaid**  
My child is Medicaid eligible.  
No ▾

If Medicaid eligible, please provide Medicaid number.  
0000000

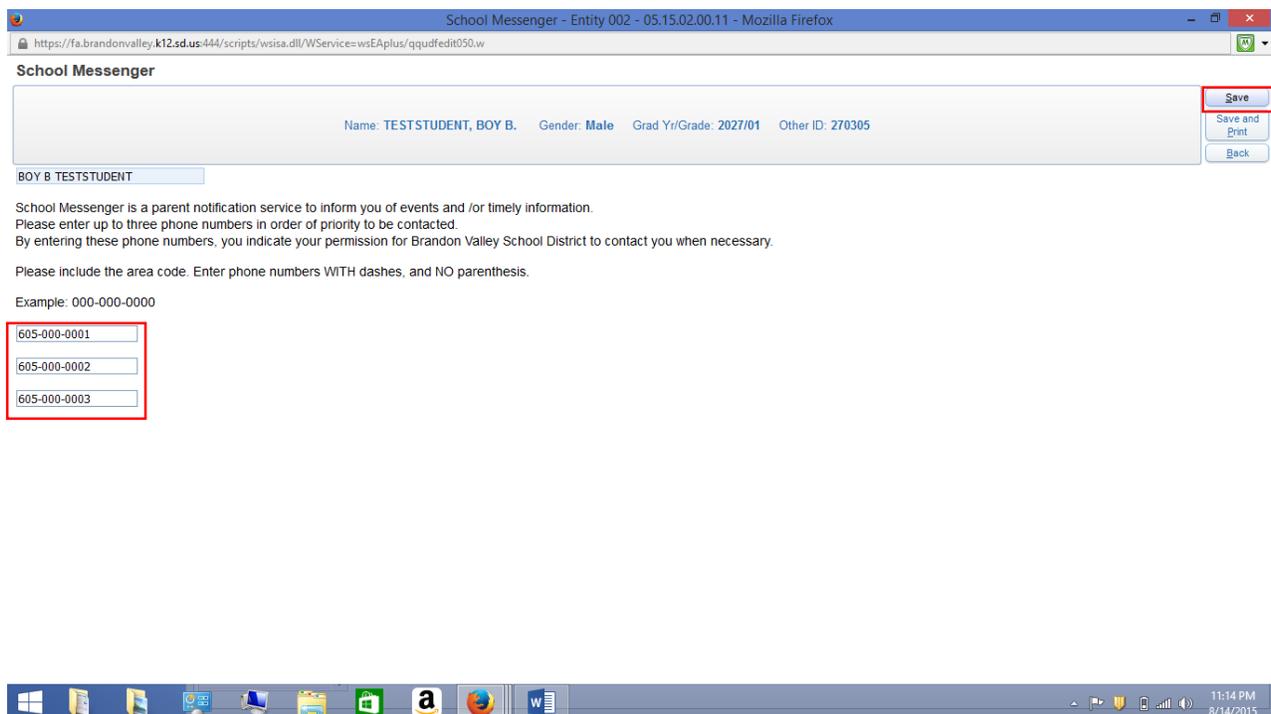
### 3. School Messenger

Select the "School Messenger" link. School Messenger is a parent notification service to inform you of events and/or timely information ("School Messenger" replaces "School Reach").



Add up to three phone numbers. Select "Save" when you are finished.

Then, select "Complete Step 3 and move to Step 4".



#### 4. Add a Free or Reduced Meals Application

See the next section of this notebook for detailed instructions.

Family Access Updates - Mozilla Firefox

https://fa.brandonvalley.k12.sd.us:444/scripts/wsisa.dll/WService=wsEAPlus/sfonlinereg001.w

Family Access  
BOY B. TESTSTUDENT

DEMO TESTFAM My Account Email History Exit

Home  
New Student Online Enrollment  
**Family Access Updates**  
Ethnicity/Race  
Gradebook  
Attendance  
Student Info  
Food Service  
Schedule  
Discipline  
Portfolio  
Health Info  
Login History

**Family Access Updates**

BOY (Valley Springs Elementary 2015-2016)

**Step 4. Add a Free or Reduced Meals Application (Optional)**

The Brandon Valley School District no longer uses paper applications for the Child Nutrition Program (Free and Reduced Applications). The application process is now entirely online. Please complete all of the required information, and the BVSD Child Nutrition Department will notify you of your payment status based on this application.

Your children may qualify for free or reduced price meals if your household income falls within the limits on this chart.

**FEDERAL INCOME CHART**  
For School Year 2015-16

Household Size	Twice Per Every Two				
	Yearly	Monthly	Month	Weeks	Weekly
1	21,775	1,815	908	838	419
2	29,471	2,456	1,228	1,134	567
3	37,167	3,098	1,549	1,430	715
4	44,863	3,739	1,870	1,726	863
5	52,559	4,380	2,190	2,022	1,011
6	60,255	5,022	2,511	2,318	1,159
7	67,951	5,663	2,832	2,614	1,307
8	75,647	6,304	3,152	2,910	1,455
9	83,343	6,946	3,473	3,206	1,603
Each Additional Person:	7,696	642	321	296	148

Choose one of the following options:

Online Application: [Add a Free or Reduced Meals Application](#)

---OR---

I do not qualify for benefits or do not wish to complete an application

Complete Step 4 and move to Step 5

**Family Access Update Information**

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
2. Parent Permissions
3. School Messenger
- 4. Add a Free or Reduced Meals Application**
5. Complete Family Access Updates

Previous Step Next Step

Close and Finish Later

11:14 PM 8/14/2015

## 5. Complete Family Access Updates

After updating information in steps 1-4, select "Complete Family Access Updates". This screen shows information that is "Pending Approval" by your building secretary.

Select "Submit Family Access Updates" to submit updates to your school.

Family Access  
BOY B. TESTSTUDENT

Family Access Updates

BOY (Valley Springs Elementary 2015-2016) Print

**Step 5. Complete Family Access Updates (Required)**

By completing Family Access Updates, you are confirming that the Steps below have been finished. Are you sure you want to complete Family Access Updates for BOY?

**Review Family Access Updates Steps**

Step 1)	<b>Verify Student Information</b>	not completed
---------	-----------------------------------	---------------

Requested Changes **Pending Approval** by the District:  
Are you sure you want to complete Family Access Updates for BOY?

Area	Field	Requested For	Requested Value
Fam Info	Change Address	BOY TESTSTUDENT	000 S Example Blvd
			57005

\* If a Requested Change is denied by the district, Family Access Updates for this student will be marked as INCOMPLETE.

Step 2)	<b>Parent Permissions</b>	not completed
Step 3)	<b>School Messenger</b>	not completed
Step 4)	<b>Add a Free or Reduced Meals Application</b>	skipped

Guardian Name: DEMO TESTFAM    Guardian Address: 300 S SPLITROCK BLVD  
BRANDON, SD 57005

**Submit Family Access Updates**

Family Access Update Information

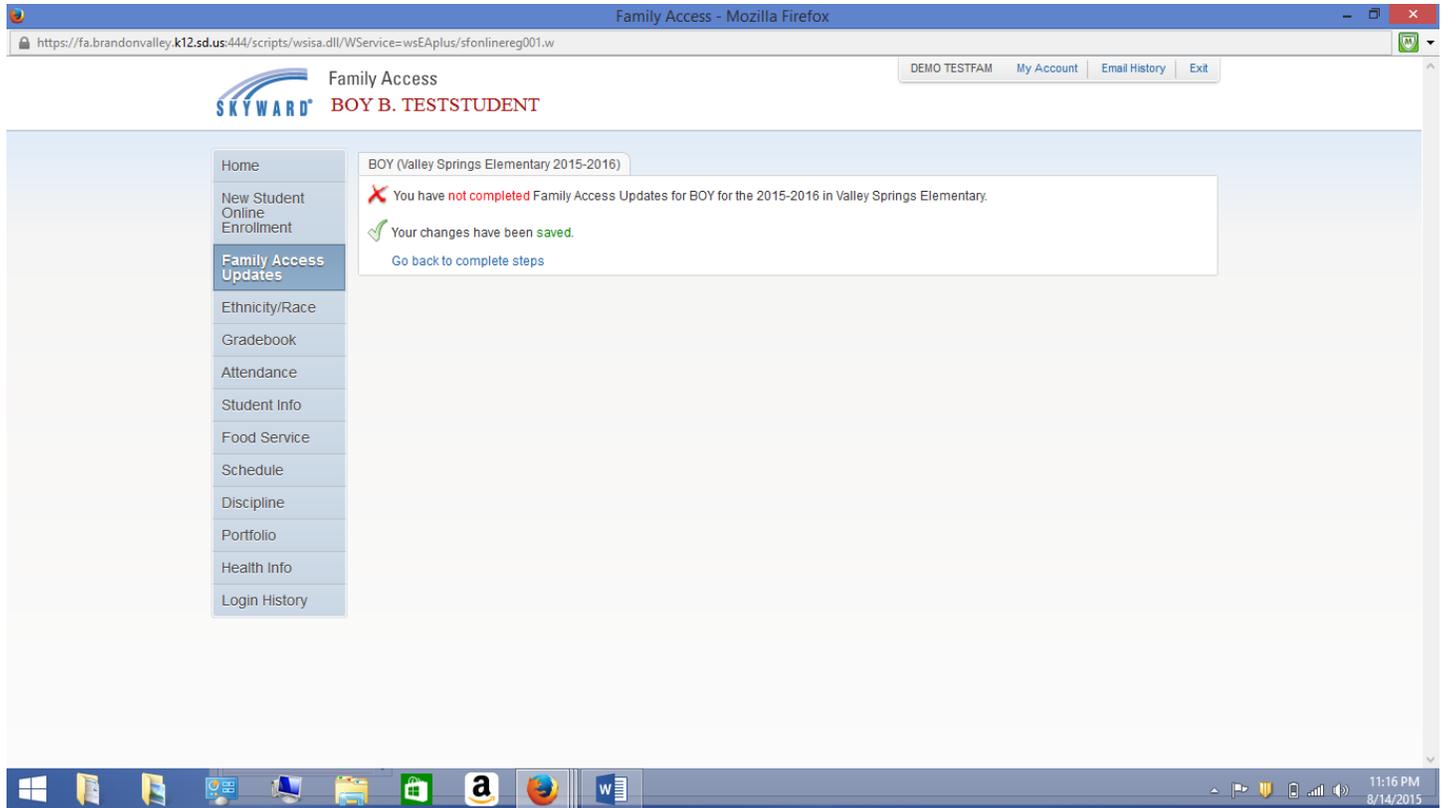
1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. Parent Permissions
3. School Messenger
4. Add a Free or Reduced Meals Application
- 5. Complete Family Access Updates**

Previous Step    Next Step

Close and Finish Later

11:16 PM  
8/14/2015

Although you have updated the information in the above steps, the process isn't completed until pending items are approved by your building secretary. If your information is denied, you will be contacted by your building secretary.



**THIS PROCESS MUST BE COMPLETED  
FOR EACH STUDENT IN YOUR  
FAMILY ACCESS ACCOUNT**