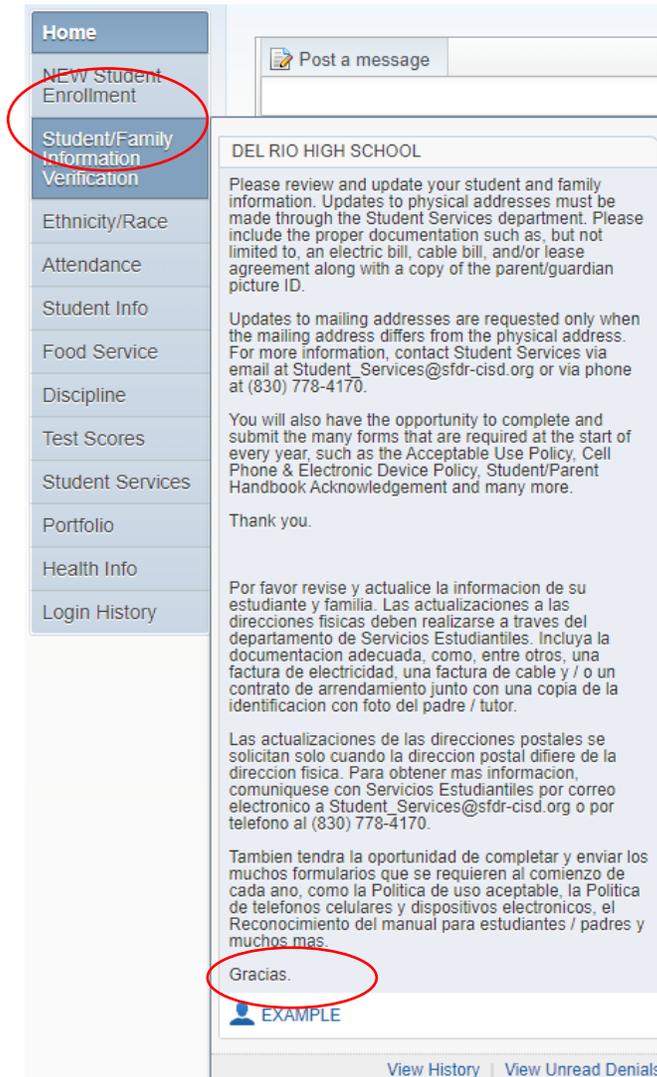


# Student/Family Information Verification Guide

This beginning of the year process gives guardians the opportunity to confirm or update family/student information through your Skyward Family Access portal. Please log into your account and follow the steps below. Click on the link if you are having trouble accessing your account, or have never logged in. [https://www.sfdr-cisd.org/media/eurl4yxn/skyward-family-access-portal-login\\_password-assistance.pdf](https://www.sfdr-cisd.org/media/eurl4yxn/skyward-family-access-portal-login_password-assistance.pdf). If you still cannot access your account, please contact your child’s campus for assistance.

1. PLEASE NOTE: This process is not available within the Skyward mobile app. In order to access and complete this process, you must log into the desktop version. click [HERE](#).
2. Once in the family portal, please select the “Student/Family Information Verification” tab. See **image 1**.
3. The sub- window in **image 1** will appear, with your child’s name at the bottom left corner of it. Click on the name (circled at the bottom of **image 1**). If you have more than one child, you will only have to select one name within this sub-window. Changed family information will update for all associated children within the family. **Image 1**.



3. If you had not completed the process before, then the screen will show you a welcome message with some additional information. On the right hand-side of the message/screen will be a list of forms/information for you to fill out, confirm, or update. See **image 2**. Towards the end of the list will be optional steps that may include links to district departments or surveys. Please take notice of any of these optional steps that may apply to your child.

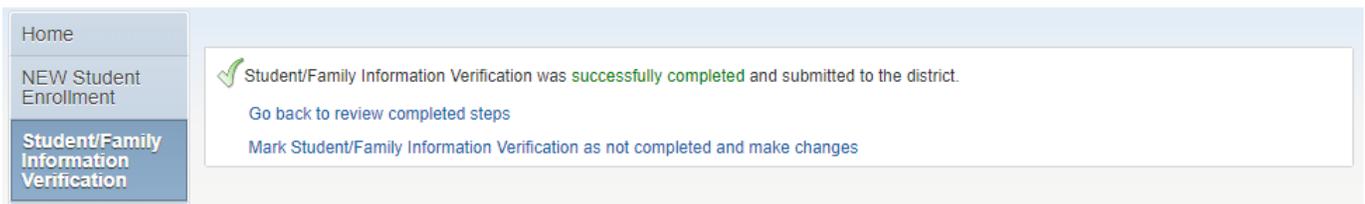
**Image 2.**



**Note:** Image 2 is only an example of what the list will look like and does not include every step that may appear, depending on your child’s campus.

4. If you had previously marked the “Student/Family Information Verification” process as completed, your screen will look similar to **Image 3**. If so, please select the words “Mark Student/Family Information Verification as not completed and make changes”.

**Image 3.**



5. If you have not previously began the information verification process, click on the title of the first step to start. See **image 4**. To update a form you have previously completed, click on its respective step. See **image 5** as an example.

**Image 4.**



**Image 5.**



6. If you are updating a previously completed form, continue to **step seven** of this guide. Otherwise, follow any given instructions on the screen to fill out the first form. Once you have filled and signed the form, click a button on the bottom of the screen that says “Complete Step 1 and move to Step 2” as seen in **image 6**. If a step within the process states it is required, then a signature will be required in order to click the button and continue on to the next form. By clicking this button, you will successfully mark the step as completed, as shown in **image 7**. **Failure to click this button will not mark the step as completed.** Repeat this process for all required forms. Continue to **step eight** of this guide once all required forms are complete.

**Image 6.**



**Image 7.**



**Note:** If you are using the “view full screen” option, you will not be able to see whether a step is required or not. While in “view full screen” mode, the button shown in **image 6** will be at the top of the screen, as opposed to at the bottom.

7. Once you are on the screen of the previously completed form to edit, click on the button “Edit Step \_” as seen in **image 8**. When you are done, be sure to click the button “Complete Step \_ and move to Step \_” as seen in **image 9**. Failure to click this button will not mark the form as complete. Repeat this process for any other forms to edit. Continue to **step eight** of this guide after you have made all necessary changes to all forms you needed to update.

**Image 8.**



**Image 9.**



8. Click on the final step of the process (see **image 10**). A screen similar to **image 11** or **image 12** will appear. Notice some forms show as skipped, but you still have the ability to click the button labeled “Submit Student/Family Information Verification”. This is due to those forms being optional. In a situation where you have not successfully submitted a required form for completion, the screen will look like **image 12**. Notice how it informs you of which form is not complete, and how you are unable to click the final button for submission. Go back and complete any remaining forms that are required before returning to the final step of the process.

**Image 10.**

18. Migrant Occupational Survey

19. Del Rio High School Campus (Gr 10-12)

20. Complete 2025 Student/Family Information Verification

**Image 11.**

**Complete the Student/Family Information Verification (Required)**  
By completing the Student/Family Information Verification, you are confirming that the Steps below have been finished.  
Are you sure you want to complete the Student/Family Information Verification?

Review Student/Family Information Verification Steps		
Step 1)	Request for Transportation	Completed 08/09/2024 9:19am
Step 2)	CEP Survey	Completed 08/09/2024 9:26am
Step 3)	What is Directory Information?	Completed 08/09/2024 9:26am
Step 4)	Verify Student Information	Completed 08/09/2024 9:28am
<i>No Requested Changes exist for Step 4.</i>		
Step 5)	Verify Ethnicity/Race	Completed 08/09/2024 9:28am
<i>No Requested Changes exist for Step 5.</i>		
Step 6)	Military Connected	Completed 08/09/2024 9:29am
Step 7)	Parent/Student Handbook Acknowledgement	Completed 08/09/2024 9:29am
Step 8)	Student Code of Conduct Acknowledgement	Completed 08/09/2024 9:30am
Step 9)	Cell Phone & Electronic Device Policy	Completed 08/09/2024 9:30am
Step 10)	Consent for Non-Emergency Mass Communication	Completed 08/09/2024 9:30am
Step 11)	Acceptable Use Policy	Completed 08/09/2024 9:30am
Step 12)	Food Allergy & Anaphylaxis Emergency Care	Completed 08/09/2024 9:31am
Step 13)	Health Services Form	Completed 08/09/2024 4:12pm
Step 14)	SFDRCSID Office of Innovation	skipped
Step 15)	Department of Special Education	skipped
Step 16)	Department of Federal and State Programs	skipped
Step 17)	McKinney-Vento Family Survey	skipped
Step 18)	Migrant Occupational Survey	skipped
Step 19)	Del Rio High School Campus (Gr 10-12)	skipped

**Submit 2025 Student/Family Information Verification**

**Image 12.**

**Complete Student/Family Information Verification (Required)**  
By completing the Student/Family Information Verification, you are confirming that the Steps below have been finished.  
Are you sure you want to complete the Student/Family Information Verification?

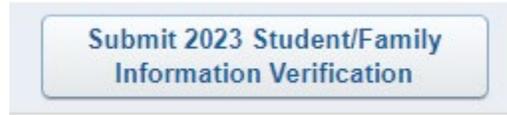
Review Student/Family Information Verification Steps		
Step 1)	Request for Transportation	Completed 08/09/2024 9:19am
Step 2)	CEP Survey	Completed 08/09/2024 9:26am
Step 3)	What is Directory Information?	Completed 08/09/2024 9:26am
Step 4)	Verify Student Information	Completed 08/09/2024 9:28am
<i>No Requested Changes exist for Step 4.</i>		
Step 5)	Verify Ethnicity/Race	Completed 08/09/2024 9:28am
<i>No Requested Changes exist for Step 5.</i>		
Step 6)	Military Connected	Completed 08/09/2024 9:29am
Step 7)	Parent/Student Handbook Acknowledgement	Completed 08/09/2024 9:29am
Step 8)	Student Code of Conduct Acknowledgement	Completed 08/09/2024 9:30am
Step 9)	Cell Phone & Electronic Device Policy	Completed 08/09/2024 9:30am
Step 10)	Consent for Non-Emergency Mass Communication	Completed 08/09/2024 9:30am
Step 11)	Acceptable Use Policy	Completed 08/09/2024 9:30am
Step 12)	Food Allergy & Anaphylaxis Emergency Care	Completed 08/09/2024 9:31am
Step 13)	Health Services Form	not completed
Step 14)	SFDRCSID Office of Innovation	skipped
Step 15)	Department of Special Education	skipped
Step 16)	Department of Federal and State Programs	skipped
Step 17)	McKinney-Vento Family Survey	skipped
Step 18)	Migrant Occupational Survey	skipped
Step 19)	Del Rio High School Campus (Gr 10-12)	skipped

**Submit 2025 Student/Family Information Verification**

You have not completed all the required steps

9. Click on the button “Submit Student/Family Information Verification” as seen in **image 13**. If you have successfully completed the entire process, your screen will show the message and options seen in **image 14**.

**Image 13.**



**Image 14.**

