



Atoka Elementary School
**Request for Skyward Family Access
Account**



IMPORTANT: Please complete and sign all forms, include a copy of a photo ID (such as driver's license), and return all information to the front office at ATES. You will be emailed when your account has been set up and activated. Requests for accounts will not be completed unless all paperwork is completed and verified.

Parent / Guardian Name: _____

I am the parent or legal guardian of the following Atoka Elementary student(s): **Grade**

Student Name: First: _____ Middle: _____ Last: _____

Student Name: First: _____ Middle: _____ Last: _____

Student Name: First: _____ Middle: _____ Last: _____

Student Name: First: _____ Middle: _____ Last: _____

Parent email address: _____

(Please double-check for accuracy and make sure it is legible.)

Parent phone number: _____ - _____ - _____ (home, work, or cell)

Username:

Your Skyward Family Access username is automatically assigned by the system and **cannot be changed**. Please secure it in a safe area where you can find it if you happen to forget.

Username assigned: (Will Be Emailed to you) _____ (System Generated)

Password:

Your Skyward Family Access passwords **must contain at least two numbers and a special character**. Once changed, ATES will not be able to see your new password, therefore, change it to something you can remember

All computer access rules and laws to use and privacy outlined in the student handbook, and signed by students, parents, and guardians apply to Skyward accounts.

Verifiable Consent Form

Dear Atoka Elementary School Parent,

Because membership to Skyward Family Access comes with features that require us to collect personal information from your child, we are contacting you to get your consent. Please give us your consent by signing this form and return it to Mrs. Jaclyn Morris, the System Administrator at ATES.

Section 1

COPPA (Children’s Online Privacy Protection Act)

Description: Websites must obtain Verifiable Parental Consent before collecting information from children or permitting them to disclose personal information of children under 13 years.

I am the parent/legal guardian of _____.

I consent to allow my child to become a member of Skyward Family Access.

*Parent signature _____

I consent to allow my child to disclose their email address to be used only by teachers, school administrators and the system administrator at the school for communication purposes.

*Parent signature _____

Section 2

FERPA (The Family Educational Rights and Privacy Act)

Description: Your schools must comply with FERPA. FERPA is federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the US Dept. of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

1. Parents or eligible students have the right to inspect and review the students’ education records maintained by the school.
2. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading.
3. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record.

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.