

Add/Change Guardian Contact information (phone, email, address)

This is the process for updating guardian email, phone and address.

Path: Administrative Access > Student > Student Profile

For all changes, go to Student Profile, Scroll down to the Family tab and click Family.
Open the Guardian record to update

Student Name | Indicators | Student Number | Gender Identity | Birth Date | Age | Grad Year 2028 | Grade 09 | Active True | Current Default Entity / Active 441 / True

Attendance | Audit History | Discipline | Enrollment | Family | Technology At Home | Address Move History

FAMILY 1 OF 1
FAMILY 1 GUARDIANS

Search Order Number | View: Skyward Default | Filter: Skyward Default | Quick Filter

Order Number	Guardian Name	Relationship	Phone Number	Confidential Number	Phone Type	Email Address
1						
2						

Adding/Changing Email Address:

1. On the Guardian record, click on **Contact Information**
 - a. To add an email address, click **Add Email Address**
 - b. To change an email address, click the arrow to open the email address you would like to change

Student List > Student Profile > Student Guardian Details

Guardian Name | Student Name | Indicators | Gender Identity | Birth Date | Age

General | Address Move History | Contact Information | Restricted Access | Skylert Information | Usage History - Family Access | Vehicles

EMAIL ADDRESSES

Search Rank | Change | Skyward Default | Filter: Skyward Default | Add Email Address

Rank	Email Address	Email Type	Note
1		H - Home	

2. Add or change email and click **Save and Back**

Student List > Student Profile > Student Guardian Details > Email Address Details

Full Name | Email Address | Email Type H - Home

Save & Back | Save Changes | Cancel

EMAIL ADDRESS DETAILS

*Email Address new.email@gmail.com

Email Type H | Home

*Rank 1

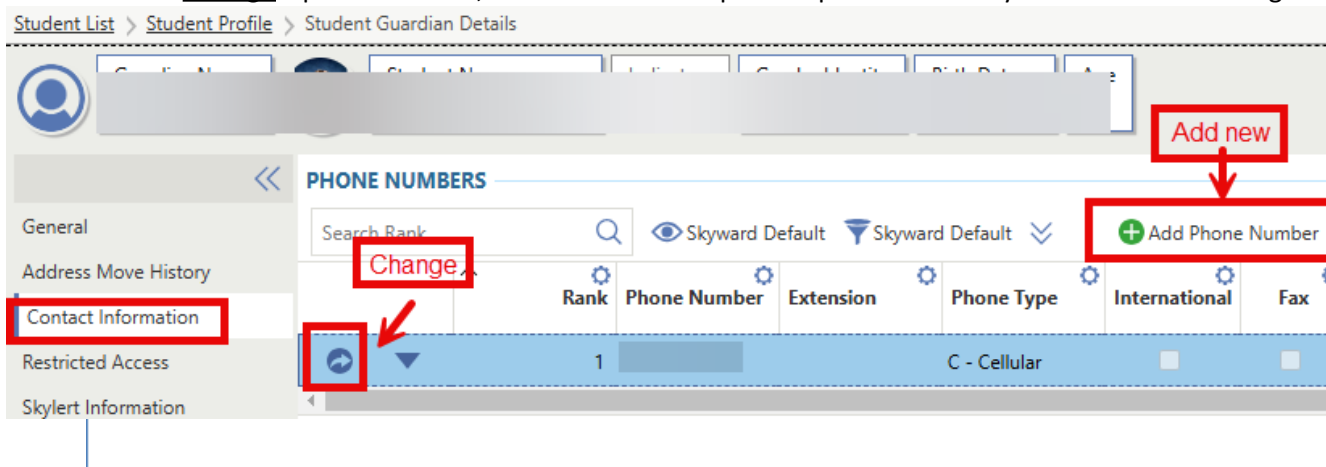
Note

Adding/Changing Phone Number

3. On the Guardian record, click on **Contact Information**

a. To add a phone number, click **Add Phone Number**

b. To change a phone number, click the arrow to open the phone number you would like to change

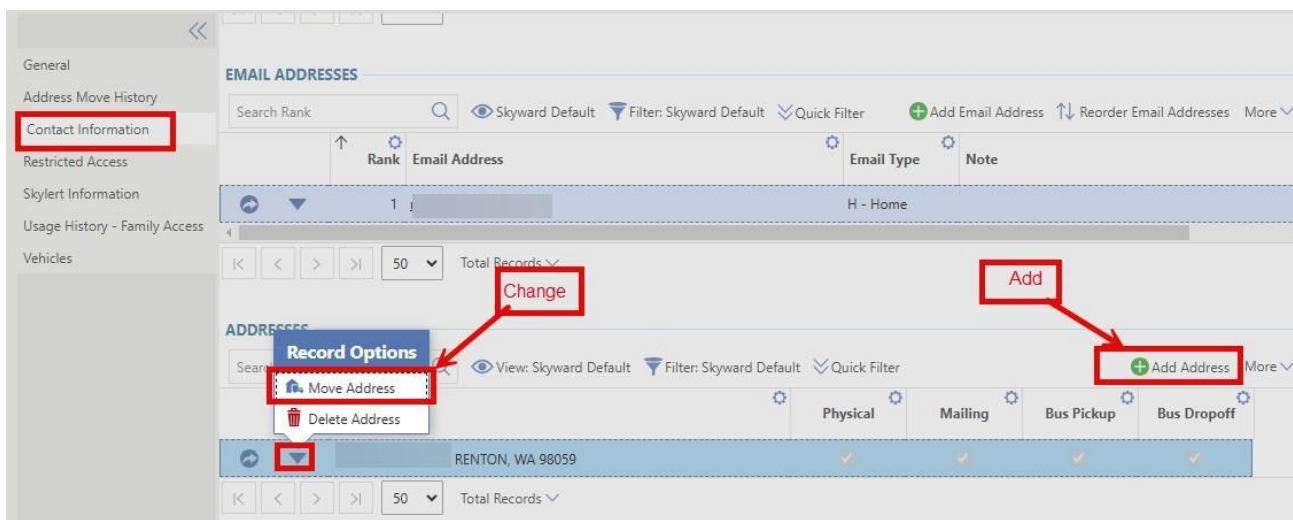


4. Add or change the phone number, then click **Save and Back**

5. On the Guardian record, click on **Contact Information**

a. To add an email address, click **Add Email Address**

b. To change an address, click the down arrow and select Move Address. The next screen will show you which names at the address will be moved. Click **Next**



c. Enter the Street Number, Street Name, City and Zip code of the address. Look in the Search Results at the bottom of the page for the address.

ADDRESS DETAILS

Address Type USB - US Street Based

*Street Number

100

Directional Code

*Street Name

2

Address Secondary Unit

Secondary Unit Number

Address Line 2

*City

Issaquah

*State

WA

*ZIP Code

98027

County

Latitude

Longitude

GEOID

SEARCH RESULTS

Search Full Address



View: Skyward Default

Filter: Skyward Default



Full Address

+ Select Address

1000 2ND AVE ISSAQUAH, WA 98027

+ Select Address

10011 238TH WAY SE ISSAQUAH, WA 98027

+ Select Address

10012 238TH WAY SE ISSAQUAH, WA 98027



Save



Cancel

ADDRESS DETAILS

Address Types

☒ Select

☒ Physical

☒ Mailing

☒ A/P Remit To

☒ PO Order From

☒ 1099

☒ Bus Pickup

☒ Bus Dropoff

☒ W2