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Logging into Skyward Family Access

NOTE: These sites work best in Google Chrome or Firefox.

1. Go to the NEISD home page at www.neisd.net
2. Click on “Skyward Family Access”

3. You can log in to Family Access by clicking on the “Family Access” link in the menu on the left.
4. Log into Skyward Family Access by typing in your username and password and clicking “Sign In”

**If you have never logged into Family Access, and did not receive an email with your Family Access username, please call the Help Desk for your username. They can be reached at (210) 356-HELP (4357) Mon-Fri 7:45am-4:45pm.

**The log in to Skyward Family Access is NOT the same as your previous Parent Portal log in.

5. After signing in, you will be taken to your Family Access Dashboard (Home Page).

From any view in Family Access, you can click on the Home Icon in your toolbar to return to your Home Page and access other tiles and information about your student.
YOUR HOME PAGE

At the top of the window next to the Skyward logo, your student(s) names are displayed.

If you only have one student enrolled, you will see your student’s name at the top of the page and see tiles to access their information.

If you have multiple students enrolled, you will see a “View All Students” heading, and you will see individual headings for each student. This will allow you to view information for all your students at once, or you can see their information individually.

You can return to your home page at any time by clicking on the Home icon in the toolbar.
YOUR TOOLBARS AND MENU

You can access each student’s dashboard individually by clicking on their name in the toolbar.

Click on the Menu button to access your menu options.

Click on the Globe to access Portal applications such as KINS, Ready, Set, Go!, and Immunizations.
Linking your Parent Portal Account to Skyward Family Access

Included below are General Instructions on how to link your Parent Portal Account to Family Access. You must link the accounts to access KINS and Cafeteria Information and other Portal applications.

4. Log into Skyward Family Access by typing in your username and password and clicking “Sign In”

**The log in to Skyward Family Access is NOT the same as your previous/current Parent Portal log in.**

5. After signing in, you will be taken to your Family Access Dashboard.

6. Click on the Globe Icon to access the Portal

7. Click on “Portal”
8. The NEISD Portal will open in a new browser window.

If you have a Portal Account already, type in your username and password and click “Link Account”. This will link your portal account to your Skyward Family Access Account. **If you registered your student this school year using online registration, the username and password you created for online registration is the one you should use here.

**This is a one time occurrence. After you link your account, you will not need to do this again to access the Portal applications.

9. After successfully linking your account you will be taken to your NEISD Portal Dashboard. Click on “Student Information”

10. Here you can access KINS, Cafeteria, and Volunteers.
Basic Navigation and Functions

**HOW TO CHANGE YOUR USERNAME AND PASSWORD**

To Change your Username or your Password for Family Access, Click on the drop down arrow next to your name in the blue toolbar.

**CHANGING YOUR NOTIFICATION EMAILS AND ALERTS**

You can change or update the email notifications you receive for your students. *Discipline, Fee Management, and Food Service are not used by the District and not accessible in Skyward.*

Here you can set alerts for grades and missing assignments.

Click on the My Messages Icon next to your name in the blue toolbar.

This will list any message you have received or sent from Family Access.

Clicking on Settings in this Messages view will also give you options to opt in or opt out of certain notification emails.

The red box shown here on the My Messages Icon indicates that you have new unread messages in your Message Center.
The Academic History Tile provides grade history for school years beginning 2009/2010 to current.

The Assignments Tile lists all the assignments for the student. The list includes Upcoming, Missing, and Past Assignments.

**All information provided in the Assignment Section is dependent on the teacher entering the assignments into Skyward.**

Click on the More Icon at the bottom of the list to see more assignments.
**Attendance**

The Attendance Tile will provide all tardies and absences for the student. A summary of the year to date is provided at the top, and the specific dates, times, reason, and class period is provided in the table.

Use the Legend at the top right of this screen to see the list of attendance codes and their meanings.

To see the detail of a specific absence, click on the arrow next to that absence.

Click on the More button at the bottom of the list to see more absence and tardy records.

**Career Plans**

The Career Plans tile indicates the plan that is in place for the student to meet graduation requirements. It specifies which classes will be taken in each grade level. It also shows credits that are complete, those in process, and those remaining to earn.

*This tile will not provide any information for Elementary level students.*
Course Request Forms are only available to parents/guardians of Middle & High School students or 5th grade students that are going to Middle School next school year.

Here you can see the courses your student has requested.

If the student has declared an Endorsement they want to pursue, it will be indicated here. You can also see a list of the endorsements that are available to the student at their school.

Click on the arrow next to the endorsement to view the declaration agreement.

This tile is a continuation of the Endorsements tile. Here you can see the endorsement requirements as well as the number of credits the student has earned for each endorsement. Click on “View Option Description” to see the specific requirements for the endorsement.
The Grades Tile lists the current grade the student has in each Course. The column highlighted indicates the current grading period, therefore this grade is subject to change as more assignment grades are added by the teacher.

Choose to view Current Classes or All Year’s grades by making your selection using the buttons above the student’s name.

Use the Legend at the top right of this screen for the list of abbreviations used on this page and their meanings.

A ☞ indicates that a grade was Transferred.

Click on the “T” icon to see what grade was transferred from the previous school.

From this window, you can open the Grading Scale and the Grade Calculations to see how the grades are calculated.

**All information provided in the Grades Section is dependent on the teacher entering the assignment grades into Skyward.**
**GRADUATION PLAN**

Here you will find information about graduation requirements including the name of the plan, the required credits, and the courses. This can be used to see progress toward graduation.

Click on the arrow next to a course to see details specific to that course.

**ONLINE ASSIGNMENTS**

If the student’s teacher assigns online assignments, those assignments will be listed in this section.

**PORTFOLIO**

Transcripts for High School students can be found by using the Portfolio Tile.

Use the download icon to download and view Transcripts.
Report Cards that have been issued for the student beginning in year 2018/2019 can viewed here.

Use the download icon to download and view/print the report card.

View the detailed class schedule student with the Schedule Tile. You can change your view from “All Year” to “Weekly” by choosing your view above the student name as shown below.

Listed on this screen are the Course Name, the Teacher for that Course, the Course Number and the Room.

At the top of this screen, use the Print Icon to print the schedule.

Clicking on the Individual Course Name will bring up details like the teacher’s email address and the time of the class.

Use the Legend icon to view the list of abbreviations used on this screen and their descriptions.
The Student Profile tile will show details regarding your student such as their student email address and School Information. It will also list the current address and email on file for your family as well as Emergency Contacts for the student.

You can use this tile to update the Parent/Guardian phone numbers and email addresses. You CANNOT update an address here.

To update the family information, click on the “Edit” icon next to the “YOUR FAMILY INFORMATION” title.

**If you have more than one student, you will only need to complete this ONCE. The update will carry over automatically to every student included in your Family Access Account.

** ONLY phone numbers and email addresses can be updated online. ALL address changes MUST be done at the campus.
These forms are provided for you to update Emergency Contacts and update your paperless options for report cards and progress reports. Throughout the year, forms may be added or removed as they apply to your students’ campus.

Some tiles listed here will be strictly informational in nature.

The Paperless Options online form provides you the opportunity to select a printed report card or progress report for your students’

The Emergency Contact Update form is where you can easily update, add, or delete emergency contacts for your student. Changes made on this form apply only to one student and not to the family as a whole.

All changes must be approved by the campus before they will reflect on your students’ profile.
Below you can find the legends for Elementary, Middle, and High School Attendance Codes and Reporting Period Abbreviations along with a Breakdown of the printed Report Card

**Legends can also be found in Family Access by clicking on the Legend Icon in the top right of the Attendance and/or Report Card Views.**

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**ELEMENTARY SCHOOL**

**ELEMENTARY ATTENDANCE CODE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>CODE</th>
<th>DESCRIPTION</th>
<th>CODE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>C</td>
<td>Court/Citizenship</td>
<td>P</td>
<td>Visit Parent/Guardian</td>
</tr>
<tr>
<td>E</td>
<td>Excused Absence</td>
<td>Q</td>
<td>FPS Court Ordered Activity</td>
</tr>
<tr>
<td>F</td>
<td>Field Trip</td>
<td>R</td>
<td>Serving as Election Clerk</td>
</tr>
<tr>
<td>G</td>
<td>Taps at Veteran Funeral</td>
<td>S</td>
<td>School Business</td>
</tr>
<tr>
<td>H</td>
<td>Out-of-School Suspension</td>
<td>T</td>
<td>Tardy</td>
</tr>
<tr>
<td>HBG</td>
<td>Home Bound General Ed</td>
<td>U</td>
<td>Unexcused Absence</td>
</tr>
<tr>
<td>HBS</td>
<td>Home Bound Special Ed</td>
<td>V</td>
<td>Doctor Visit</td>
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<td>In-School Suspension</td>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>J</td>
<td>Religious Holy Day</td>
<td>X</td>
<td>Extenuating Circumstances</td>
</tr>
<tr>
<td>K</td>
<td>College/University Visit</td>
<td>Y</td>
<td>Testing</td>
</tr>
<tr>
<td>M</td>
<td>With Admin / Nurse / Counselor</td>
<td>Z</td>
<td>Off-Campus PE</td>
</tr>
<tr>
<td>N</td>
<td>No Show at Beginning of Year</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**ELEMENTARY REPORTING PERIOD ABBREVIATIONS**
1. Student's full name, Primary Guardian's full name, Street address on record for the student.
2. Student's Id number and current grade level
3. Class Period that the course takes place. Elementary level courses will always show “2” as the period.
4. Course title
5. Course instructor's full name
6. Length of the course. Elementary level courses are all full year “Y” courses.
7. Term for the specified course grade. See the page above for specific term label descriptions.
8. Grade for the course for the specified term. Some courses have only Conduct grades (E, S, N, U) instead of number grades.
9. Attendance for the specified term on the left, Attendance totals for the Year are on the right.
10. Legend for grades and conduct codes that are listed in the term column.
MIDDLE SCHOOL

MIDDLE SCHOOL ATTENDANCE CODE DESCRIPTIONS

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<td>Visit Parent/Guardian</td>
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<tr>
<td>E</td>
<td>Excused Absence</td>
<td>Q</td>
<td>FPS Court Ordered Activity</td>
</tr>
<tr>
<td>F</td>
<td>Field Trip</td>
<td>R</td>
<td>Serving as Election Clerk</td>
</tr>
<tr>
<td>G</td>
<td>Taps at Veteran Funeral</td>
<td>S</td>
<td>School Business</td>
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<td>H</td>
<td>Out-of-School Suspension</td>
<td>T</td>
<td>Tardy</td>
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<td>HBG</td>
<td>Home Bound General Ed</td>
<td>U</td>
<td>Unexcused Absence</td>
</tr>
<tr>
<td>HBS</td>
<td>Home Bound Special Ed</td>
<td>V</td>
<td>Doctor Visit</td>
</tr>
<tr>
<td>I</td>
<td>In-School Suspension</td>
<td>W</td>
<td>Withdrawn</td>
</tr>
<tr>
<td>J</td>
<td>Religious Holy Day</td>
<td>X</td>
<td>Extenuating Circumstances</td>
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<tr>
<td>K</td>
<td>College/University Visit</td>
<td>Y</td>
<td>Testing</td>
</tr>
<tr>
<td>M</td>
<td>With Admin / Nurse / Counselor</td>
<td>Z</td>
<td>Off-Campus PE</td>
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<td>No Show at Beginning of Year</td>
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MIDDLE SCHOOL REPORTING PERIOD ABBREVIATIONS

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<th>DESCRIPTION</th>
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<td>T1</td>
<td>Term 1</td>
</tr>
<tr>
<td>S2</td>
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<td>CZ3</td>
<td>Citizenship 3</td>
<td>CZ4</td>
<td>Citizenship 4</td>
</tr>
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</table>
# How to Read the Middle School Report Card

**LOPEZ MIDDLE**  
23103 HARDY OAK BLVD  
SAN ANTONIO, TX 78258-1953

**Report Card**  
Run Date: 11/12/2018

## CLASS INFORMATION

<table>
<thead>
<tr>
<th>Period</th>
<th>Course</th>
<th>Teacher</th>
<th>Length</th>
<th>T1</th>
<th>CIT</th>
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<tbody>
<tr>
<td>1</td>
<td>ATHLETICS-8TH</td>
<td>BARGANIER, CAITLIN</td>
<td></td>
<td>105</td>
<td>S</td>
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<tr>
<td>2</td>
<td>ENG 8 PREAP</td>
<td>MYERS, REBECCA</td>
<td>Y</td>
<td>87</td>
<td>E</td>
</tr>
<tr>
<td>3</td>
<td>TEACHER AIDE</td>
<td>MACKAY, MICHELLE</td>
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<td>100</td>
<td>S</td>
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<tr>
<td>4</td>
<td>AM HISTORY</td>
<td>RAMOS, JOSHUA</td>
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<td>93</td>
<td>S</td>
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<td>5</td>
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<td>S</td>
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<td>6</td>
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<td>88</td>
<td>S</td>
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<tr>
<td>7</td>
<td>MATH 8</td>
<td>HARRIS, CEIL</td>
<td>Y</td>
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<td>S</td>
</tr>
<tr>
<td>8</td>
<td>ACAD INDIV MOT</td>
<td>HOYER, DIANA</td>
<td>Y</td>
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## ATTENDANCE

<table>
<thead>
<tr>
<th>Term</th>
<th>Excused</th>
<th>Unexcused</th>
<th>Other</th>
<th>Absent</th>
<th>Tardy</th>
<th>Year Totals</th>
<th>Excused</th>
<th>Unexcused</th>
<th>Other</th>
<th>Absent</th>
<th>Tardy</th>
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<td>3.00</td>
<td>0.00</td>
<td>0.00</td>
<td>7.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

**LEGEND**

- **8b** Grade Reporting and Course Codes:  
  - 70-100 = PASSING  
  - Below 70 = FAILING  
  - I = INCOMPLETE  
  - NC = NO CREDIT  
  - WD = WITHDRAWN FAILING

- **9b** Citizenship Codes (CIT):  
  - E = EXCELLENT  
  - S = SATISFACTORY  
  - N = NEEDS IMPROVEMENT  
  - U = UNSATISFACTORY

**11** Students must meet state eligibility requirements in order to participate in EXTRACURRICULAR ACTIVITIES.

**12** Beginning in the spring 2012, the State of Texas Assessments of Academic Readiness (STAAR) began phasing out the Texas Assessment of Knowledge and Skills (TAKS). At high school, grade specific assessments were replaced with five end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History. According to the Texas Education Agency (TEA), the English I and English II tests will continue to have separate reading and writing tests for the July 2013 test administration and the December 2013 test administration. English I and English II assessments that combine reading and writing will be available beginning in spring 2014. The TEA states the purpose of the EOC assessments is to measure students' academic performance in core high school courses and to become part of the graduation requirements, beginning with the freshman class of 2011-2012. To graduate, a student must pass each individual EOC at Level II: Satisfactory Academic Performance. The STAAR graduation requirements apply to students first entering the ninth grade in fall 2011 and after.

All other high school students will graduate under the TAKS program. Visit www.nisd.net/staar or contact your counselor for more information about the STAAR/EOC assessments.

1. Student’s full name, Primary Guardian’s full name, Street address on record for the student.
2. Student’s ID number and current grade level
3. Class Period in which the course takes place.
4. Course title
5. Course instructor’s full name
6. Length of the course. “Y”-full year course “YS1”-first semester only course “YS2”-second semester only course
7. Term for the specified course grade. See the page above for specific term label descriptions.
8a. Grade for the course for the specified term.
8b. Legend for grades and codes listed in the term column.
9a. Citizenship (Conduct) Codes for the course.
9b. Descriptions of the Citizenship Codes.
10. Attendance for the specified term on the left, Attendance totals for the Year are on the right.
11. UIL statement of eligibility for sports and other extracurriculars
# HIGH SCHOOL

## HIGH SCHOOL ATTENDANCE CODE DESCRIPTIONS

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<td></td>
</tr>
</tbody>
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## HIGH SCHOOL REPORTING PERIOD ABBREVIATIONS

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<tr>
<td>S1</td>
<td>Semester 1</td>
<td>T1</td>
<td>Term 1</td>
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<td>Semester 2</td>
<td>T2</td>
<td>Term 2</td>
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<td>Semester Exam 2</td>
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<td>Citizenship 1</td>
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<td>CZ3</td>
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<td>Citizenship 4</td>
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</table>
# How to Read the High School Report Card

**Class Information**

<table>
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<tr>
<th>Period</th>
<th>Course</th>
<th>Teacher</th>
<th>Length</th>
<th>T1</th>
<th>CIT</th>
<th>Abs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>BAND II</td>
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<td>87</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>7</td>
<td>ALG II-PRE-AP</td>
<td>BECKEN, WAYNE</td>
<td>Y</td>
<td>79</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>8</td>
<td>INST ENSEM II</td>
<td>MORRISON, DANIEL</td>
<td>YS1</td>
<td>87</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Legend**

- **8b.** Grade Reporting and Course Codes:
  - 70-100 = PASSING
  - Below 70 = FAILING
  - I = INCOMPLETE
  - N = NO CREDIT
  - WD = WITHDRAWN FAILING

- **9b.** Citizenship Codes (CIT)
  - E = EXCELLENT
  - S = SATISFACTORY
  - N = NEEDS IMPROVEMENT
  - U = UNSATISFACTORY

- **11.** Students must meet state eligibility requirements in order to participate in EXTRACURRICULAR ACTIVITIES.

- **12.** Beginning in the spring 2012, the State of Texas Assessments of Academic Readiness (STAAR) began phasing out the Texas Assessment of Knowledge and Skills (TAKS). At high school, grade specific assessments were replaced with five end-of-course (EOC) assessments: Algebra I, Biology, English I, English II, and U.S. History. According to the Texas Education Agency (TEA), the English I and English II tests will continue to have separate reading and writing tests for the July 2013 test administration and the December 2013 test administration. English I and English II assessments that combine reading and writing will be available beginning in spring 2014. The TEA states the purpose of the EOC assessments is to measure student academic performance in core high school courses and to become part of the graduation requirements. Beginning with the freshman class of 2011-2012, to graduate, a student must pass each individual EOC at Level III: Satisfactory Academic Performance. The STAAR graduation requirements apply to students first entering the ninth grade in fall 2011 and after. All other high school students will graduate under the TAKS program. Visit www.tea.state.tx.us or contact your counselor for more information about the STAAR/EOC assessments.

1. Student’s full name, Primary Guardian’s full name, Street address on record for the student.
2. Student’s ID number and current grade level.
3. Class Period in which the course takes place.
5. Course instructor’s full name.
6. Length of the course. “Y”-full year course “YS1”-first semester only course “YS2”-second semester only course.
7. Term for the specified course grade. See the page above (pg 6) for specific term label descriptions.
8a. Grade for the course for the specified term.
8b. Legend for grades and codes listed in the term column.
9a. Citizenship (Conduct) Codes for the course (if reported).
9b. Descriptions of the Citizenship Codes.
10. Attendance for the specified course. Absences are recorded individually for each class period.
11. UIL statement of eligibility for sports and other extracurriculars.
12. Notice of state required testing.
From your app store on Android or iPhone, download and install the Skyward Mobile Access app.

After installation, Open the app and Add an Account. You can search for North East ISD by location, postal code, or school district name.

For the purposes of this example, I searched using my postal code (zip code)

After entering your zip code and searching, you will see a list of school districts. Select “NORTH EAST ISD” from the list.
On the next screen, Select the “School Management” product.

Next, Enter your username and password for Family Access.
You do not need to enter any information in the Description or Access URL fields.
After you have entered your username and password, click the “Save” Icon at the top right of your screen.
(Remember, this username and password are different from your Parent Portal credentials)
If you need assistance logging in, please contact the Help Desk at (210) 356-HELP Mon-Fri 7:45-4:45

Next, create a 4-digit passcode. This adds a layer of security to your Family Access account.
You can choose any four numbers.
After you have entered your passcode, select the checkmark at the bottom of the keypad.
After setting your passcode, you will be prompted to select if you would like to require a passcode each time you open the application OR only when you have been away for 10 minutes or more.

Make your selection.

This can be changed in the account settings later if you desire.

You should now see your Account in the Account List.

This is where you can make changes to your passcode (the 4-digit pin you created) and the passcode settings.

To edit your passcode settings and passcode, click on the Cog icon at the top of the screen.

Any changes you make will be saved automatically. After you have finished making your changes, click the back button on your device to return to the Account List screen.
Select your Account in the Account List to open Family Access.

You will be taken to your Home Page. Here you can access Assignments, Attendance, Grades, Report Card History, Schedule, and Student Profile for each student you have in the District.

If you have more than one student enrolled, use the drop-down arrow next to your student’s name to see your other students’ information.

Notification settings can be changed by accessing your message center.

Click on the Mail icon \[
\text{to open the Message Center.}
\]

To open your notification and message settings, click on the Cog \[
\text{icon at the top of the message center screen.}
\]
There are many settings listed. Scroll down the screen to see all the settings you can modify.

When you have made all the changes necessary, click on the Save & Back icon at the top of the screen. (**The Save icons will not show unless you have made changes to your settings.)
The Menu Icon is another way to access your students’ information. Click on the Menu Icon and the menu item to access:

- **Select Your Name** to access User Preferences and “Sign-Out”
- **Select Attendance** to view your student’s current attendance record.
- **Select Gradebook** to view your student’s assignments.
- **Select Grading** to access Academic History, Current Grades, and Report Cards
- **Select Scheduling** to view your student’s current schedule.
- **Select Student** to view your Student’s Profile information (school, ID, address, etc.)
Some functions that are available in the desktop version of Family Access are not available on the Mobile Access App.

Functions that are not available in Mobile Access include:

- **Password or PIN reset**—You cannot change or recover a forgotten password or PIN in Mobile Access. This can only be done on the desktop version.
- **Online Forms**—You cannot Update Emergency Contact information or Edit your email address and phone number in your Student’s Profile.

To access Portal applications on your mobile device, you will need to use the North East ISD App. This can be downloaded from your app store in Android or iPhone.

You will access Skyward through this app in order to access the Portal for KINS, Cafeteria and other portal applications.
Frequently Asked Questions

* When I log in, I see a message that says I am not the guardian of any students.
  * If you see the message in the image below when you log into Family Access, please click on your student’s name or the “View All” icon if you have more than one student. This will take you to your dashboard so you can see your students’ information. *This is a known issue that we are actively working to resolve.*

* I am receiving notifications about missing assignments from last semester (or last term).
  * You will need to go into your notification settings in Family Access and indicate that you only want to receive notifications for the Current Grading Period.
    1. Open your message center by clicking on the “My Messages” Icon in your toolbar (top of your screen to the right)
    2. Open your settings by clicking on the “Settings” Icon located at the top right of your Message Center.
    3. Scroll about halfway down the list to the “MISSING ASSIGNMENT NOTIFICATION” section. Put a checkmark in the box next to “Only Send me Notifications for the Current Grading Period”
    4. Click “Save & Back” (at the top of the message center on the left) to save your changes.
- I linked my Parent Portal Account, but I cannot see my student’s information in the Portal (or I cannot see my student in KINS).
  - Please contact the Help Desk at (210) 356-HELP (4357) Mon-Fri 7:45am-4:45pm

- I have more than one student, when I click on the Home Icon to go back home, I cannot see all my students.
  - Click on the View All button at the top of your screen. This will show you the view with all of your students.

- I have a Family Access account, but I cannot remember my password.
  - Below are instructions to reset your Family Access password:

  1. After clicking on the Skyward Family Access link on the NEISD home page, click on the red text on the right of the page that says: “I have an account and I forgot my password”

  2. Next enter your Family Access user name OR the email address associated with your account (You do not need to enter information in both fields). Click Submit.

  3. After you click submit, you will see a message that says “A message has been sent to the email associated with this account”. Use the link in that email to reset your password.
1. On Your Dashboard, click on the Online Form tile labeled “Emergency Contact Updates”

*Note: If you have more than one student, you will need to complete this form for each student individually.

2. Click on the green “Start” button to begin the online form.

Guardians will be the first Emergency Contacts listed for the student by default.

Information for Guardians should be updated with the “Update Contact Information” process shown on the previous page. It cannot be updated here.

Add a new contact by clicking the “Add Emergency Contact” Button.

Remove a current contact by clicking the “Remove Emergency Contact Button”
5. When your changes are complete, click on the “Complete & Review” button.

6. Review the information on this page for accuracy. If you need to make changes to anything, click on the “Edit” icon near the top right of the form.

7. When you are ready to submit your changes, click the checkbox to confirm accuracy and click the “Submit Form” button.

8. Click the “Home” icon to return to your Dashboard.

**NOTE: EMERGENCY CONTACT UPDATES ARE NOT IMMEDIATE.** The updates must be reviewed by the Data Processor on the campus before they will take effect. If you have a contact that needs to be added immediately, complete this form and then contact the Campus Data Processor.