



# Hayden Peak Elementary School

*Engage \* Empower \* Excel*

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Jennifer Fisher, Principal Cathryn Ford, Assistant Principal  
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July 30, 2021

Dear Parents,

Welcome to another school year! It is time to once again complete the annual "*Registration for School*". It is imperative that you log on to Skyward to review your information, such as phone numbers, email addresses, emergency contacts, medical information, network acceptable use (in order to use the computers at school), etc. Applications for free or reduced lunch are also found in the online enrollment information. **Please log on NOW** to complete your registration.

When you complete your *Registration for School* you will be able to view your student(s) teacher names. Look for the "Advisor". Please complete this as soon as possible, and certainly before our Back To School Open House on Monday, August 16<sup>th</sup> so you know who your child's teacher will be.

The Skyward program provides access to grades, attendance and other information such as lunch account balances for parents and students through Family Access.

"Skylert" is an automated calling system. One of the services provided is the "Attendance Calling Notifications" if your student is absent. This call is sent out at 9:45 a.m. Skylert is also used to send general information messages and emergency messages to our families using the phone numbers and email addresses on Skyward. It is crucial that your email address and phone numbers are correct in Skyward so that you are able to receive these important message.

On the following page you will find instructions for logging in to Skyward and step-by-step instructions for completing your *Registration for School*. The primary guardian is the only one who can complete the *Registration for School*. If you do not know your Skyward Login and password click on the "forgot my login" or "forgot my password" link, or call the school office 801-280-0722.

Additional guardians will have their own password and login. If you desire to have this login and password please call the school office. Please be aware that although secondary guardians have Skyward access, only the primary guardian is able to complete the *Registration for School*.

We encourage you to visit this site often to check grades and lunch account balances. While visiting your Skyward Family Access site please make sure your account information is accurate. Please update your phone numbers, email addresses, or emergency contacts if they change during the school year. If you have any questions, please call the school at 801-280-0722.

Patrons without computer access may use a computer located in the Hayden Peak office.

School starts at 8:30 a.m. on Tuesday, August 17th for grades 1-6, and Wednesday, August 25<sup>th</sup> for kindergarten.

Sincerely,

*Jennifer Fisher*

Jennifer Fisher  
Principal

*Cathy Ford*

Cathy Ford  
Assistant Principal

To log on to Skyward:

1. Navigate to [www.jordandistrict.org](http://www.jordandistrict.org)
2. From the drop-down menu under *Parents & Students*, click on *Family Access (Skyward)*.
3. After the *Family Access* page opens, enter your Login and Password in the appropriate boxes.
4. Once logged into *Family Access*, you can view information for each of the students in your family, independently or all students at once. Use the links in the left pane to navigate to the various information screens where you can view and print student information.

When you are beginning current *Registration for School*, you will click on the tab to the left. Choose the student you wish to verify enrollment for. On the *Family Access* wall click on the blue link for the student you want to verify.

Be sure to check the "I have completed this step" box at the end of each step.

If you have more students to verify, you will need to go back to the Current *Registration for School* screen and choose the next student.