

# STUDENT ONLINE INFO UPDATE - PARENTS

## PARENT INSTRUCTIONS FOR STUDENT ONLINE INFORMATION UPDATE

1. In Family Access - Click on STUDENT ONLINE INFORMATION UPDATE

The screenshot shows the Skyward Family Access interface. At the top left is the Skyward logo and 'Family Access All Students' with a dropdown arrow. At the top right is a 'District Links' icon and a notification 'You have unread messages'. The left sidebar contains a menu with 'Home', 'Student Online Information Update' (highlighted with a red box), 'Calendar', 'Gradebook', 'Attendance', and 'Student Info'. The main content area features a red header 'Family Access for HERNANDO VIRTUAL INSTRUCTION is disabled' followed by the text 'Coming Soon! Family Access has been temporarily disabled to prepare for the new scho year.' Below this is another red header 'Missing Email Address!' with the text 'You currently do not have an email address entered. Either go to your Account to enter one, or click the checkbox below if you wish to not provide an email address at this time.' and a checkbox labeled 'Do not record an Email Address'.

2. Pop-up box appears showing your child/children. Click on your child or one of your children to begin.

The screenshot shows a pop-up box for Suncoast Elementary School. The box has a title 'SUNCOAST ELEMENTARY SCHOOL' and contains the text: 'Please be sure to complete all required steps and make sure you submit it when you are finished. If you have any issues please contact the registrar at your child's school.' Below the text is a profile picture placeholder and the text '2023-2024'. At the bottom are two links: 'View History' and 'View Unread Denials'.

3. Returning Student Information Update screen appears. Click 1a – Student Information to begin.

**RETURNING STUDENT INFORMATION UPDATE**  
(HERNANDO HIGH SCHOOL 2022-2023)

**INSTRUCTIONS**  
Please complete all required steps and forms for your child. Make sure you remember to click the Submit button when you are finished. Any questions, please contact the Registrar at your child's school.

**INSTRUCTIONS**

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. PROOF OF NEW RESIDENCE
3. Custom Form
4. Complete RETURNING STUDENT INFORMATION UPDATE

Next

Close and Finish Later

4. **Step 1a Verify Student Information** - Only specific fields will be available for you to make changes. Below are the changeable fields and the type of approval, if applicable.
  - a. **Has Internet Access** - changes to this will **automatically** update your child's record.
  - b. **Home Phone/Second/Third Phone** - Approval Needed to accept change
  - c. **Allow Publication of Student's Name for:** All 4 fields below will Auto Approve – your child's record will automatically update your change
    - i. Higher Ed Use
    - ii. Public Use
    - iii. District Use
    - iv. Local Use

**Step 1a. Verify Student Information: Student Information**[Undo](#)**(Required)**

Fraudulent documentation is any information provided by the parent or other entity that falsely represents the parent's place of residence for school enrollment. Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties, shall be guilty of a misdemeanor of the second degree, punishable by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525).

**General Information**

First: <input type="text"/>	Middle: <input type="text"/>
Last: <input type="text"/>	Suffix: <input type="text"/>
Birthday: <input type="text"/>	Gender: <input type="text"/>
Gender Identity: <input type="text"/>	Other Name: <input type="text"/>
Language: <input type="text"/>	Race: <input type="text"/>
Native Language: <input type="text"/>	
<input type="checkbox"/> Do you have internet access?	
<input type="checkbox"/> Do you have a device to access eLearning material?	
Home Phone: <input type="text"/>	Ext: <input type="text"/>
<input type="text"/>	Ext: <input type="text"/>
<input type="text"/>	Ext: <input type="text"/>
School Email: <input type="text"/>	Home Email: <input type="text"/>
Birth State: <input type="text"/>	
Birth Country: <input type="text"/>	
Birth County: <input type="text"/>	

**INSTRUCTIONS**

1. Verify Student Information

**a. Student Information**

b. Family Address

c. Family Information

d. Emergency Information

e. Emergency Contacts

2. PROOF OF NEW RESIDENCE

3. Custom Form

4. Complete RETURNING STUDENT INFORMATION UPDATE

[Previous Step](#)[Next Step](#)[Close and Finish Later](#)**Allow Publication of Student's Name for: ?**Military Use: Higher Ed Use: Public Use: District Use: Local Use: [Complete Step 1a Only](#)[Complete Step 1a and move to Step 1b](#)


- You have the option to complete only the step you are updating, or complete the step and move on to the next step. If you do not have any changes to a step, click **Complete Step xx and move to Step xx**. You also have the option to **Close & Finish Later**.

5. **Step 1b- Family Address** - All fields will be available for you to make changes, **Approval will be needed to accept changes**.

**Step 1b. Verify Student Information: Family Address (Required)** Undo

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**Address** [Preview Address](#)

Street Number:  Street Dir:  Street Name:  


SUD:  # :  P.O. Box:

Address 2:

Zip Code:  34604 Plus 4:  City/State:  Brooksville, FL

County:

**Mailing Address**  Same as Address

Street Number:  Street Dir:  Street Name:  

SUD:  # :  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

INSTRUCTIONS

1. Verify Student Information
  - a. Student Information
  - b. Family Address**
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. PROOF OF NEW RESIDENCE
3. Custom Form
4. Complete RETURNING STUDENT INFORMATION UPDATE

6. **Step 1c – Family Information** - All fields will be available for you to make changes, and the type of approval, if applicable.

- **These fields will Auto Approve – changes made will automatically update your child’s record.**

a. Employer

- **These fields will need Approval before your child’s record is updated.**

- a. Primary Phone
- b. Second Phone
- c. Third Phone
- d. Relationship
- e. Primary Address - **NOTE: You will be required to attach proof of residence**
- f. Mailing Address
- g. County
- h. Custodial
- i. Home Email
- j. Home Language

**Step 1c. Verify Student Information: Family Information** (Required) Undo

Fraudulent documentation is any information provided by the parent or other entity that falsely represents the parent's place of residence for school enrollment. Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties, shall be guilty of a misdemeanor of the second degree, punishable by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525).

**Family Options**  
 Student's Home Language:   Receive a Paper Copy of Report Card

Guardian Number: 1  
 Name:  Primary Phone:  Ext:   
 Custodial  Cell  Ext:   
 Relationship:   Ext:   
 Employer:   
 Home Email:

Guardian Number: 2  
 Name:  Cell  Ext:   
 Custodial  Ext:   
 Relationship:   
 Employer:   
 Home Email:

**INSTRUCTIONS**

1. Verify Student Information
  - a. Student Information
  - b. Family Address
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2. PROOF OF NEW RESIDENCE
3. Custom Form
4. Complete RETURNING STUDENT INFORMATION UPDATE

7. **Step 1d – Emergency Information** – These fields are available for you to make changes and will be **Auto Approved** – changes made will automatically update your child's record.
- a. Physician
  - b. Dentist
  - c. Hospital
  - d. Insurance
  - e. Policy

**Step 1d. Verify Student Information: Emergency Information** (Required) Undo

Fraudulent documentation is any information provided by the parent or other entity that falsely represents the parent's place of residence for school enrollment. Whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his or her official duties, shall be guilty of a misdemeanor of the second degree, punishable by law (F.S. 837.06) or guilty of perjury by false written declaration, a felony of the third degree (F.S. 92.525).

Critical Alert Information

*Last Name, First*

Physician:

Dentist:

Hospital:

Insurance:

Policy:

**INSTRUCTIONS**

1. Verify Student Information
  - a. Student Information
  - b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
2. PROOF OF NEW RESIDENCE
3. Custom Form
4. Complete RETURNING STUDENT INFORMATION UPDATE

8. **Step 1e – Emergency Contacts** - All fields will be available for you to make changes and all changes will be **Auto Approved** – changes made will automatically update your child's record.



- You can also Add Emergency Contacts (maximum 5 contacts), and they will be **Auto Approved** – changes made will automatically update your child's record.
- You can Change Emergency Contact Order – who you want called 1<sup>st</sup>, 2<sup>nd</sup>, etc.
- Delete Emergency Contact – **You cannot delete the other parent unless you supply a court document stating the other parent cannot have contact/access to your child. All requests to Delete Emergency Contact are set as Approval needed before change request is updated on your child's record.**

**Step 1e. Verify Student Information: Emergency Contacts** (Required) Undo

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INSTRUCTIONS

1. Verify Student Information
  - a. Student Information
  - b. Family Address
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  - d. Emergency Information
  - e. Emergency Contacts**
2. PROOF OF NEW RESIDENCE
3. Custom Form
4. Complete RETURNING STUDENT INFORMATION UPDATE

Previous Step   Next Step  
Close and Finish Later

Add Emergency Contact   Change Emergency Contact Order

Contact Number:  Delete this Emergency Contact

First:    Primary Phone:  Ext:   
 Middle:      Ext:   
 Last:      Ext:   
 Relationship:    Pick Up:

Comment:

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Contact Number:  Delete this Emergency Contact

First:    Primary Phone:  Ext:   
 Middle:      Ext:   
 Last:      Ext:   
 Relationship:    Pick Up:

Complete Step 1e Only   Complete Step 1e and move to Step 2

## 9. Step 2 – VERIFY ETHNICITY/RACE

- Changes you wish to make to this area will require **Approval** before your child's record is updated.

## 10. Step 3 – ATTACHMENTS - PROOF OF NEW RESIDENCE

- If you are changing your residence address, you will be **required** to upload one of the required documents listed below:
  - Current Electric or Water bill in your name and new address; or
  - Rent receipt, Mortgage Agreement, in your name and new address, or copy of Lease with the name of the lessor and contact information; or

- Home purchase contract that includes a specified or tentative closing date. A record of sale must be provided within 30 days after the closing date.

<p><b>Step 2. PROOF OF NEW RESIDENCE (Optional)</b></p> <p>One of the following must be provided in the name of the person registering the child:</p> <p>Current Electric or Water bill; or</p> <p>Rent receipt, Mortgage Agreement, or copy of Lease with the name of the lessor and contact information; or</p> <p>Home purchase contract that includes a specified or tentative closing date. A record of sale must be provided within 30 days after the closing date.</p> <p>Proof New Residency : <input type="button" value="Choose File"/> No file chosen</p>	<p><b>INSTRUCTIONS</b></p> <ol style="list-style-type: none"> <li>1. Verify Student Information             <ol style="list-style-type: none"> <li>a. Student Information</li> <li>b. Family Address</li> <li>c. Family Information</li> <li>d. Emergency Information</li> <li>e. Emergency Contacts</li> </ol> </li> <li><b>2. PROOF OF NEW RESIDENCE</b></li> <li>3. Custom Form</li> <li>4. Complete RETURNING STUDENT INFORMATION UPDATE</li> </ol> <p><input type="button" value="Previous Step"/> <input type="button" value="Next Step"/></p> <p><input type="button" value="Close and Finish Later"/></p>
<p><input type="button" value="Complete Step 2 Only"/> <input type="button" value="Complete Step 2 and move to Step 3"/></p>	

11. **Step 4 – Custom Form** – This step will include applicable forms required for each student for you to complete. Below is an example of the **FA - Health Service Consent Form and FA - Parent & Student Acknowledgement Form**. Additional forms may be included for required completion.

**HEALTH SERVICES CONSENT**

**23-24**

Student's School Desc:

Date:

Parent's Name:

Parent's Contact Number:

- **Per State Statute**, parental consent is required for the healthcare services listed below. If you agree to allow your student to receive all or any of these services below if/when they are needed, please check the appropriate boxes in each section.
- **Emergency services will be provided to all students according to the standards found in the Florida Emergency Guidelines for Schools** <https://www.floridahealth.gov/programs-and-services/childrens-health/school-health/reports-information.html>.
- This consent will remain in effect for **one school year** or you may indicate in writing that you wish to rescind this consent for school health services. As required by law, a new consent form is needed every school year.
- Separate parent/guardian authorizations will be required for the school clinic staff or school staff to administer daily or as needed prescribed or over-the-counter medications, conduct medical procedures or provide medical treatment.

**Healthcare Services: Please check the box below to consent or opt-out of ALL school-based healthcare services for your student.**

I OPT-OUT of ALL school-based healthcare services as listed below.

I consent to ALL school-based healthcare services as listed below.

**Or, if you do not consent or opt-out to ALL, please check the boxes below to consent or opt-out to the individual school-based healthcare services you want your student to receive if/when needed:**

Services	Opt-In	Opt-Out
Care and treatment for illness and/or injury	<input type="checkbox"/>	<input type="checkbox"/>
Head lice check – if symptoms are evident	<input type="checkbox"/>	<input type="checkbox"/>
Skin check for rashes – exposed areas and limbs only	<input type="checkbox"/>	<input type="checkbox"/>
Vision screening (grades KG, 1, 3, 6 only) – will be performed as indicated or performed on any new KG-5 <sup>th</sup> student entering the district.	<input type="checkbox"/>	<input type="checkbox"/>
Hearing screening (grades KG, 1, 6 only) - will be performed as indicated or performed on any new KG-5 <sup>th</sup> student entering the district.	<input type="checkbox"/>	<input type="checkbox"/>
Height/Weight/BMI screening (grades 1, 3, 6 only)	<input type="checkbox"/>	<input type="checkbox"/>
Scoliosis screening (grade 6 only)	<input type="checkbox"/>	<input type="checkbox"/>

**PARENT AND STUDENT ACKNOWLEDGEMENT**

**23-24**

Student Code of Conduct is available on-line at [hernandoschools.org](http://hernandoschools.org)

This Student Code of Conduct has been written so students and family members know what behavior is expected and prohibited at school or at school activities. It is helpful if parents are aware of school rules so they can help support them from home. Failure to return this acknowledgement will not relieve a student or the parent(s) from the responsibility for knowledge of the contents of the Student Code of Conduct.

I have read/**viewed on-line** and acknowledge:

- Bullying/Harassment/Teen Dating Violence Policy & Procedures (Appendix A)
- Bus Expectations (Appendix B)
- Dress Code Policy (Appendix C)
- Annual notification of Family Educational Rights and Privacy Acts (FERPA) (Appendix D)
- Network/Internet acceptable use agreement (Appendix E)
- Opt Out Pledge of Allegiance (F)
- Participation in Interscholastic and Intrascholastic Extracurricular Activities (Appendix G)
- Student Code of Conduct

I acknowledge and agree.

Parent(s)/Guardian(s)

06/15/23

Date

I acknowledge and agree.

Student Acknowledgement

06/15/23

Date

Student's Name

/ Student ID #

05

Grade

I request a copy of the Student Code of Conduct in Spanish

**12. Step 5 – Complete RETURNING STUDENT INFORMATION UPDATE**

- You will get a screen letting you know if you have completed all areas. **Each step must have a green check mark. You will not be able to submit any changes until all areas are completed.**
- This example shows a green check mark next to each step indicating completion. This parent would then click **Complete Student Online Information Update** to



submit their changes. Remember, even if you have no changes to a step, you must make sure to mark it complete so it applies the green check mark.

**Instructions**

- 1. Verify Student Information  
✔ Completed 06/15/2023 12:48pm
- ✔ a. Student Information
- ✔ b. Family Address
- ✔ c. Family Information
- ✔ d. Emergency Information
- ✔ e. Emergency Contacts
- 2. Verify Ethnicity/Race  
✔ Completed 06/12/2023 8:58am
- 3. Attachments  
✔ Completed 06/15/2023 12:48pm
- 4. Health Service Consent**  
✔ Completed 06/12/2023 8:59am
- 5. Complete Student Online Information Update

- This example shows that Step 1 and Step 2 were skipped. Step 3 is a required step which shows was not completed. This parent would not be able to submit their changes until all steps have the green check mark.

### Step 4. Complete RETURNING STUDENT INFORMATION UPDATE (Required)

By completing RETURNING STUDENT INFORMATION UPDATE, you are confirming that the Steps below have been finished.

Are you sure you want to complete RETURNING STUDENT INFORMATION UPDATE for Idris?

#### Review RETURNING STUDENT INFORMATION UPDATE Steps

Step 1)	<b>Verify Student Information</b>	skipped
	<i>No Requested Changes exist for Step 1.</i>	
Step 2)	<b>PROOF OF NEW RESIDENCE</b>	skipped
Step 3)	<b>Custom Form</b>	not completed

Guardian Name:


Guardian Address:

**Submit RETURNING STUDENT INFORMATION UPDATE**

- If all steps have a green check mark and you have clicked the Submit button, the

following message will be received to show all applicable steps were completed and your changes were submitted to the school Registrar:

(HERNANDO HIGH SCHOOL 2022-2023)

 RETURNING STUDENT INFORMATION UPDATE was **successfully completed** and submitted to the district for [redacted] on Wed Feb 22, 2023 7:48am by [redacted]

[Go back to review completed steps](#)

[Mark RETURNING STUDENT INFORMATION UPDATE as not completed and make changes](#)

**You will receive a notification in Family Access for any submitted changes that were not approved (denied) by the school and the reason why your change request was denied.**