Teaneck Public Schools Family Access Parent Portal

Middle Schools and High School

What is Skyward?

Skyward is the Teaneck Public School's Student Information System. Skyward gives teachers, students, caregivers and administrators a better tool to communicate and provide real-time information about your child/children via a secure internet connection.

What is Family Access?

Family Access is a component of our student information system, which allows us to provide you with a safe and secure way to view academic information about your child via the Internet. Depending on your child's grade level you will have access to some or all of the following information:

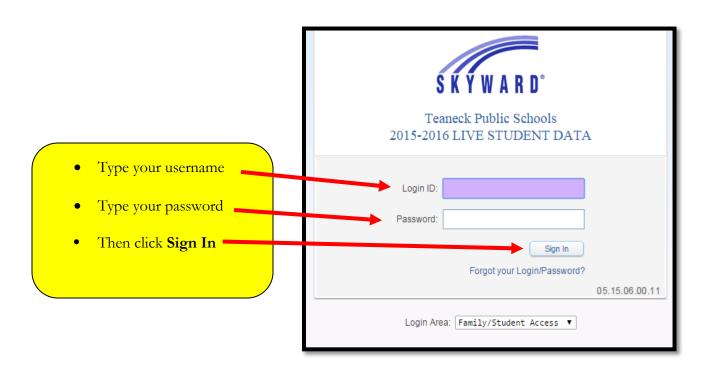
- Your child's schedule, daily attendance record and class attendance.
- Your child's marking period and final grades.
- Your child's report cards and progress reports.
- Your child's teacher's gradebook grades.
- Your contact information, which you have the ability to change/update your email addresses and phone numbers.

NOTE: Change of addresses CANNOT be done online. You must contact the registrar's office at registrar@teaneckschools.org or call (201) 833-5512. Please leave a detailed message, your email address and phone number.

LOGGING INTO FAMILY ACCESS

Open your internet browser (Internet Explorer, Firefox, Safari or Google Chrome). Go to the Teaneck Schools Webpage at www.teaneckschools.org. Click on the Family Access quick link located on the left side of the homepage.



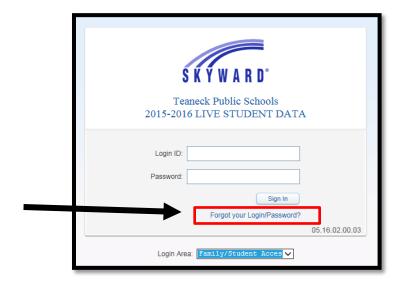


If you are logging in for the first time you will be asked to change your password. If you have trouble with your password, please email techhelp@teaneckschools.org.

If you do not have an account, please select the **FORGOT YOUR LOGIN/PASSWORD** link. The system will email you a reset link with your account information.

FORGOT LOGIN/PASSSWORD

If you have forgotten your login/password, you can click on "Forgot your Login/ Password?" link located at the bottom of the login screen.



Click on "I am not a robot" then fill in your email address or username and click **submit**. You will receive an email with your temporary login credentials. If you do not receive an email, please contact your child's school to verify your email address in our records.

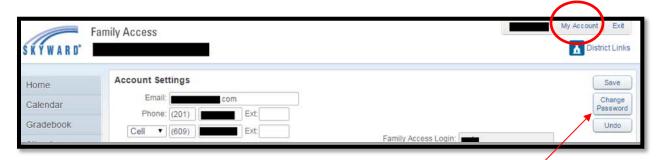




CHANGING YOUR ACCOUNT SETTINGS

My Account allows a user to change parent/guardian email addresses and telephone numbers and setup email notifications. The settings under **My Account** applies to your entire family.

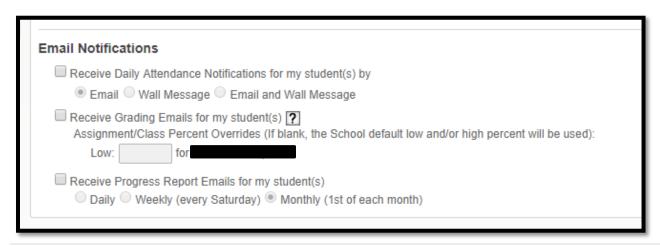
To change your account settings, click on **My Account**. Your account settings will appear. Make the necessary changes and click **SAVE**.



To change your password, click on the **Change Password** button.



CHANGING EMAIL NOTIFICATIONS



• Receive Daily Attendance Notifications

The Attendance Email Notification is sent if the student has any attendance record entered for that day.

Receive Grading Emails

High School - Grading emails are generated when a student has missing assignments in the current term, has an assignment score above or below preset scores or a grade for a past term has been changed.

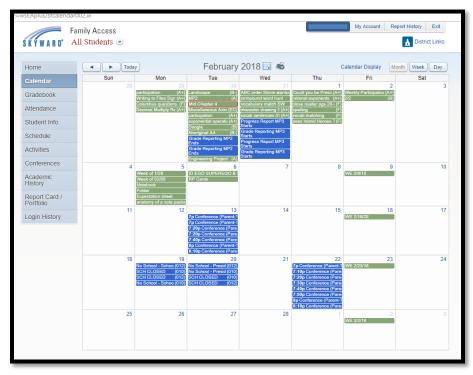
Middle Schools – Grading emails are generated when a student has missing assignments in the current term

Receive Progress Report Emails for my student(s)

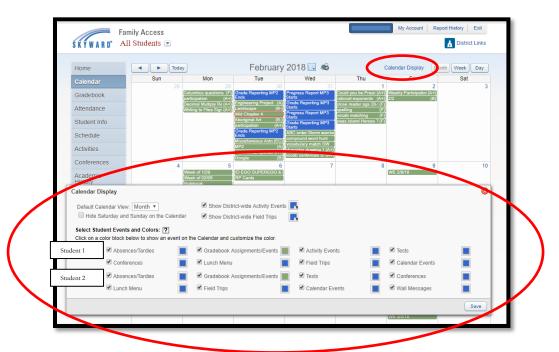
This "Progress Report" is not the official district progress report; rather, it is an update of your child's grades to date by class.

CALENDAR

The **Calendar** gives you a view of your child's school activities. You can see upcoming or missing assignments, grades, extra-curricular activities, scheduled parent conferences and more.

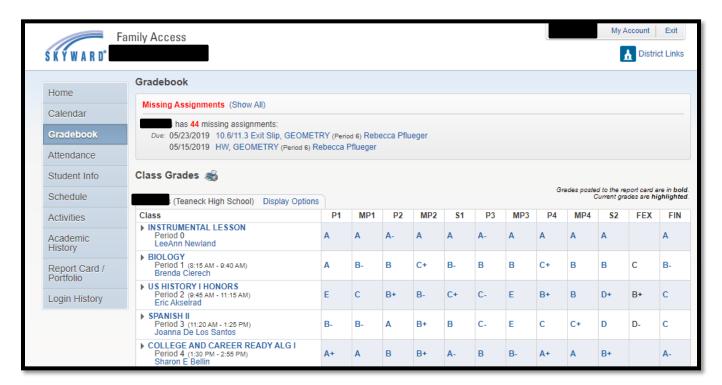


You can customize the calendar view by clicking on Calendar Display.

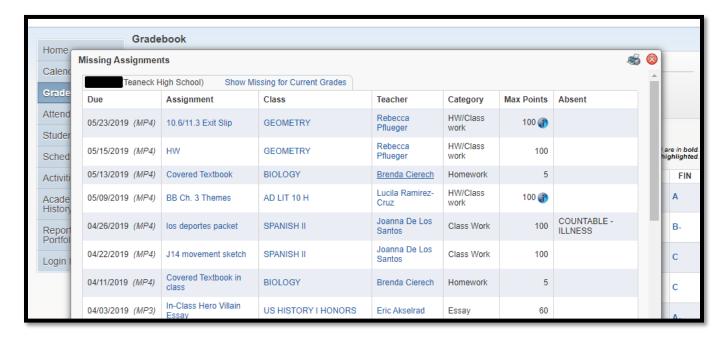


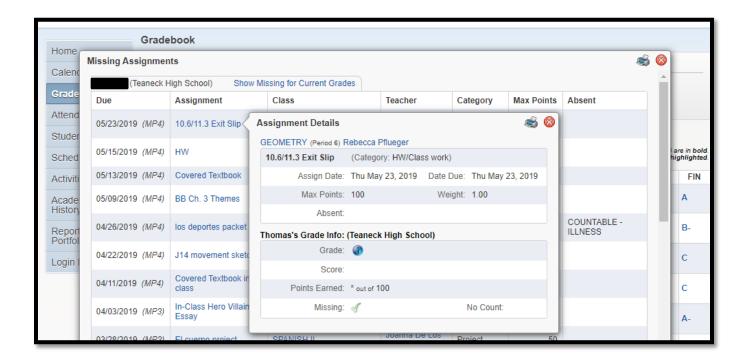
GRADEBOOK – GRADE 5-12

The Gradebook tab will show your child's grades for each marking period.

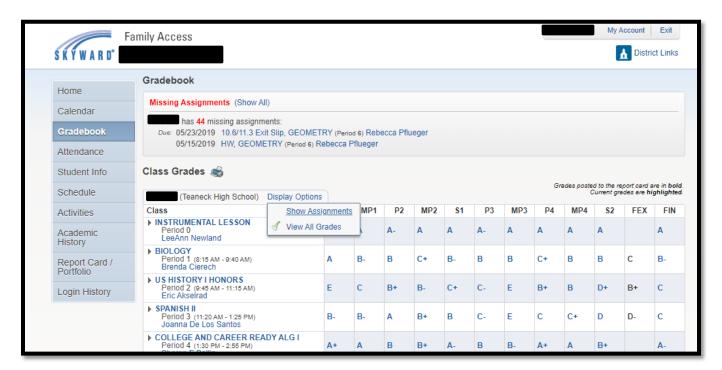


Important notifications, such as missing assignments, will be displayed at the top of your screen in red text. To view all the missing assignments, click on **Show All**.

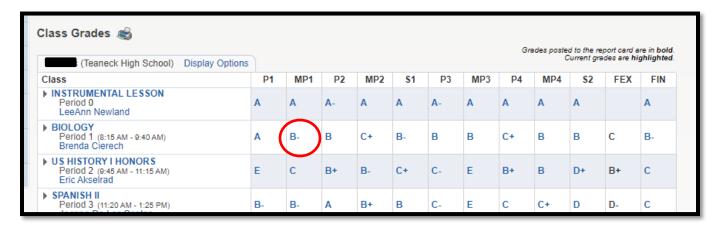


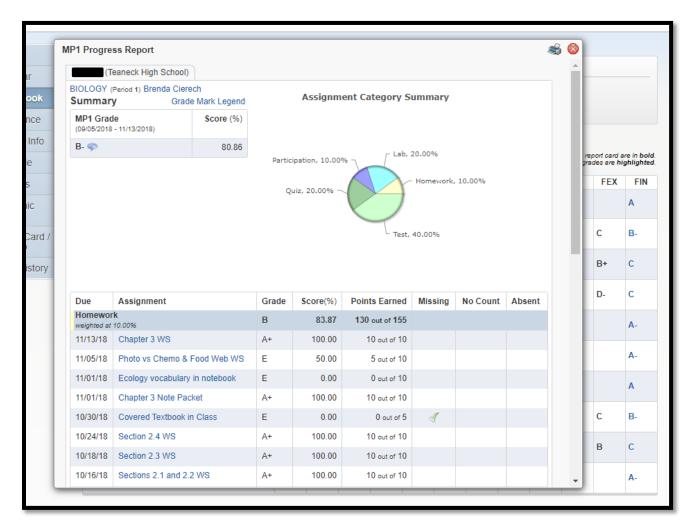


Below the notifications is a list of your child's classes and grades by term. To select a specific view, go to **Display Options**.



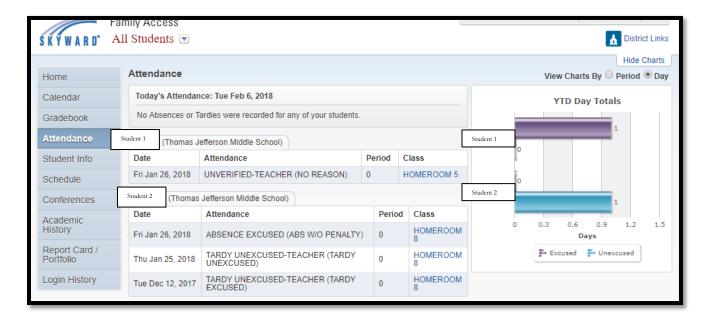
When you click on a grade, you will be able to see a list of assignments, the grades for each of those assignments and whether the assignment was completed on time, handed in late or not completed. You can also see the details of the assignment grade by clicking on the assignment name.





ATTENDANCE

The **Attendance** Screen allows you to view your child's tardies and absences. The Attendance Screen is divided into several areas. The left side of the screen displays detailed attendance information by student. The right side of the screen displays attendance information in chart format. In the upper right hand corner of the attendance section, you can select to hide or show the charts.



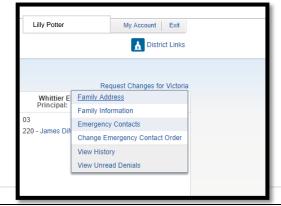
STUDENT INFO

This section of Skyward shows information the school district has about your child. Most of the information displayed was collected from your family during registration or when you first logged into Skyward.

If you need to make changes, click on **Request Changes for Student** and then select the information you wish to change and then click **Save**.

Currently you have the ability to change/update the following:

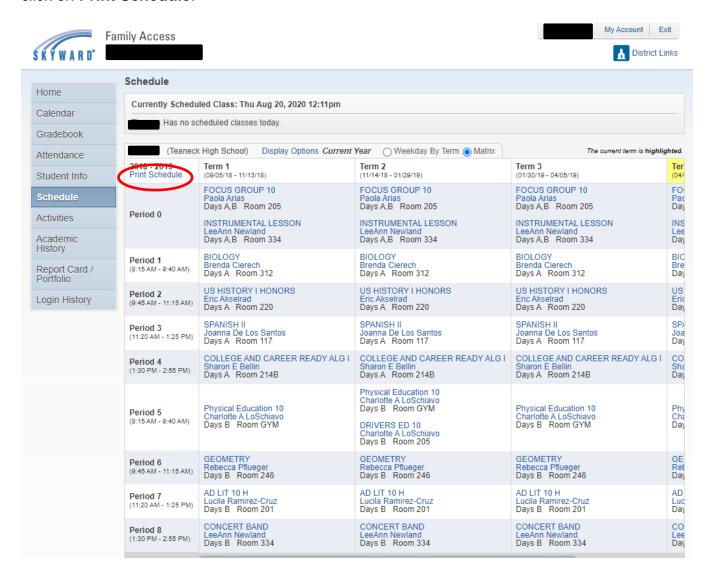
- Family Information phone numbers, relationship to child and home language
- Emergency Contacts edit existing contacts
- Change Emergency Contact Order



SCHEDULE

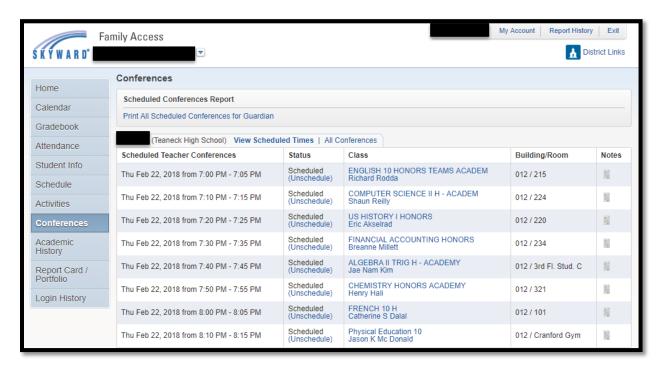
Use the **Schedule** tab to see your child's classes including the period, teacher and details about the class.

To view the details of the class, you can click on the name of the class. To print a schedule, click on **Print Schedule**.

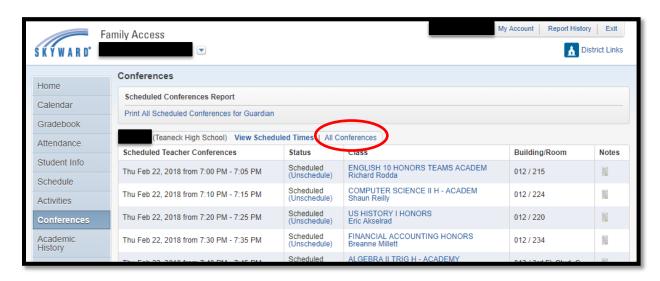


PARENT-TEACHER CONFERENCE SCHEDULER – GRADES 5-12

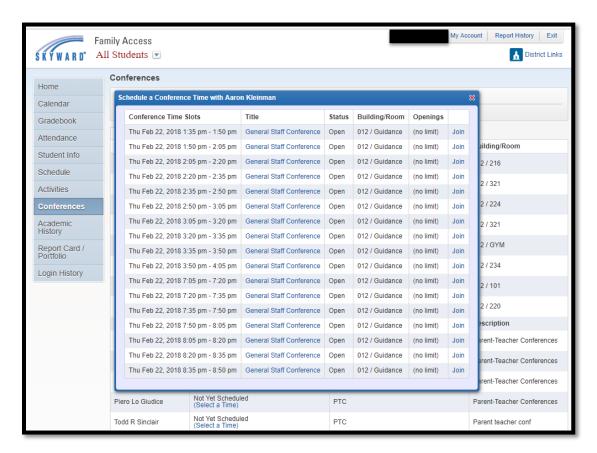
To access the Parent-Teacher Conference scheduler, click the **Conferences** tab. There are two options to view conferences. You can view conferences you have scheduled or view the list of all your child's classes for which you can arrange a conference date.

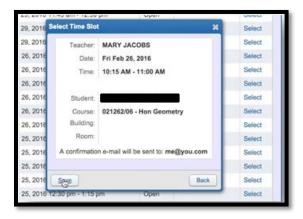


To schedule a conference, click the **All Conferences** tab, then click on **Select a Time**. This will allow you to view the teacher's availability.



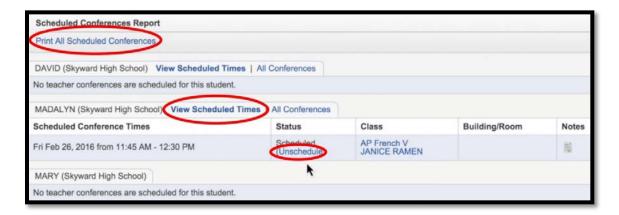
Once you have found a time that works for you, click Select then Save.





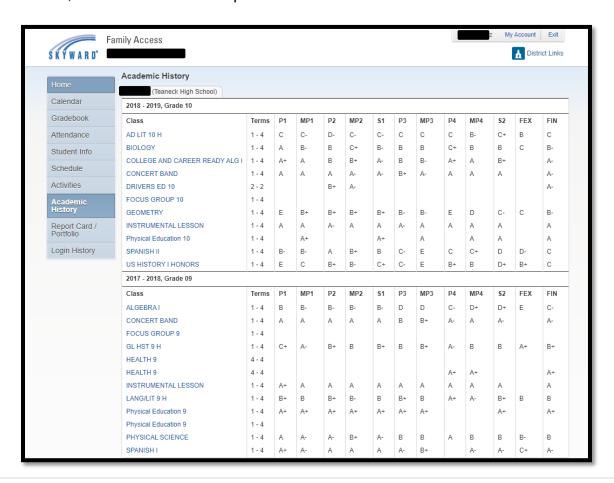
Scheduled conferences will automatically show up in your **Family Access** calendar. You will also receive a confirmation email.

If you need to reschedule a conference date, click the **View Scheduled Times** tab and change the status to **unschedule**. You will not be able to view the available time slots for a teacher until you have unscheduled your appointment



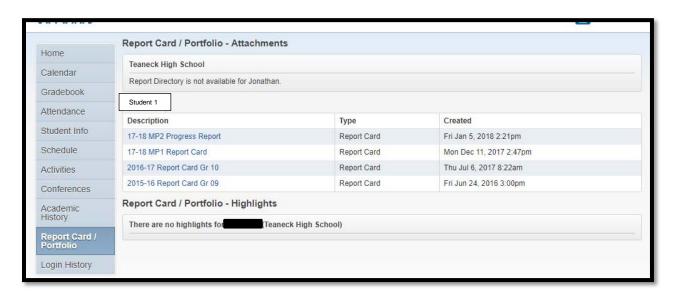
ACADEMIC HISTORY

The **Academic History** screen allows you to view your student's grade history. It displays the school, school year, grade level, class description, terms, and grades for all classes that your student is enrolled in, has completed, or is scheduled in to complete. To view more information about a class, click the course description in the Class column.



REPORT CARDS/PORTFOLIO

The **Report Cards/Portfolio** screen will display your child's report cards and progress reports. Click on the filename and the file will open and display the report card.



Skyward Mobile App

Step 1: The first step is to install the Skyward mobile app onto your device. The free app is available from either Amazon, Google Play, or iTunes.





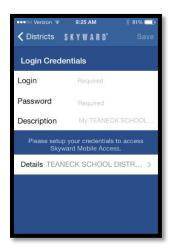
Step 2: Locate your district by selecting Current Location, Postal Code, or District Name. It is recommended you select your district by using the Postal Code 07666.



Step 3: Select Teaneck School District from the list.



Step 4: Complete the Login and Password field on the Login Credentials screen using your Skyward Family Access user name and password. If you do not remember your login credentials, please contact your child's school.



Step 5: You will be asked to create a four digit passcode to access the Skyward Mobile App. Once your account has been set up, the passcode will be used to access your account.





Step 6: Select Mobile from the list. Once you have selected Mobile, you will be able to access your child's student data.

