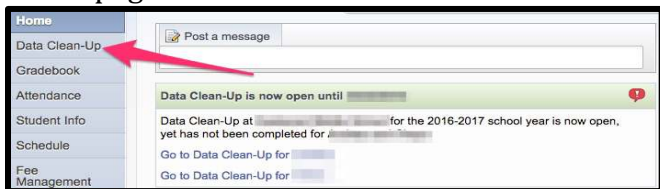# Instructions for Data Clean Up

"Data Clean Up" is the term we use to describe our practice of verifying that MSDWT has the most up-to-date information on you, your family, and your emergency contacts. Please take a moment to go through these steps to verify that your information is accurate and correct. This flier will assist you through the steps required to verify your information.

LOG INTO SKYWARD

Skyward Family Access is MSDWT's online student information system where you can find valuable information about your children, their schedules, and grades. *If you have never used Skyward Family Access, then you will likely need to contact the front office of any building where you have children enrolled and ask for log in information.* On any web browser, go to **skyward.msdwt.k12.in.us** and log in. Any notifications or important information will be posted on the Skyward Family Access Home page.

You will see the link to Data Clean Up on the left-side navigation bar. Click on it to begin the Data Clean Up process.

SELECT STUDENT

When you click on the Data Clean Up link, a small window will open up prompting you to select the student whose information you are wanting to verify. If you have more than one child enrolled in MSDWT then you will have to individually choose each student to verify their information. Click on the student to access their information

NAVIGATION

Once you enter Data Clean Up, you will see a short district message. On the right side is the Data Clean Up navigation bar. This will let you maneuver the steps of Data Clean Up. You can also navigate the steps with the buttons located below the student information. If you wish to pause the Data Clean Up and return at a later time to complete the steps, you have the option to click on the CLOSE AND FINISH LATER button.

GENERAL INFORMATION

Please verify that the general student information is correct. If there are any changes or updates to your home phone, work phone, cell phone, etc. then this is where you can enter those changes. To retain any changes you have made, either click COMPLETE STEP 1a ONLY (which will retain the changes and stay on the same page) or COMPLETE STEP 1a AND MOVE TO STEP 1b. If you do not want to retain the changes you made and want to clear them out, then click UNDO in the upper right corner.

FAMILY ADDRESS

Please verify that MSDWT has your current home address. If you need to change your home address, please coordinate with the front office of the school and they can inform you how to make those changes. *CHANGES TO HOME ADDRESS **CANNOT** BE MADE ONLINE IN THE DATA CLEAN UP. CHANGES TO HOME ADDRESS **MUST** BE MADE WITH **YOUR SCHOOL'S FRONT OFFICE.***

FAMILY INFORMATION

Information about your family and your contact information (phone number, email, etc.) can be found on this page. If you child has more than one guardian then they should all be listed here and the custodial parent should be identified.

EMERGENCY INFORMATION

This is where you select which hospital you would prefer your child is sent to in the case of an emergency.

EMERGENCY CONTACTS

Please verify that MSDWT has all the proper up-to-date information needed for your child's emergency contacts. You can add or delete any listed contacts here. You can also configure the order of emergency contacts.

SKYLERT

Skylert is MSDWT's notification system that sends out important information about your student, your student's school, and any closings/cancellations. On this page you can set which of your phone numbers get which manner of notification by clicking the check boxes in the row respective to the contact number. On this page, you can also set Skylert notifications for additional contacts.

ACKNOWLEDGEMENT OF RECEIPT OF INFORMATION

This page informs you of the procedure to refuse consent for use of student information and Parent/ Student responsibility to review and understand the student handbook. Please be sure to check the SUBMIT box after reviewing the information.

ADDITIONAL INFORMATION

This area of information deals with the migrant status of your family. If you have relocated recently due to seasonal or temporary employment in agricultural, dairy, or fishing industries then you will need to list the last time your household has moved. If this does not apply to you and your family then simply click NO and continue on.

COMPLETE DATA CLEAN UP

This page is a summary of what sections of Data Clean Up you have completed. If you still have required actions on any of the steps then red text stating NOT COMPLETED will be displayed to the right of the uncompleted step. Step 1 has five parts and completed parts of Step 1 are identified by green check marks to the left of each part of Step 1. This will help you discern which parts require your attention.

Congratulations! You have completed MSDWT's Data Clean Up! Thanks to your diligent work MSDWT has current information about your child. This fresh and correct data benefits MSDWT, your child, and yourself!