

Understanding Directory Information - Portage Public Schools

In keeping with Federal Law, Portage Public Schools shares some student information with outside agencies upon request. This information, called "Directory Information" includes student names, grade levels, building assignments, parent/guardian names, sibling names, as well as addresses, phone numbers, and email addresses for said individuals. By law, parents/guardians have the option to opt out of being included directory information releases if they wish. This document outlines how to do so.

Note, you must have a Skyward Family Access account set up to change your directory preferences. If you do not have such an account, please contact your school's office for assistance.

To change your preferences for how your student's information is distributed, log into Family Access and for each of your students (you select individual students with the drop down in the upper left) ...

1. Click 'Student Info'
2. Click 'Request Changes for.....'
3. Click 'Student Information'
4. Update your preferences for 'Allow Publication of Student's Name for...'
(you can click on the ? if you are unsure of what each setting means)
5. Click 'Save' (see below)

The screenshot shows the Skyward Family Access interface. The left sidebar contains a menu with 'Student Info' highlighted. The main content area shows 'Student Information' for a specific student. A modal window is open, displaying 'Student Information for' with various fields for general information and a section for 'Allow Publication of Student's Name for:'. The 'Save' button is located at the bottom right of the modal. Red arrows and numbers (1st through 5th) indicate the steps described in the text.

Online Directories

In addition to directory requests, we also maintain a searchable, online directory on Family Access for your convenience (for example, if you wanted to look up a phone number or address for a birthday party invite). This directory can ONLY be accessed by individuals with a Family Access account AND information regarding your family is only visible to other families with children enrolled in the same building as yours. (For example, Woodland Elementary families can see other Woodland families, but they cannot see families from other the other elementary schools, or the middle or high schools, unless they also had children enrolled those as well.)

You have the option to set how much information is visible, or you may suppress it completely. Again you will need an active Family Access account to change your preferences. To do so...

1. click on the 'My Account' link in the upper right hand corner of family access
2. set your preferences in the 'School Directory' area (see below)

Note These settings will not appear in Family Access until the Online Directory is activated on September 29th, 2014. Prior to this date, no information, nor settings, are available.

The screenshot shows the Family Access website interface. At the top, there is a navigation bar with the Skyward logo, the text 'Family Access', and links for 'My Account', 'Email History', and 'Exit'. Below this is a sidebar with a menu of options: Home, Ethnicity/Race, Attendance, Student Info, Schedule, Portfolio, Skylert, Health Info, School Directory, and Login History. The main content area is titled 'Account Settings' and contains several sections: 'Home Email' and 'School Email' fields; 'Phone' fields for home and work; 'Family Access Login' and 'Password Last Changed' fields; and three checkboxes for accessibility options: 'Show Google™ Translator in Family Access', 'I'm Using a Screen Reader', and 'Outline Links When Focused'. Below this is the 'Address (Mailing Address)' section with fields for Street Number, Street Dir, Street Name, SUD, #, P.O. Box, Address 2, Zip Code, Plus 4, City/State, and County. An 'Address Preview' window is visible on the right. At the bottom, the 'School Directory' section is highlighted with a red box and contains a checkbox for 'Add Family with [redacted] to the School Directory', a 'Family Options' section with three checked checkboxes ('Display Family Address', 'Display Family Phone Numbers', and 'Display Email Addresses for all Guardians in the Family'), and a 'Student Options' section with two checked checkboxes ('Display the School for each student in the family' and 'Display the Grade Level for each student in the family'). A red arrow points from the 'My Account' link to the 'Account Settings' section, and another red arrow points from the 'School Directory' section to the 'Address (Mailing Address)' section. Text annotations include 'Click this...' near the 'Family Access Login' field and '...to get to this.' near the 'Address Preview' window. A red box highlights the 'School Directory' section, and a red arrow points from the 'School Directory' section to the 'Address (Mailing Address)' section. A red box highlights the 'School Directory' section, and a red arrow points from the 'School Directory' section to the 'Address (Mailing Address)' section. A red box highlights the 'School Directory' section, and a red arrow points from the 'School Directory' section to the 'Address (Mailing Address)' section.

For technical assistance, please email help@portageps.org