STUDENT INFORMATION UPDATE FAQS

Q: What is Student Information Update?
A: Student Information Update is a way to provide your student's school with updated information at the beginning of each year. Student Information Update has replaced the Information Update site that was previously used to update student information at the beginning of each year. Instead of going to a separate site, the information is collected through Skyward.

Q: How do I access Information Update?
A: The primary guardian of Family 1, will log in to Skyward Family Access and click on "Student Information Update" at the top of the page. Please remember that only the primary parent/guardian has access to complete the Information Update.

Q: I forgot my username/password/both.
A: Click the "Forgot Your Login/Password?" link on the Skyward homepage and enter the email address attached to your Skyward account.

Q: I don't have a family access account.
A: To register for a family account, please contact your student's school to receive a login. You can also go to https://www.bb-sd.com , select the District News Article called "Student Information Update FAQ" guide.

Q: I have a question about an item in Information Update. Who should I contact?
A: Please contact your child's school main office for any questions regarding the Student Information Update. For technical issues, please email student.services@bb-sd.com.

Q: I want to change my student's address. What steps do I need to take?
A: If families have an address change, please contact the school secretary. Families will need to make an appointment with school personnel and bring in two proofs of residency. To make the appointment or for further information, please contact the school secretary.

Q: When I delete an emergency contact, why do I get the message "Pending Deletion"?
A: Please refresh your page and the contacts will have been deleted. Please keep in mind that parental information should NOT be used as an emergency contact. Up to 5 emergency contacts can be added.

Q: Why aren't I getting a green check beside sections I have completed?
A: To complete each section, you must click the "Complete" button at the bottom of the page, and then click the "Move to Next Step" button. To fix any sections without a green check, please open the section up, click "Complete," and then move to the next step.

Current Student – Skyward Information Update

Primary guardians of Brentwood Borough School District students are required to log into Skyward Family Access to review and update student record information and sign off on District Policies, as soon as possible.

Information Update will open in Family Access on:
Tuesday, August 16, 2022 - 4:00 PM for grades K -12 and close on August 26, 2022 – 3:00 PM.

To prevent redundant or conflicting data updates, only primary guardians of students will have the ability to update and review student information. Primary guardian is defined as the first guardian listed in family 1 on a student record.

Once the primary guardian completes their students' update, the student and all guardians with accounts associated with the student will gain access to scheduling information. **NOTE:** Address information **CANNOT** be updated via the Student Information Update process.
You **MUST** make an appointment at your student's school building and provide 2 valid proof of residency to change your address.

Kindergarten and any newly enrolled students entering Brentwood Borough School District for the 2022-23 school year and have already completed the New Student Enrollment process, will **NOT** need to complete the Student Information Update.

If you do not have access to a computer, one in person event will be happening at the High School for anyone needing help with this process.   The event will be held on August 23, 2022 from 1:00 – 3:00 PM. This event will be held in the High School Auditorium Lobby Entrance.

Student Information Update

Family Access

SKYWARD®

| My Account | Contact Us | Email History | Exit |

Student Information Update

(Brentwood Middle/High School 2022-2023)

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

General Information

First: Middle:

Last: Suffix:

Birthday:

Home Phone: Ext:

[dropdown]   Ext:

[dropdown]   Ext:

School Email: Home Email:

[Complete Step 1a and move to Step 1b]

1. Verify Student Information
- **a. Student Information**
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts
- f. Health Information
- **2. Verify Skylert Information**
- **3. Free and Reduced**
- **4. Health Information**
- **5. School Policies**
- **6. Technology Protection Plan**
- **7. Complete Student Information Update**

[Next Step]

[and Finish Later]

Sidebar navigation:
- Home
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- **Student Information Update**
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- Attendance
- Student Info
- Food Service
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- Discipline
- Test Scores
- Activities
- Academic History
- Report Card/Attendance Letters
- Skylert
- Health Info

All steps in this process are required, with the exception of the Free and Reduced Lunch Program Section. This is optional. All areas that are in the grey colored fields are not able to be edited. The fields that are in the white colored boxes are ones that will need to be Approved by the district once the process has been completed. When complete click on the Complete Step 1a and move to Step 1b.

If families have an address change, please contact the school secretary in which your student attends. Families will need to make an appointment with school personnel and bring two proofs of residency. To make an appointment or for further information, please contact the school secretary. When complete click on the Complete Step 1b and move to Step 1c.

Family Access

Student Information Update

(Brentwood Middle/High School 2022-2023)

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

Undo

Guardian Number: 1

Name:

Relationship: MTHR

Employer:

Home Email:

Primary Phone: Ext:

☐ Confidential

Work ▾ Ext:

▾ Ext:

Complete Step 1c and move to Step 1d

1. Verify Student Information
　a. Student Information
　b. Family Address
　c. Family Information
　d. Emergency Information
　e. Emergency Contacts
　f. Health Information
2. Verify Skylert Information
3. Free and Reduced
4. Health Information
5. School Policies
6. Technology Protection Plan
7. Complete Student Information Update

Previous Step | Next Step

Close and Finish Later

Navigation:
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Verify any Family Information that may need updated on this screen.
When complete click on the Complete Step 1c and move to Step 1d.

Family Access Student Information Update - Google Chrome

skyward.iscorp.com/scripts/wsisa.dll/WService=wsedubrentwoodpa/sfonlinereg001.w

Family Access

My Account | Contact Us | Email History | Exit

SKYWARD®

Home	**Student Information Update**
New Student Online Enrollment	(Brentwood Middle/High School 2022-2023)
Student Information Update	**Step 1d. Verify Student Information: Emergency Information (Required)**
Calendar	
Gradebook	
Attendance	
Student Info	
Food Service	

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

☐ Critical Alert Information

Last Name, First

Physician: [   ]

Dentist: [   ]

Hospital: [   ]

Complete Step 1d and move to Step 1e

1. Verify Student Information
   a. Student Information
   b. Family Address
   c. Family Information
   d. Emergency Information
   e. Emergency Contacts
   f. Health Information
2. Verify Skylert Information
3. Free and Reduced
4. Health Information

Close and Finish Later

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Academic History

Report Card/Attendance Letters

Skylert

Health Info

Student Critical Alert Information may be entered into this area by clicking the check mark next to "Critical Alert Information." Once the entire process is completed the information will need to be approved by the district. When complete click on the Complete Step 1d and move to Step 1e.

Student Emergency Contacts are able to add up to 5 contacts per family and change the order in which they appear. When complete click on the Complete Step 1e and move to Step 2.

Family Access

SKYWARD®

My Account   Contact Us   Email History   Exit

Student Information Update

(Brentwood Middle/High School 2022-2023)

Step 2. Verify Skylert Information (Required)

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them.

Skylert Information

Skylert enables you to receive notifications concerning your child(ren). You have control over which notifications to receive and how you would like to receive them. ❗

My Skyward Contact Info

Contact Info	School Hours Emergency	Attendance	General	Non-school Hours Emergency	Food Service
* Primary Phone:					
Family With	☑	☑	☑	☑	☑
Work ⌄ Phone:					
Family With	☑	☐	☐	☐	☐
⌄ Phone:					
Family With	☑	☐	☐	☐	☐
Home Email:					
Family With	☑	☑	☑	☑	☑

Text Message Information

In order to recieve text message notifications you must opt in by entering your cell phone below. Standard messaging and data rates may apply.

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javascript:void(0)

Right panel:

1. Verify Student Information
   a. Student Information
   b. Family Address
   c. Family Information
   d. Emergency Information
   e. Emergency Contacts
   f. Health Information
2. Verify Skylert Information
3. Free and Reduced
4. Health Information
5. School Policies
6. Technology Protection Plan
7. Complete Student Information Update

[Previous Step]   [Next Step]
[Close and Finish Later]

Student Skylert Information will need to be verified in order for the district to send important information throughout the school district. Update any phone number or email information that needs corrected. When complete click on the Complete Step 2 and move to Step 3.

Free and Reduced Lunch Program is an optional step. If you qualify for Free and Reduced Lunch Program, please click on the link that is at the bottom of the informative information. If you don't qualify, click on the "I do not wish to fill out this optional form at the top of the screen. When complete click on the Complete Step 3 and move to Step 4.

Print   ☐ *I do not wish to fill out this optional form*

Free and Reduced Lunch Price

The Brentwood Borough School District uses a statewide online, paperless Free and Reduced Application System. Households with computer access are requested to apply online using the online system through School Cafè.

1. **Do I need to fill out an application for each child?** No
2. **Who should I include as members of my household?** You must include all those living in your household, related or not who share income and expenses.
3. **Who can get free meals?** All children in households receiving benefits from Supplemental Nutrition Assistance Program (SNAP) or Temporary Assistance for Needy Families (TANF) can get free meals regardless of your income. This includes children living in the household who do not receive SNAP or TANF. Also, your children can get free meals if your household's income is within the free limits on the Federal Income Eligibility Guidelines.
4. **Can foster children get free meals?** Yes, foster children that are under the legal responsibility of a foster care agency or court, are eligible for free meals. Any foster child in the household is eligible for free meals regardless of income and should be included on the household application. They are no longer considered a household of one.
5. **Can homeless, migrant and runaway children get free meals?** Please contact your building principal for assistance in receiving meal benefits.
6. **My child's application was approved last year. Do I need to fill out another one?** Yes. Your child's application is only good for that school year and for the first 30 operating days of this school year unless the school notified you that your child has been directly certified for free meals for the new school year. You must send in a new application by the end of the first 30 operating days of this school year to avoid interruption of the program and be required to pay regular price for school meals.
7. **I get WIC. Can my child(ren) get free meals?** Children in the households participating in WIC may be eligible for free or reduced price meals. Please fill out an application.
8. **Will the information I give be checked?** Yes, and we may also ask you to send written proof.
9. **If I don't qualify now, may I apply later?** Yes, you may apply at any time during the school year. For example, children with a parent or guardian who becomes unemployed may become eligible for free and reduced price meals if the household income drops below the income limit.
10. **May I apply if someone in my household is not a U.S. citizen?** Yes. You or your child(ren) do not have to be U.S. citizens to qualify for free and reduced price meals.
11. **What if my income is not always the same?** List the amount that you normally receive. For example, if you normally make $1000 each month, but you missed some work last month and only made $900, put down that you made $1000 per month. If you normally get overtime, include it, but do not include it if you only work overtime sometimes. If you have lost a job or had your hours or wages reduced, use your current income.
12. **My family needs more help. Are there other programs we might apply for?** To find out how to apply for PA SNAP or other assistance benefits, contact your local assistance benefits, contact your local assistance office or call 1-800-692-7462 (1-800-451- 5886 TDD number for individuals with hearing impairments).

Visit this website to complete a Free and Reduced Meal Application.

Print

Student Health Information

Student Name:
Student Date of Birth:
Gender:
School: Brentwood High School
Grade:

CONTACT YOUR SCHOOL NURSE IF YOUR CHILD NEEDS MEDICATION ADMINISTERED OR OTHER HEALTH RELATED QUESTIONS.

School	Nurse	Phone Number
Middle- High School	Myon Valentino	412-881-4940 x2345
Elroy Elementary	Cristy Stipetic	412-881-4484 x3106
Moore Elementary	Lisa Gaughan	412-881-7776 x5106

Check yea or no below to give or deny permission to receive the following medications:

IBUPROFEN:
☐ YES - I give permission for my student to receive IBUPROFEN according to the Brentwood Borough School policy medication will be administered according to the package instructions, nursing standards for administration, and at the discretion of the school nurses.
☐ NO - I do not give permission for my student to receive IBUPROFEN according to the Brentwood Borough School policy medication will be administered according to the package instructions, nursing standards for administration, and at the discretion of the school nurses.

ACETAMINOPHEN:
☐ YES - I give permission for my student to receive ACETAMINOPHEN according to the Brentwood Borough School policy medication will be administered according to the package instructions, nursing standards for administration, and at the discretion of the school nurses.
☐ NO - I do not give permission for my student to receive ACETAMINOPHEN according to the Brentwood Borough School policy medication will be administered according to the package instructions, nursing standards for administration, and at the discretion of the school nurses.

Medical/Dental Exam Preference

The Health Services of the PA Code states that medical examinations shall be provided upon original entry into school. Dental examinations shall be required upon original entry into school and in grades 3 and 7. Parents/guardians are to contact your child's primary care providers. regarding the physical exam, buy having your child complete a private physical immunications will be provided to your child. **if your child is up to date on required immunizations, you may report these to the school.**

Please check the appropriate boxes below.
Medical: I would like my child to be examined by: ☐ Family Physician ☐ School Physician

Dental: I would like my child to be examined by: ☐ Family Dentist ☐ School Dentist

IMMUNIZATION REGULATIONS

According to the PA Department of Health, on the first day of school, unless the family applies for a religious/philosophical exemption, a child must have had the following vaccinations by the first day of school. By signing below, I acknowledge that I understand these regulations.

If your student has any type of immunization exemption, you are still required to sign and verify the understanding of regulations set by the PA Department of Health. Contact the school nurse if you have any questions.

Please type your FULL NAME below to serve as your digital signature. Your signature is required.

Parent Signature: _____ Date: 07/11/2022

Immunization Information

Diphtheria, Tetanus & Acellular Pertussis (DTaP)	4 Doses
Inactivated Polio (IPV)	4 Doses
Measles, Mumps, Rubella (MMR)	2 Doses
Hepatitis B (Hep B)	3 Doses
Varicella (VAR)	2 Doses or evidence of immunity to chickenpox

STUDENTS ENTERING 7th GRADE:
Tetanus, Diphtheria & Acellular Pertussis (Tdap)	1 Dose
Meningococcal (MCV)	First Dose

STUDENTS ENTERING 12th GRADE:
Meningococcal (MCV)	Second Dose

The Health Information Step is to give permission for Ibuprofen and Acetaminophen during school hours. This also will designate Medical and Dental Examinations and understanding of the state immunization regulations. Please contact the school nurse if there are any questions about immunizations. Guardian Signature and Date will need to be completed prior to moving to the next step. When complete click on the Complete Step 4 and move to Step 5.

Under this section, the student handbook information is linked with the most current file for the parent/guardian to review with their student and then sign off in the section right below the links. This is also the step that contains the Acceptable Use Policy for sign off and acceptance. The student and parent/guardian signature and date will need to be completed to move to the next step. When complete click on the Complete Step 5 and move to Step 6.

Existing Student Information Update
School District Policies

Please review the appropriate Brentwood Borough School District Handbook.

- Click here to access the Brentwood Student Handbook for Grades K-5.
- Click here to access the Brentwood Student Handbook for Grades 6-8.
- Click here to access the Brentwood Student Handbook for Grades 9-12.

When you are finished reviewing the handbook, please read and initial the acknowledgment below. By typing your initials below, you acknowledge you have reviewed the Brentwood Borough School District Student Rights and Responsibilities with your student.

_____

Brentwood Borough School District Acceptable Use Policy
Student:
Network: As a user of the Brentwood School District computer network, I hereby agree to comply with the statements and expectations outlined in the Brentwood Borough School District Student Network/Internet User Agreement and to honor all relevant laws and restrictions. I also agree to use the network responsibly.
Device: Having fully read the Brentwood Borough School District device agreement, I understand my responsibilities for caring for the computer, and I agree to the terms regarding the device I will receive from the Brentwood Borough School District.

Student Signature		Stu Date
STUDENT SIGNATURE		DATE

Parent:

Network: All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for my student to access the Internet. These permissions are granted for an indefinite period of time unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use and will set standards for my child(ren) to follow when selecting, sharing, or exploring information andmedia.

Device: Having fully read the Brentwood Borough School District device agreement, I understand my responsibilities for caring for the computer, and I agree to the terms regarding the device my child will receive from the Brentwood Borough School District.

Device Return: I understand that the device and charger must be returned to my child's school on the last day of school each academic year or on a date pre-determined by school administrators. Failure to turn in the device and charger may result in the collection being turned over to the magistrate and my child will be prohibited from participating in any extra-curricular activities including, but not limited to, athletics, clubs, after school events, graduation, and/or anything beyond the regular school day or curriculum. I also understand that a new device will not be issued to my child until any outstanding device obligations have been satisfied.

Parent/Guardian Signature		Parent/Guardian Date
PARENT/GUARDIAN SIGNATURE		DATE

The Technology Protection Plan step is required even though this is an optional purchase for parents. The opt in or out will need to be marked on this form. Parent/Guardians will also have the opportunity to purchase the protection online via RevTrak. The link is on the form under the select payment type. Parent/Guardians will need to sign and date before moving to the next step. When complete click on the Complete Step 6 and move to Step 7.

BBSD TECHNOLOGY PROTECTION PLAN

This is an optional and voluntary program available to all students. Please fill out the bottom portion in blue or black ink and return to the middle/high school office. Retain the top portion for your records. **This form must be completed and marked YES (with payment attached) or NO for each student before a device will be issued to the student(s).**

Coverage and Benefits

This agreement covers the BBSD device loaned to the student and any temporary devices loaned to a student, not including daily loaners, against some incidents of accidental damage. The following items are **NOT** covered:

- A device that is lost or stolen.
- Damage caused by negligence including, but not limited to leaving it outside in an automobile, immersion in liquid, any type of damage caused by food or liquid, damage caused by pets, rough/inappropriate handling, etc.
- Intentional misuse of one's own or a peer's device
- More than one accidental incident, including more than one broken screen or accessory
- Loss of power adapter/cord

It is agreed and understood that:

- It will be the right of the principal or his/her designee to determine if damages were due to negligence or accidental in nature.
- The principal reserves the right to determine the cost of repair/replacement and to assess such charges. **Students must clear all device fees before participating in school-related events, including attendance at sports, dances, and graduation. Students will not be issued a new device until all fees are satisfied.**
- The principal will review all damages determined to be from misuse or negligence and will assess student's continued privilege of taking the device to and from school.

Effective and Expiration

This coverage is effective from the date this form and payment are received by the school through the date when the device is to be returned in good working condition to the school or at least by the end of the current school year.

Premium

The current total premium cost is $30 (per student) paid annually. The premium for students that qualify for free and reduced lunch is $15 (per student) paid annually. Partial semesters/years are not refundable.

The current replacement costs for devices not covered under this insurance plan is:

- Charger - $30.00
- Screen damage - $50.00
- Chromebook - $225.00

An entire list of Chromebook pricing is available on the district website under the Departments Tab and by clicking on Technology.

BBSD TECHNOLOGY PROTECTION PLAN ELECTION FORM

Student's Name _____ Studen

☐ **YES**, I would like coverage. **You must pay for coverage today, by clicking on the following link for online payment option.**
https://bbsd.revtrak.net/
- **One student $30.00 per child per year.**
  - **Students currently eligible for Free and Reduced lunch $15.00 per child per year.**
  - **Cash Payments will be accepted at the High School Office. Must provide student name and school where student attends.**

☐ **NO**, I am declining coverage.

I have read and understand the rules and the financial responsibilities of the BBSD Technology Protection Plan. I agree to all terms and conditions of the program and voluntarily enroll my student(s) or decline my student(s) as noted above for the current school year.

Parent Signature _____ Date

At the end of the process, the parent/guardian will be able to see that all steps have been completed and green checks in the box on the left side of the screen. Once this process has been completed it will then unlock the student's schedule in Family/Student Access. Without this being complete the schedule will not be able to be viewed. Once there are all green checks and say complete, click on Submit Student Information Update. The first parent/guardian for each family will receive an email stating this has been completed.

SKYWARD Family Access

Student Information Update

Print

Step 7. Complete Student Information Update (Required)

By completing Student Information Update, you are confirming that the Steps below have been finished. Are you sure you want to complete Student Information Update for Anthony?

Review Student Information Update Steps

Step 1)	Verify Student Information	not completed
No Requested Changes exist for Step 1.		
Step 2)	Verify Skylert Information	not completed
Step 3)	Free and Reduced	skipped
Step 4)	Health Information	not completed
Step 5)	School Policies	not completed
Step 6)	Technology Protection Plan	not completed

Guardian Name: Linda M. Capozzoli   **Guardian Address:** 27 West Willock Road
                                                          Pittsburgh, PA 15227

Submit Student Information Update

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Close and Finish Later