

FAMILY ACCESS INSTRUCTIONS

Parents/guardians may access the following information for your middle and high school students online: grades, report cards, attendance, class schedules, disciplinary records, hot lunch accounts, health information, emergency contacts, and other personal information. Listed below are the instructions for viewing this information via our Family Access System.

1. Contact Ruth Peterson in the high school office during school hours to receive your log-in and password. She can be reached at 778-5554, ext. 5200 or petersonr@springvalley.k12.wi.us
2. On any computer with Internet access, go to the school webpage www.springvalley.k12.wi.us.
3. Click on the Family Access tab located on the left side of the main screen.
4. Enter your log-in and password.
5. You will see the family/student information on the main page with tabs for the other topics along the left side of the page. Click on these tabs to select a topic.
6. At the top of the page, you can select which of your students to view. You will have access to only your own students' information. Information is read-only; any updates or changes must be made by contacting the high school office.

Please note: The gradebook program marks assignments as “missing” (with an “*” in the “Points Earned” column) until they have been graded. There are times when students have submitted the assignment but it is not yet entered into the gradebook. If students have not submitted an assignment that has already been graded, teachers mark the assignment with a zero and a check mark for missing. Teachers update their gradebooks at least weekly. Parents/guardians may choose to share the password with your students if you would like. Whether or not you share the log-in and password with your students is entirely the parent's/guardian's decision. Students received their own log-ins and passwords in the spring; in most cases, these will still work.

Please contact Sharla Bauer, guidance counselor (bauers@springvalley.k12.wi.us) or Melanie Horner, secretary (hornerm@springvalley.k12.wi.us) if you need assistance.