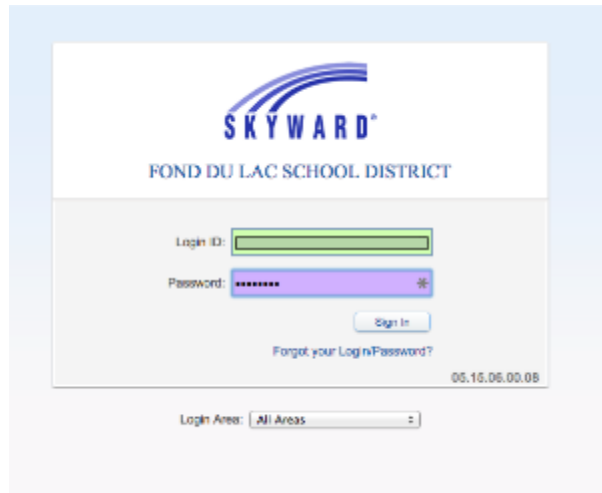


# How to Change Student Demographic Release Information in Skyward

After you have logged in to your Family Access Skyward account



1. Click on “Student Info”
2. Click on “Request Changes”

Family Access Student Information

https://skyward.iscorp.com/scripts/wsisa.dll/WService=wsedufonddulacwi/sfstudentinfo001.w

OWEN INACTIVE My Account Exit

District Links

**1 - Select “Student Info”**

**2 - Select “Request Changes” and Student Information from the drop down menu**

**Request Changes for OWEN**

**Request Changes**

Student Information

OWEN INACTIVE

School: INACTOWE000@fondvstudents.org

EVENING ACE/NO ACCOUNT  
Phone: (920) 929-2740 Principal:

Grade: Status: Active (Full-time)

View OWEN's Family

Gender: Male Age (Birthday): 65 (01/01/1950)  
Language: ENGLISH Graduation Year: 9999  
Other ID: 07213

Home  
Ethnicity/Race  
Calendar  
Gradebook  
Attendance  
**Student Info**  
Food Service  
Schedule  
Discipline  
Fee Management  
Activities  
Student Services  
Skylert  
Health Info  
Login History

### 3. Change Publication permissions of Student's name

Family Access  
SKYWARD OWEN INACTIVE

OWEN INACTIVE My Account EXIT  
District Links

Student Information

Student Information for OWEN INACTIVE

General Information

First: OWEN Middle:   
Last: INACTIVE Suffix:   
Birthdate: 01/01/1950 Gender: Male  
Language: ENGLISH Race: WHITE  
Home Phone:   Ext:   
  Ext:   
  Ext:

Birth State:   
Birth Country:

Allow Publication of Student's Name for: ?

Military Use: Yes Higher Ed Use: Yes Public Use: No  
District Use: Yes Local Use: Yes

Save

3 - Change publication permission settings and save

Publication permission explanations are as follows (available by clicking on the “?”):

**Military use** - to exclude student information from being sent to military recruiters.

**District use** - to exclude student information from being sent outside the district to third parties not listed in the other categories who request directory data.

**Higher Ed use** - to exclude student information from being sent to institutions of higher education.

**Local use** - to exclude student information from within the district like yearbooks, photographs, sports information such as rosters and programs or articles where students' directory information is identified.

**Public use** - to exclude student information from being sent outside the district such as newspapers and other media.

### 4. Repeat steps 2 -3 for each student you wish to make changes.

The video tutorial of this process is available at [https://youtu.be/\\_tWH9QIY0j4](https://youtu.be/_tWH9QIY0j4)