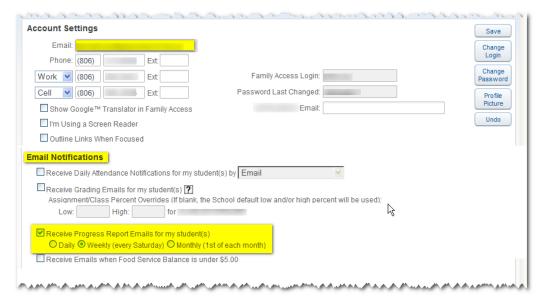
As a student's parent or guardian, you can set up Skyward Family Access to automatically send periodic progress reports to your e-mail address. These can be configured to go out daily, weekly, or monthly. This is valuable for those who wish to monitor their child's grades without having to log into Skyward directly. The progress reports that are generated will include current grades, current attendance, and year-to-date attendance.

To set up your automated progress reports, use the following procedure:

- 1. Log into Skyward Family Access. If you haven't logged in before then you can call or stop by your child's campus to obtain the necessary information.
- 2. Once you're logged in to Skyward, click the *My Account* link near the top of the window.



3. In the Account Settings window, confirm that you have a valid e-mail address entered at the top and then check the Receive Progress Report... box toward the bottom of the window. You will also need to select Daily, Weekly, or Monthly to define the frequency at which you receive reports.



4. Make any other necessary changes in your account settings and then click the *Save* button at the upper, right corner.

You should now begin receiving progress report e-mails on a regular basis. If at some point you decide that you no longer prefer to receive the progress reports, simply log in and uncheck the *Receive*\*Progress Report...\* box and then click the \*Save\* button.