

### **ICA Family Access Policy**

ICA has moved to a new Student Information System (Skyward) by which we will keep and monitor student's performance at ICA, including but not limited to: attendance, academic progress, discipline, state assessment scores, and other valuable data. It is a parent's responsibility to keep up with their child's progress on all the above matters. ICA will no longer issue paper progress reports, report cards, and discipline referrals can even be handled electronically!

By signing below, I acknowledge that I am being provided a family access login information, whereby I can access all my child's records digitally through Skyward website and/or app. Each child will have a unique code, but only one login will be needed for all students to be viewed.

**I agree that I will be responsible for keeping up with my username and password and that ICA does NOT create and/or store this information for me.**

I agree that I have viewed the school calendar and am aware of the dates in which progress reports and report cards are available. If I have any questions on the data found in skyward (academic, discipline, or attendance) that I will contact the school directly and follow the appropriate communications policy found in the handbook and signed at orientation to seek a resolution to my concerns.

All questions regarding grades should first be brought to the teacher, which can be messaged directly from Skyward through the family access portal.

If I fail to keep up with my child's progress and later take issue with the data or communications regarding that progress, I understand that failure to log in and review skyward regularly will result in a failure to be able to file an appeal on any decisions resulting from the data and/or communications (ie. Retention, forfeiture of seat at ICA due to truancy or academic standards, etc..).

I am my child's primary caregiver and as such responsible for ensuring he or she meets the standards set forth by ICA. As such a caregiver, it is solely my responsibility to keep my contact information up to date (i.e. address, email, phone numbers, etc..) so that the school can properly notify me of failure to meet these standards. Any failure to receive communications due to the failure to update contact information will be no fault of ICA, and the decisions on those communications stand. I will regularly check my child's progress in all areas.