

Student Demographic Updates and Information Sharing

**Phone Call**

Individual must state their name as shown in Family 1 or 2 in Skyward and be able to answer the following correct:

*Student: grade, DOB , address and/or phone number on file*

Directory information should be the only thing shared over the phone:  
e.g.name, grade, enrollment dates.

**Email**

Individual must include the following as proof of identity, name in email must be shown in Family 1 or 2 in Skyward

*Student: grade, DOB and phone number on file*

If the individual cannot answer grade and DOB do not share any information and contact administrator. If the individual gives wrong number, ask for 2 listed emergency contacts, if still not correct contact administrator.

If the individual wishes to make changes to multiple students, 1 verification is allowed if students are connected via the individual initiating the change.

Individuals listed in Family 2 of Skyward may make changes to their records, phone number, address etc. Family 2 cannot make changes to the students record; e.g. schedules, address, primary phone number.

No address changes may be taken over the phone. All address changes must be accompanied by proof of residency in Freeport School District. Proofs may be emailed, faxed, mailed or dropped off in person.