

REFERRING YOUR STUDENT FOR HIGHLY CAPABLE SERVICES

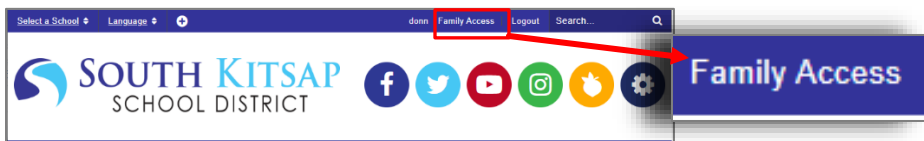
Explanation: All students in grades K-11 who are enrolled in the South Kitsap School District are eligible to be referred for highly capable services. Students may be referred by teachers, family members, peers, interested community members and themselves.

This guide outlines the referral process for parents/guardians using Skyward Family Access.

If you experience difficulties accessing or completing the referral form, please call the Highly Capable Services department at (360) 874-7057.

Logging in to Family Access

Open your web browser to www.skschools.org and click the **Family Access** link at the top right of the page.

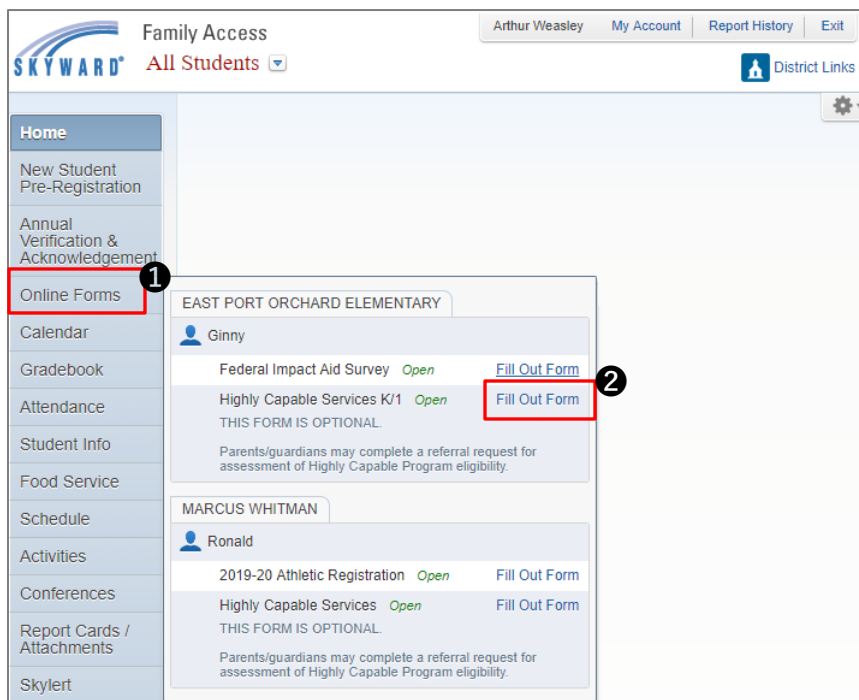


When logging in for the first time, use the Login ID provided to you by your student's school and click "Forgot your Login/Password" to create a new password.

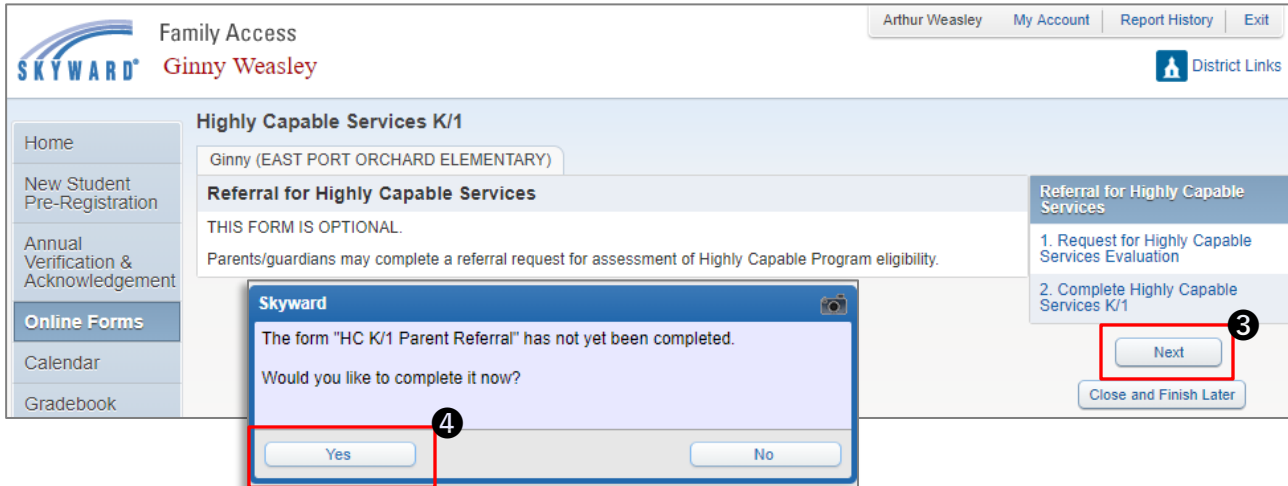
Please note that if you wish to use the Skyward Mobile app from your smartphone, you will need to select the Desktop account upon login.

Completing the referral

1. Click the tab **Online Forms**.
2. Click **Fill Out Form** next to "Highly Capable Services" next to the name of the student you want to complete the form for.



3. Click **Next** on the right of the screen to begin the referral.
4. If you have never completed a referral for your student, a pop-up will appear asking if you'd like to complete the referral. Click **Yes**.



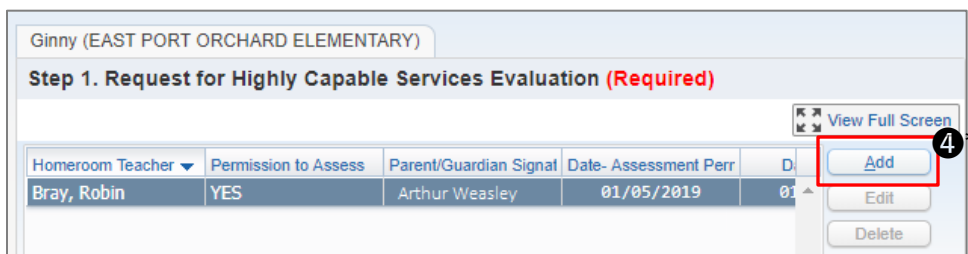
The form "HC K/1 Parent Referral" has not yet been completed.
Would you like to complete it now?

Yes No

Next

Close and Finish Later

- 4.* If you completed a referral for your student in a prior school year, you will not receive a pop-up message. Instead, click **Add** to create a new referral.

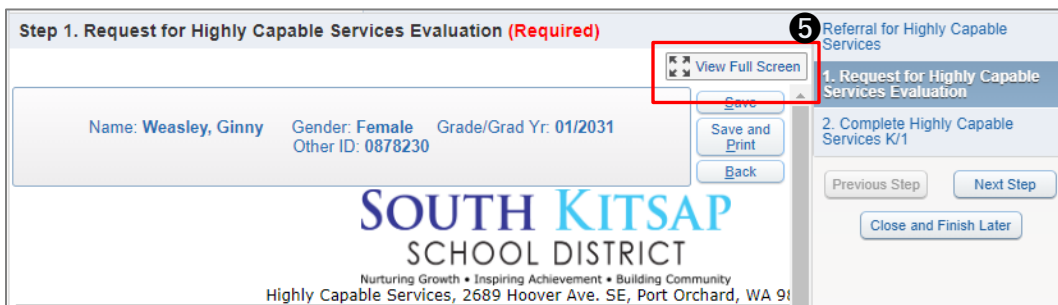


Step 1. Request for Highly Capable Services Evaluation (Required)

Homeroom Teacher	Permission to Assess	Parent/Guardian Signat	Date- Assessment Perr	D
Bray, Robin	YES	Arthur Weasley	01/05/2019	01

Add Edit Delete

5. For easier viewing and navigation, click **View Full Screen**.



Step 1. Request for Highly Capable Services Evaluation (Required)

Name: Weasley, Ginny Gender: Female Grade/Grad Yr: 01/2031 Other ID: 0878230

View Full Screen

Save Save and Print Back

Previous Step Next Step

Close and Finish Later

6. Fill out all areas of the referral as completely as possible. When you have finished with the referral, click **Complete Step 1 and move to Step 2** at the top center of the screen.
Note: If you have exited full-screen mode, the button will be at the **bottom center of the screen**.



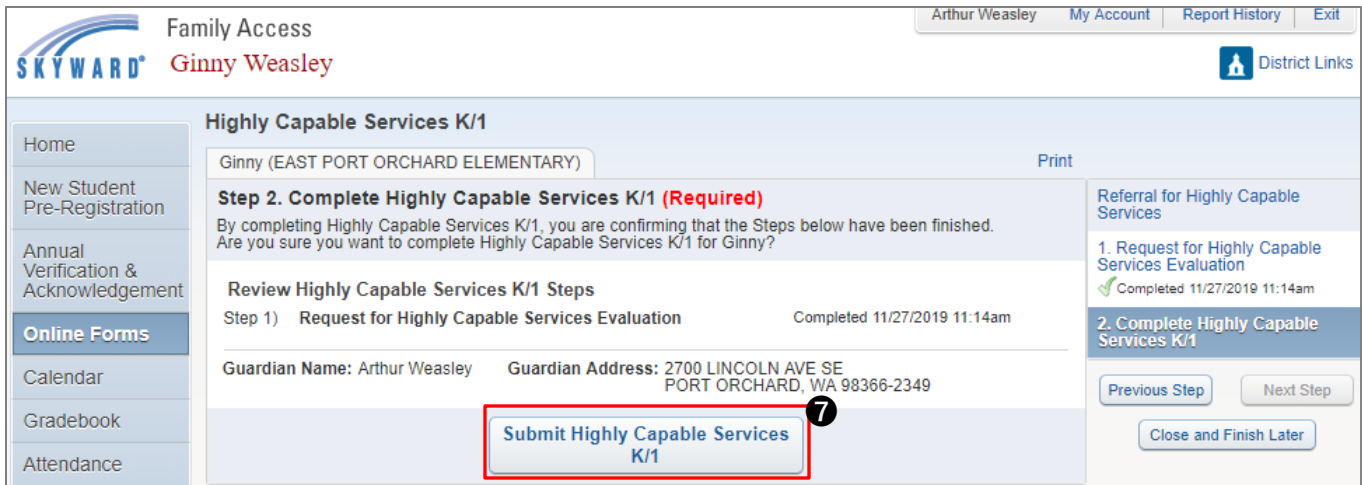
Complete Step 1 and move to Step 2

Exit Full Screen

Name: Weasley, Ginny Gender: Female Grade/Grad Yr: 01/2031 Other ID: 0878230

Save Save and Print Back

7. Click **Submit Highly Capable Services** to send your referral for review.



Family Access | Arthur Weasley | My Account | Report History | Exit

SKYWARD | Ginny Weasley | District Links

Highly Capable Services K/1

Ginny (EAST PORT ORCHARD ELEMENTARY) Print

Step 2. Complete Highly Capable Services K/1 (Required)
 By completing Highly Capable Services K/1, you are confirming that the Steps below have been finished.
 Are you sure you want to complete Highly Capable Services K/1 for Ginny?

Review Highly Capable Services K/1 Steps

Step	Step Name	Status
Step 1)	Request for Highly Capable Services Evaluation	Completed 11/27/2019 11:14am

Guardian Name: Arthur Weasley Guardian Address: 2700 LINCOLN AVE SE
 PORT ORCHARD, WA 98366-2349

Submit Highly Capable Services K/1 7

Referral for Highly Capable Services

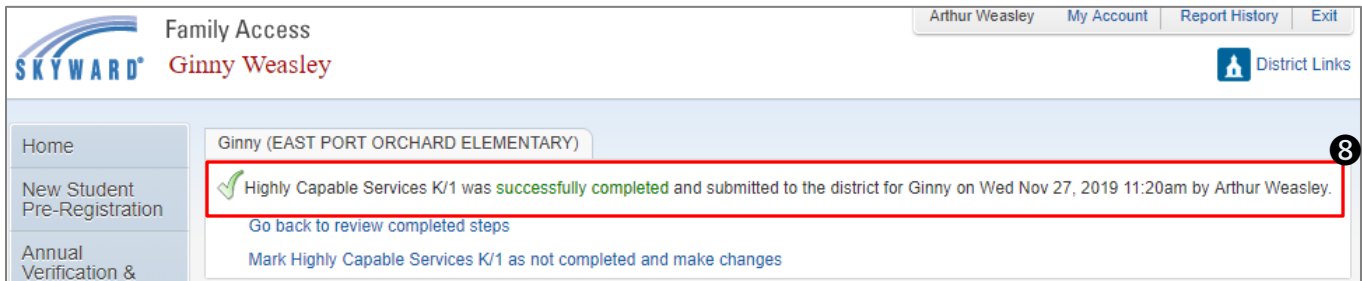
1. Request for Highly Capable Services Evaluation
 ✓ Completed 11/27/2019 11:14am

2. Complete Highly Capable Services K/1

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)

8. A message will appear notifying you that the referral has been successfully completed and submitted to the district. You will also receive an email confirmation of your submission.



Family Access | Arthur Weasley | My Account | Report History | Exit

SKYWARD | Ginny Weasley | District Links

Ginny (EAST PORT ORCHARD ELEMENTARY)

✓ Highly Capable Services K/1 was **successfully completed** and submitted to the district for Ginny on Wed Nov 27, 2019 11:20am by Arthur Weasley.

[Go back to review completed steps](#)

[Mark Highly Capable Services K/1 as not completed and make changes](#)