Understanding Directory Information - Portage Public Schools

In keeping with Federal Law, Portage Public Schools shares some student information with outside agencies upon request. This information, called "Directory Information" includes student names, grade levels, building assignments, parent/guardian names, sibling names, as well as addresses, phone numbers, and email addresses for said individuals.   By law, parents/guardians have the option to opt out of being included directory information releases if they wish. This document outlines how to do so.

Note, you must have a Skyward Family Access account set up to change your directory preferences. If you do not have such an account, please contact your school's office for assistance.

To change your preferences for how your student's information is distributed, log into Family Access and for each of your students (you select individual students with the drop down in the upper left) …

1. Click 'Student Info'
2. Click 'Request Changes for…..'
3. Click 'Student Information'
4. Update your preferences for 'Allow Publication of Student's Name for...'
    (you can click on the ? if you are unsure of what each setting means)
5. Click 'Save'   (see below)

Online Directories

In addition to directory requests, we also maintain a searchable, online directory on Family Access for your convenience (for example, if you wanted to look up a phone number or address for a birthday party invite). This directory can ONLY be accessed by individuals with a Family Access account AND information regarding your family is only visible to other families with children enrolled in the same building as yours. (For example, Woodland Elementary families can see other Woodland families, but they cannot see families from other the other elementary schools, or the middle or high schools, unless they also had children enrolled those as well.)

You have the option to set how much information is visible, or you may suppress it completely. Again you will need an active Family Access account to change your preferences. To do so…
1. click on the 'My Account' link in the upper right hand corner of family access
2. set your preferences in the 'School Directory' area (see below)

Note These settings will not appear in Family Access until the Online Directory is activated on September 29th, 2014. Prior to this date, no information, nor settings, are available.

For technical assistance, please email help@portageps.org