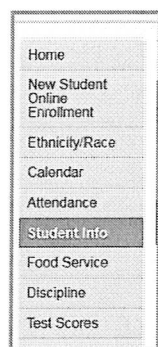


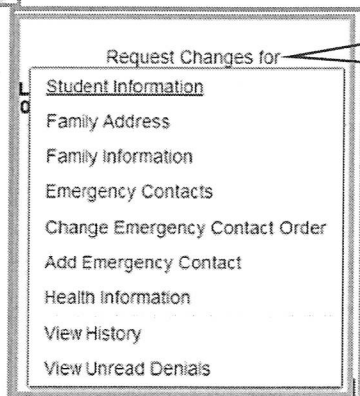
How to edit your Timberland Library Card permission for your child in Skyward



Home
New Student
Online Enrollment
Ethnicity/Race
Calendar
Attendance
Student Info
Food Service
Discipline
Test Scores


Log into Skyward Family Access, click on the Student Info tab.

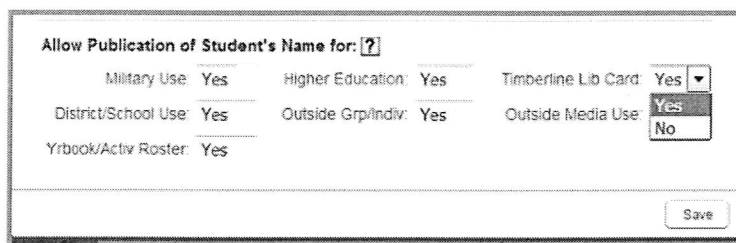
- Select the Request Changes for 'Your child's name' on the top right of the information area.
- In the pull down menu, select Student Information




Request Changes for

- Student Information**
- Family Address
- Family Information
- Emergency Contacts
- Change Emergency Contact Order
- Add Emergency Contact
- Health Information
- View History
- View Unread Denials

On the bottom of the screen in the *Allow Publication of Student's Name* for  select the box that says *TRL Card* and change it to No or keep it as Yes.




Allow Publication of Student's Name for: 

Military Use:	Yes	Higher Education:	Yes	Timberline Lib Card:	Yes
District/School Use:	Yes	Outside Grp/Indiv:	Yes	Outside Media Use:	Yes
Yrbook/Activ Roster:	Yes				No

Save

Click Save at the bottom of the screen.

If you click on the Question Mark  you will find the description of the permission:

TRL Card

Free Form Message: **TRL** = "Timberland Regional Library digital access card" - Please DO NOT release my student's directory information to the Timberland Regional Library. Digital access to **TRL** is automatically provided to your student. To decline this access, select NO.