

**Directions if you are an employee
with CHILDREN ENROLLED in the district
and your spouse/your child's other parent
WORKS in the district**

You are an employee with CHILDREN ENROLLED in the district and your spouse/your child's other parent also works in the district

SKYWARD SNOHOMISH S D NO 201

Home Employee Information Time Off Expense Reimbursement

Personal Information

Demographic

Employee Info

Address

Personnel

Personnel Info

Lane/Step History

Prof Development

Assignments

Certifications

1095-C

1095-B

Payroll

Checks

Check Estimator

Calendar YTD

Fiscal YTD

Direct Deposit

W2 Information

W4 Information

1095 Forms

Time Off Status

Food Service

Account Information

Payments

Purchases

Employee Letters

Emergency Contacts

Reports

Employee: [Redacted]

Employee Info

View History

Employee Information

Request Changes

Name

Former Name: [] Conf. No

Spouse Name: [] Conf. No

Phone

Phone 1: [Green Box] Ext: [] PCat: [] Conf. No

Phone 2: [] Ext: [] PCat: [] Type: [] Conf. No

Phone 3: [] Ext: [] PCat: [] Type: [] Conf. No

1st Email: [] Type: []

2nd Email: [] Type: []

3rd Email: [] Type: []

4th Email: [] Type: []

All Emails Confidential? no

Race and Ethnicity

Ethnicity: Hispanic/Latino?

Federal Race: 1-American Indian or Alaskan Native

2-Asian

3-Black or African American

4-Native Hawaiian or Other Pacific Islander

5-White

If you are a district employee and your phone number is incorrect in ParentSquare, you need to change your numbers yourself in Employee Access. Your numbers in Employee Access should be YOUR phone numbers ... not the numbers of a spouse or family member.

If you are an employee who has children enrolled in the district (and your spouse/your child's other parent works in the district), the number in the **Phone 1 field must be left blank. Enter your cell number in Phone 2 field** . Due to the way Employee Access information feeds into Family Access, this is the way your contact number can appropriately be loaded into your child's Family Access profile and associated staff and family ParentSquare profiles.

- **Phone 1 must be left blank**
- **Put your cell number in Phone 2**
- **Leave blank or put your additional work or home number in Phone 3**

Request Changes - Employee Information

Employee

Employee:

Save

Back

Demographic Request Change - Employee Information

Name

Former Name: Conf.
Spouse Name: Conf.

Phone

Phone 1: Ext: PCat1: Conf.
Phone 2: Ext: PCat2: Type:
Phone 3: Ext: PCat3: Type:
1st Email:
2nd Email: Type:
3rd Email: Type:
4th Email: Type:
All Emails Confidential?:

Race and Ethnicity

Ethnicity: Hispanic/Latino?
Federal Race: 1-American Indian or Alaskan Native
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