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Career Preparation Center, Laura Percival, Principal

September 22, 2011

Dear Parent/Guardian of «Student\_Full\_Name»

Eaton Intermediate School District Career Preparation Center uses Skyward as our student database system. Skyward has a parent component called Family Access.

Family Access is a **free** and **secure** internet website that will allow you to easily keep track of your student(s) here at the Career Preparation Center. This service will allow you to view your student's attendance, grades, schedule, progress, assignments, and emergency information. You will also be able to communicate to instructors, attendance secretary and the principal through email on this site. Family Access is available to all parents with students enrolled at the Career Preparation Center.

To begin Family Access, visit the Eaton ISD homepage at [www.eatonisd.org](http://www.eatonisd.org).

1. At the bottom of the page under students, click on "Career Prep Center"
2. On the right hand column, click on the Skyward student/parent access.
3. A new window will open. Save this site to your favorites. You can always access this from the Eaton web site or use the favorite as a shortcut.
4. Use the username and login provided below for access to this page.

**Login:**

**Password:**

- ❖ Once you log in you can change your username and password if you choose.
- ❖ The system will prompt you for your email address. This will allow you to receive and send messages within Skyward.
- ❖ There is a feature that will email you when you child is absent or tardy. If you want to activate that, click on the email notifications tab along left hand side of the home page and check the box.
- ❖ Report cards will also be posted here

If you have any questions or concerns, please contact Laura Percival, Principal at 517-483-1341 or at Percival@lcc.edu.

Sincerely,

Laura Percival  
Principal