

Dear Parent or Guardian:

Union Gap School District will be using "Family Access" for parents/guardians/students to view grades, attendance, schedule, etc online. We are currently implementing this service for parents at the 7<sup>th</sup> and 8<sup>th</sup> grade level and will phase in grades 4 – 6 throughout the rest of the school year.

Family Access is currently available in Yakima School District so if your students attend a high school in Yakima School District, you will have already be familiar with the service. Once a Family Access username and password has been obtained, it will eventually work for all children in a household regardless of grade level and school attendance. The username and password should work without any problems. If you encounter problems accessing the information, you may contact the following person at the school:

- Lisa Gredvig, Principal or [lgredvig@uniongap.org](mailto:lgredvig@uniongap.org)

Family Access will be available through Union Gap's website at [www.uniongapschool.org](http://www.uniongapschool.org). You will click on the Family Access link to use the system: To use the system you will need to:

- ♦Have access to the internet
- ♦Allow or accept cookies
- ♦Have username and password

**Note: If you do not have internet access at home, the Union Gap City Library has computers available for public use provided the user has a library card or photo ID.**

**Union Gap School District does not provide support for off-site technology or software applications. To allow or accept cookies, please consult your computer dealer or software vendor.**

It is Union Gap School District's policy that usernames and passwords for Family Access must be obtained "**in person**" at Union Gap so nothing can be sent through US Mail or through email. To obtain a username and password, parents need to complete the enclosed request form, "**Family Access Login Form**". Parents will need to present the form along with a legal, photo ID to the Union Gap School Office. Each application will be processed to ensure information is accurate and appropriate access to the appropriate household is secure. Parents must pick up the information "**In Person Only**" in the school office. Once parents receive their username and password, they will have the ability to change the password to keep their access secure. Usernames that are provided are permanent and cannot be changed. It is important to keep the "Access Card" given to you as it will contain your username and temporary password and directions to access the website.

You may return your **Family Access Login Form** anytime to the school office between 7:00 am and 4:00 pm Monday through Friday.

Sincerely,

Lisa G. Gredvig  
Principal