

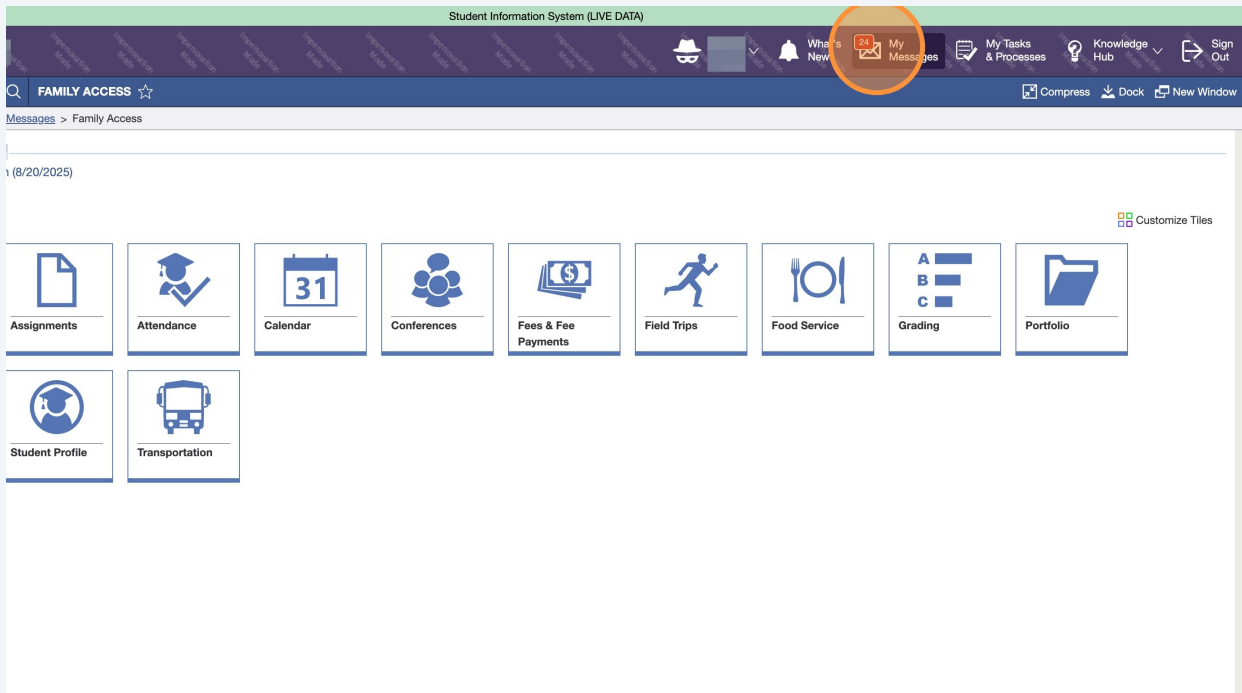
How to Reply to Messages in Skyward Family Access



Learn how to access your school communications and send responses within the Skyward platform. This guide provides clear steps to help you manage your inbox and stay connected with school notifications.

Message Center Access

- 1 Click My Messages icon in top header



2 Select a message from Inbox list

The screenshot shows a list of email messages in an inbox. The messages are as follows:

- Teen Decision program in health classes** (3/25/2026)
- Andrea Conley - Health Curriculum Attachment** (1/20/2026)
- Andrea Conley - 3rd Quarter Health** (1/20/2026)
- Erika Myers - Kane County Cougars Field Trip Form** (5/17/2025)
- Megan Fox - CC: Classroom Request** (3/20/2025)
- Amy Burrows - Memoirs** (3/17/2025) - This message has a red circle around the 'Reply' icon.
- Megan Fox - Vote for Me to Help Improve Our Science Classroom!** (3/17/2025)
- Jordann Tamayo Urgello - 4th Quarter Updates & Classroom Reminders** (3/17/2025)
- Megan Fox - Excited for the Spring Semester with Your 7th Grad...** (3/10/2025)
- Jordann Tamayo Urgello - Study Guide on GC** (2/11/2025)
- Jordann Tamayo Urgello** (1/31/2025)

Message Reply Actions

3 Click "Reply"

The screenshot shows an email client interface. The top navigation bar includes 'Student Information System (LIVE DATA)', 'What's New', 'My Messages', 'My Tasks & Processes', 'Knowledge Hub', and 'Sign Out'. The 'MY MESSAGES' section is active. The 'INBOX' list on the left shows the following messages:

- Lakeview Jr. High (No Reply) - Customer Fee Added** (3/25/2026)
- Andrea Conley - Teen Decision program in health classes** (2/17/2026)
- Andrea Conley - Health Curriculum Attachment** (1/20/2026)
- Andrea Conley - 3rd Quarter Health** (1/20/2026)
- Erika Myers - Kane County Cougars Field Trip Form** (5/17/2025)
- Megan Fox - CC: Classroom Request** (3/20/2025)
- Amy Burrows - Memoirs** (3/17/2025) - This message is selected.

The selected email from Amy Burrows is displayed on the right. The subject is 'MEMOIRS' and the date is '3/17/2025 6:19 PM'. The sender is 'From: Amy Burrows' and the recipient is 'To: [redacted] (English/Language Arts 1 7th Gr Period 2)'. The email content discusses reading memoirs in class. In the top right corner of the email view, there are buttons for 'Mark as Unread', 'Reply', and 'Delete'. A red circle highlights the 'Reply' button.

4 Enter your freeform message.

Student Information System (LIVE DATA)

Reply
Enter Reply Details

Send Cancel

REPLY DETAILS

Priority Normal

*Reply Message

MEMOIRS

3/17/2025 6:19 PM
From: Amy Burrows
Regarding: (English/Language Arts 1 7th Gr Period 2)
To:

Good evening,

The students in the seventh-grade ELA classes are going to be reading Memoirs. Brown Girl Dreaming by Jacqueline Woodson, the novel we are reading in class right now, is a memoir written in verse. Memoirs are autobiographical books written to capture a "moment" in someone's life. That "moment" might be a day, year, or even many years. (In Brown Girl Dreaming, the time period is her childhood, from about 4 -18 years old.)

Students will be reading a memoir they choose for an independent reading opportunity. Students will be meeting with other students to discuss the memoir. Some students may choose to read the same memoir as their friends, so they can meet in groups to discuss the common story and structure (like a book club). Other students may choose to read different memoirs and share/compare the story and structure with those of the other students in the group. In the past, both groups have been successful. As students focus on developing speaking and listening skills, as well as analyzing the craft and structure of this genre, there will be plenty to discuss.

I am including a list of memoirs that was generously compiled by Mrs. Collins and Mrs. Wilson. While we do have some memoirs in the Lakeview library, we do not have all of them - or enough copies. If your child chooses a book that is not available at Lakeview, s/he will need to go to a public library or purchase the book. (I do have multiple copies of both Ugly and I Am Malala available.) Students will need their memoir by next Friday, March 28.

If you have any questions, please let me know. I look forward to seeing what your child chooses to read!
Amy Burrows

5 Click "Send" when you are ready.

Student Information System (LIVE DATA)

Reply
Enter Reply Details

Send Cancel

REPLY DETAILS

Priority Normal

*Reply Message Thank you for this information!

MEMOIRS

3/17/2025 6:19 PM
From: Amy Burrows
Regarding:
To:

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