# Skyward - Basic Student Info

1. To access basic student information in Skyward, click on the Students tab and click Student Browse.

2. You can search for the student by entering the Last Name OR Other ID in the Lookup field in the bottom right corner.

3. Once you find the student, you can double-click the student name to open a student profile screen that will include:
   a. demographic information
   b. attendance
   c. student schedule
   d. enrollment info (entry/withdrawal)
   e. emergency contacts

   Click on the icon to see specific information.

4. Use the “Email Teachers” button to compose an email to send to the student’s current teachers.

5. To use the Email Teacher feature, select All Student’s Teachers, highlight the teacher(s) you want to send the email to, and click the To button. Then, click Next.
6. Compose the email in the Body section.

Note: The email you send will come from LCISDeNotice@lcisd.org, so you should Cc yourself for documentation.

Then, click the Send Email button.

7. To run an Information Report for this specific student, click on “Information Report.”

8. Select the specific information you want to include on the report based on the options provided, and click the “View Report for this Student” button.