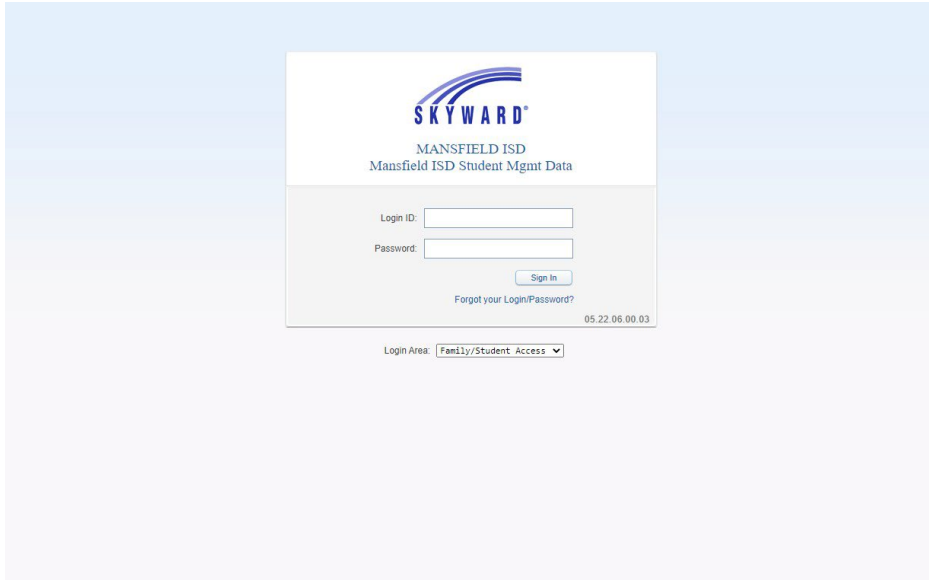
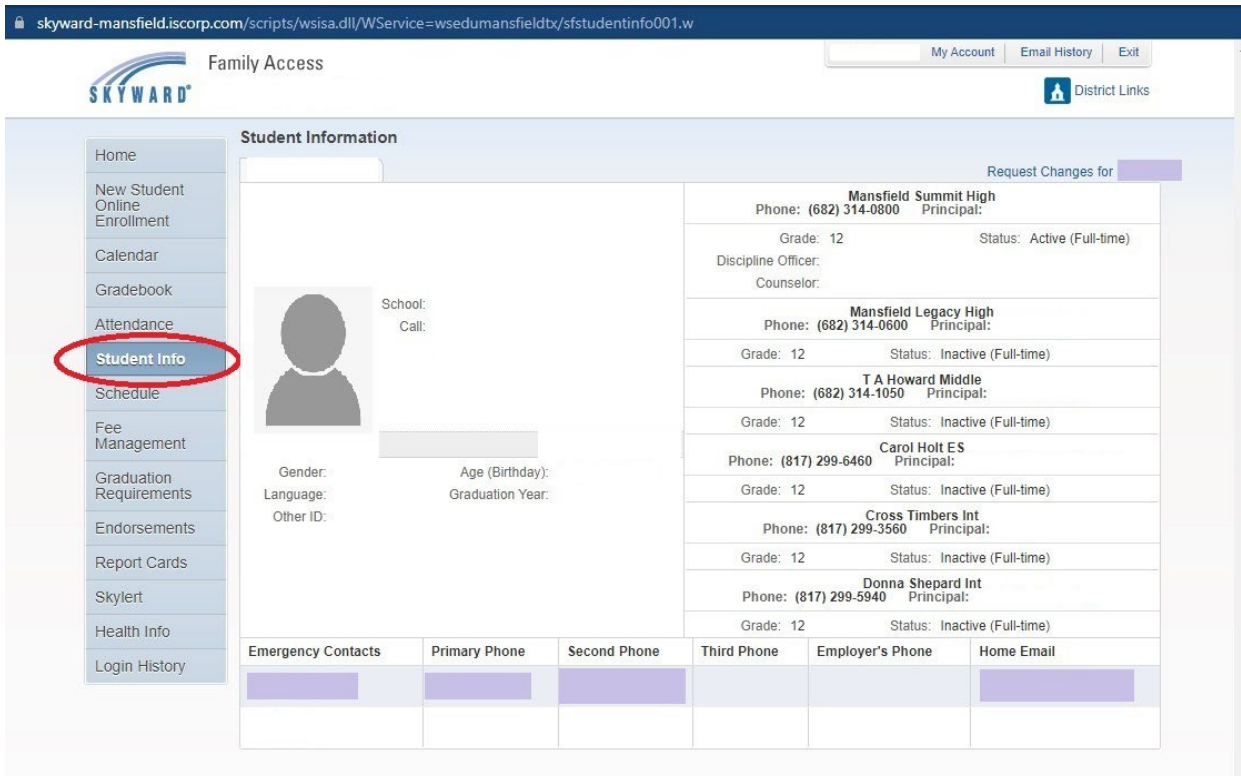


# How to Change Language Preference for District Messages

1. Log into Skyward Family from the district website: [www.mansfieldisd.com](http://www.mansfieldisd.com).



2. On the left side of the screen, choose 'Student Info.'



3. Click on 'Request Changes' at the top right.

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with 'Student Info' highlighted and circled in red. The main content area is titled 'Student Information' and contains a student profile form with fields for School, Gender, Age (Birthday), Language, and Graduation Year. To the right of the profile is a list of schools with their phone numbers and principals. At the top right of the page, a button labeled 'Request Changes for' is circled in red.

4. Select 'Family Information' from the drop down window.

This screenshot shows the same Skyward Family Access interface as the previous one, but with the 'Request Changes for' dropdown menu open. The 'Family Information' option is circled in red. The dropdown menu includes options such as Student Information, Family Address, Family Information, Emergency Information, Emergency Contacts, Change Emergency Contact Order, Add Emergency Contact, View History, and View Unread Denials. The 'Student Info' menu item on the left is also highlighted.

5. Begin typing your preferred language for district messages and a list will pop up. Choose your preferred language and click save.

The screenshot shows the Skyward Family Access interface. The main page displays student information for Mansfield Summit High, including the phone number (682) 314-0800, the principal's name, and the student's grade (12) and status (Active (Full-time)). A modal window titled "Family Options" is open, allowing for updates to the student's family information. The "Home Language" field is highlighted with a red circle and contains a red warning icon, indicating a required field. Other fields in the modal include Guardian Number, Name, Primary Phone, Relationship, Home Email, and checkboxes for "Receive a Paper Copy of Report Card", "Custodial", "Confidential", and "Long Distance". A "Save" button is located at the bottom right of the modal. Below the modal, a table of emergency contacts is visible, with columns for Primary Phone, Second Phone, Third Phone, Employer's Phone, and Home Email.

Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Phone	Home Email