



# Support Staff Spotlight

NAME: Britt Adkins

POSITION: Registrar

School: Pioneer Middle School

YEARS IN DISTRICT: 12 years

Q. What are your job responsibilities as the school registrar?

A. If someone comes in to enroll, I am the person they talk to about registration. I enter grades, help support tracking of attendance and answer phones. I also work with the Skyward student records system.

Q. How often are students enrolling?

A. Students come and go throughout the year. Spring is my busy time because people are making plans for the next school year. We begin scheduling as early as January and I build classes into Skyward. During the school year it is primarily the counselors who do schedule changes for students.

Q. How do you stay organized in such a busy office?

A. We all remain focused on what needs to get accomplished. There are many interruptions so we need to keep good notes and records. This helps us go back and finish projects at a later time.

Q. Why is Skyward an important tool in your job?

A. Skyward is a data base for keeping track of all students. Skyward Family Access is a fabulous tool for parents because they can see grades, their food service account, and demographic information.

All of the information is stored in one place which is pretty awesome. Recently we switched to having grades posted in Skyward so families can see grade books at the secondary level.

Over 



NOTES:  
We help direct students to their counselor. Counselors have a big job. They support testing and many other tasks. I support them by preparing lists, helping locate students, and making sure students have a chance to see their counselor.

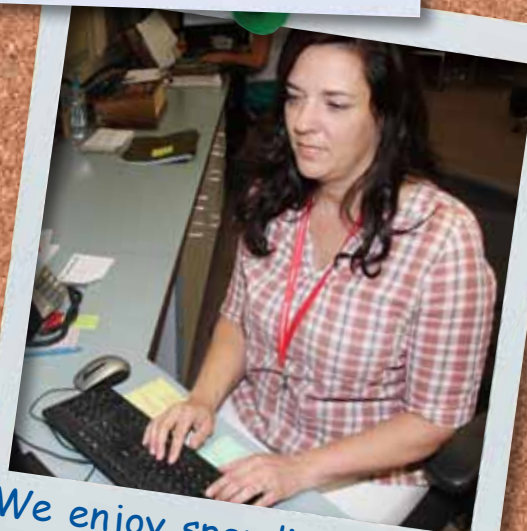


## Highlights Britt Adkins

I like making connections with kids and families. It feels good when I go outside of school and they interact with me.



I grew up in Kent, WA. I have lived here for 25 years. My husband and I have three children. We like to be outside biking and running.



We enjoy spending time at our Tollgate cabin.