Family Access User Guide

Citrus County Schools

Created by: Information Services Department
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Please be aware that your Family Access Login ID and Password provide access to sensitive and comprehensive student data and information.

Keep your Login ID and Password secure, and do not share with anyone not authorized to have complete access to your student’s information.
Log in using the district web site:  www.citrus.k12.fl.us

Under the **Schools** tab, select the **Family Access Link**.
1 – **Student Name** or ‘All Students’ (allows selection if multiple students in family).
2 – **Links** to the areas available in Family Access.
3 – **Message Center** includes Lesson Plans and school or district messages. (see pg 8)
4 – **Upcoming Events** from the Calendar. (see pg 9)
5 – **My Account**: Change your password, email address, and Account Settings. (see pg 7)
   - **Email History**: Displays emails sent by you through Family Access.

*Family Access Exit*
1 – Link to Calendar tab.
2 – Click on assignment to see details.
3 – District grading period dates.
1 – Your email address can be updated here.
2 – Accessibility options.
3 – Click here to change your Family Access password.
4 – Check to receive daily attendance emails.
5 – Check to receive grading emails. Click on 🤔 for Grading Email Information.
1 – Indicates unread messages.
2 – Message settings.
3 – Lesson Plans message.
4 – Click link to see Class Info.
5 – Hide/Unhide message.
6 – Click link to view lesson plans.
7 – Message teacher.
8 – Hidden message; click to unhide.
9 – District message.
1 – Select prior or future months.
2 – Revert calendar to current day.
3 – Select month and/or year.
4 – Print calendar.
5 – Calendar display settings.
6 – View Month, Week, or Day.
7 – Links to calendar item details.
1 – All missing assignments with links to details. (see pg 12)
2 – Recent missing assignments with links to details.
3 – Print grades displayed for prior terms.
4 – Gradebook display options.
5 – Classes with links to details.
6 – Prior class grades with links to grade details. (see pg 13)
7 – Links to current term assignments and grade details. (see pg 13)
1 – Display settings for Missing Assignments.
2 – Link to assignment details.
3 – Link to class details.
4 – Link to teacher details.
5 – Link to teacher comments.
Grade Details

Summary:

Physical Science (Period 4)

F1 Grade (08/06/2014 - 10/03/2014)

A

Grade Breakdown:

Assignments: A

(100% of Sem 1 grade) 90.24%

<table>
<thead>
<tr>
<th>Due</th>
<th>Assignment</th>
<th>Points Earned</th>
<th>Percent</th>
<th>Grade</th>
<th>Missing</th>
<th>No Count</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classwork</td>
<td>Periodic Table Project</td>
<td>529 out of 549</td>
<td>96.36%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/14</td>
<td>Ch. 4 Review</td>
<td>20 out of 20</td>
<td>100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/15/14</td>
<td>Ch. 4 Sec. 3 Review</td>
<td>7 out of 7</td>
<td>100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/12/14</td>
<td>Ch. 4 Sec. 2 Review</td>
<td>15 out of 15</td>
<td>100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/11/14</td>
<td>Ch. 4 Sec. 1 Review</td>
<td>6 out of 6</td>
<td>100.00%</td>
<td>A</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 – Print grade summary options.
2 – Link to class details.
3 – Link to Grade Mark Legend.
4 – Link to teacher grade comments.
5 – Link to assignment.
6 – Link to teacher assignment comments.
1 – Attendance viewing options.
2 – Current date and attendance.
3 – Link to class details for date of attendance.
4 – Current term and year-to-date attendance totals.
This panel displays confidential Student Information, Family Information, and Emergency Contacts.
1 – Today’s class information.
2 – Schedule display options.
3 – Print Schedule.
4 – Link to class information.
5 – Current term highlighted.
### Discipline

#### Today's Discipline:

<table>
<thead>
<tr>
<th>Date/Time</th>
<th>Offense</th>
<th>Location (School)</th>
<th>Officer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon Feb 2, 2015 10:44am</td>
<td></td>
<td>Classroom</td>
<td></td>
</tr>
<tr>
<td>Thu Jan 29, 2015</td>
<td></td>
<td>Bus</td>
<td></td>
</tr>
<tr>
<td>Thu Jan 8, 2015</td>
<td></td>
<td>Bus</td>
<td></td>
</tr>
<tr>
<td>Tue Aug 19, 2014 8:00am</td>
<td></td>
<td>Classroom</td>
<td></td>
</tr>
</tbody>
</table>

#### Disciplinary Action(s)

1. **View Action(s) Taken**

#### Disciplinary Charts

3. **Show/Hide Discipline Charts**

4. **Term and Year-to-Date Discipline Totals**

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1. Discipline for current date.
2. Link to discipline action(s) taken.
3. Show/Hide discipline charts.
4. Term and Year-to-Date discipline totals.
This tab lists tests taken by the student with a link to test score data.
This tab lists all activities for the student during the current school year with a link to view activities from prior years.
If available, Academic History will be displayed with links to class details.
Any attachments posted to the student’s Portfolio will appear here linked to the attachment.
Student vaccination details are displayed on this tab.

<table>
<thead>
<tr>
<th>Vaccination</th>
<th>Compliance</th>
<th>Waiver</th>
<th>Type</th>
<th>Date 1</th>
<th>Date 2</th>
<th>Date 3</th>
<th>Date 4</th>
<th>Date 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dip, Tet, Pert</td>
<td>In Compliance</td>
<td></td>
<td>State Required</td>
<td>11/11/04</td>
<td>01/11/05</td>
<td>03/18/05</td>
<td>12/28/05</td>
<td>07/31/09</td>
</tr>
<tr>
<td>Polio</td>
<td>In Compliance</td>
<td></td>
<td>State Required</td>
<td>11/11/04</td>
<td>01/11/05</td>
<td>09/12/05</td>
<td>07/31/09</td>
<td></td>
</tr>
<tr>
<td>HIB</td>
<td>In Compliance, Student is not within the Required Age for this Vaccination</td>
<td>State Required</td>
<td>11/11/04</td>
<td>01/11/05</td>
<td>03/19/05</td>
<td>12/28/05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Measles</td>
<td>In Compliance</td>
<td></td>
<td>State Required</td>
<td>09/12/05</td>
<td>07/31/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mumps</td>
<td>In Compliance</td>
<td></td>
<td>State Required</td>
<td>09/12/05</td>
<td>07/31/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rubella</td>
<td>In Compliance</td>
<td></td>
<td>State Required</td>
<td>09/12/05</td>
<td>07/31/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hepatitis B</td>
<td>In Compliance</td>
<td></td>
<td>State Required</td>
<td>11/11/04</td>
<td>01/11/05</td>
<td>08/29/05</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varicella</td>
<td>In Compliance</td>
<td></td>
<td>State Required</td>
<td>09/12/05</td>
<td>07/31/09</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pneumococcal</td>
<td>In Compliance, Student is not within the Required Age for this Vaccination</td>
<td>State Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tdap Booster</td>
<td>No doses needed for Age or Grade</td>
<td></td>
<td>State Required</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Family Access Login History is displayed on this tab with links to the areas that were viewed.
For assistance with Login ID or Password issues, or if incorrect student information is found, please contact your student’s school.