



# Family Access User Guide



**Citrus County Schools**

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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.

# Important Security Information

**Citrus County Schools**  
**An A School District!**  
THE FIRST OFFICIAL PURPLE HEART SCHOOL DISTRICT IN THE NATION

Top 10 School District in Florida  
High Performing School District

Home Auction Calendars Departments Community District Employment Media School Board **Schools** Staff

**FEATURED School** **UPCOMING Events**



- Quick School Reference Sheet
- Elementary
- Middle
- High
- Post-Secondary
- Other
- Attendance Policy
- Bullying Complaint Form
- Bullying Policy
- Bus Rules
- Code of Student Conduct
- Dress Code
- Enrollment Registration Process
- Family Access Link**
- Family Access Registration

CRE / PTA Book Fair  
Tue, Mar 17, 2015

HER / Book Fair Week  
Tue, Mar 17, 2015

CRM / PBS Student of the Month McDonald's Bre  
Tue, Mar 17, 2015 at 7:30am

FCE / IMS Recruiting Band Concert  
Tue, Mar 17, 2015 at 9:30am

IPS / Walking Field Trip  
Tue, Mar 17, 2015 from 9:30am - 2:00pm

CRH / State Solo Ensemble Competition-Jackson  
Tue, Mar 17, 2015 at 1:00pm

CRE / SAEC Meeting  
Tue, Mar 17, 2015 at 4:15pm

## Family Access Link

Log in using the district web site: [www.citrus.k12.fl.us](http://www.citrus.k12.fl.us)

Under the **Schools** tab, select the **Family Access Link**.



# Family Access Home

The screenshot shows the 'Family Access' interface. At the top left is the 'SKYWARD' logo. To its right is the text 'Family Access' and a dropdown menu labeled 'All Students' with a red circle '1' next to it. In the top right corner are links for 'My Account', 'Email History', and 'Exit', with a red circle '5' next to 'My Account'. On the left side is a vertical navigation menu with links: 'Home' (circled with a red circle '2'), 'Calendar', 'Gradebook', 'Attendance', 'Student Info', 'Schedule', and 'Discipline'. The main content area features a message from 'Noah' (circled with a red circle '3') titled 'Lesson Plans for Media Center for Week of February 2-6, 2015', which includes a link to 'Media Lesson Plans 2.2.pdf'. To the right of the message is a section titled 'Upcoming Events' (circled with a red circle '4') with a 'Calendar' link. This section lists events: 'Quarter 3 Ends Citrus High' (Fri Mar 6, 2015), 'Quarter 3 Ends Hernando Elementary' (Fri Mar 6, 2015), and 'Progress Report 4 Starts' (Mon Mar 9, 2015). A red arrow points from the 'Exit' link at the top right down to the text '\*Family Access Exit' at the bottom right.

- 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**

# Upcoming Events

 Upcoming Events  Calendar

---

Fri Mar 6, 2015


**e2020-75% due 3/6-updated 1/28** 

---

Fri Mar 6, 2015

**Quarter 3 Ends**  
Lecanto Middle

---

Mon Mar 9, 2015 

**Progress Report 4 Starts**  
Lecanto Middle

---

Mon Mar 9, 2015

**Quarter 4 Starts**  
Lecanto Middle

---

1 – Link to Calendar tab.

2 – Click on assignment to see details.

3 – District grading period dates.

**Account Settings**

1 Email:

Phone: (352)  Ext:

Cell  (352)  Ext:

Ext:

3 Save  
Change Password  
Undo

Family Access Login:

Password Last Changed: 09/18/2012

☐ Show Google™ Translator in Family Access

☐ I'm Using a Screen Reader

☐ Outline Links When Focused

2

Address (Mailing Address)

Street Number:  Street Dir:  Street Name:

SUD:  #  P.O. Box:

Address 2:

Zip Code:  Plus 4:  City/State:

County:

Address Preview:

4 Email Notifications

☒ Receive Daily Attendance Notifications for my student(s) by Email

☒ Receive Grading Emails for my student(s) ?

Assignment/Class Percent Overrides (If blank, the School default low and/or high percent will be used):

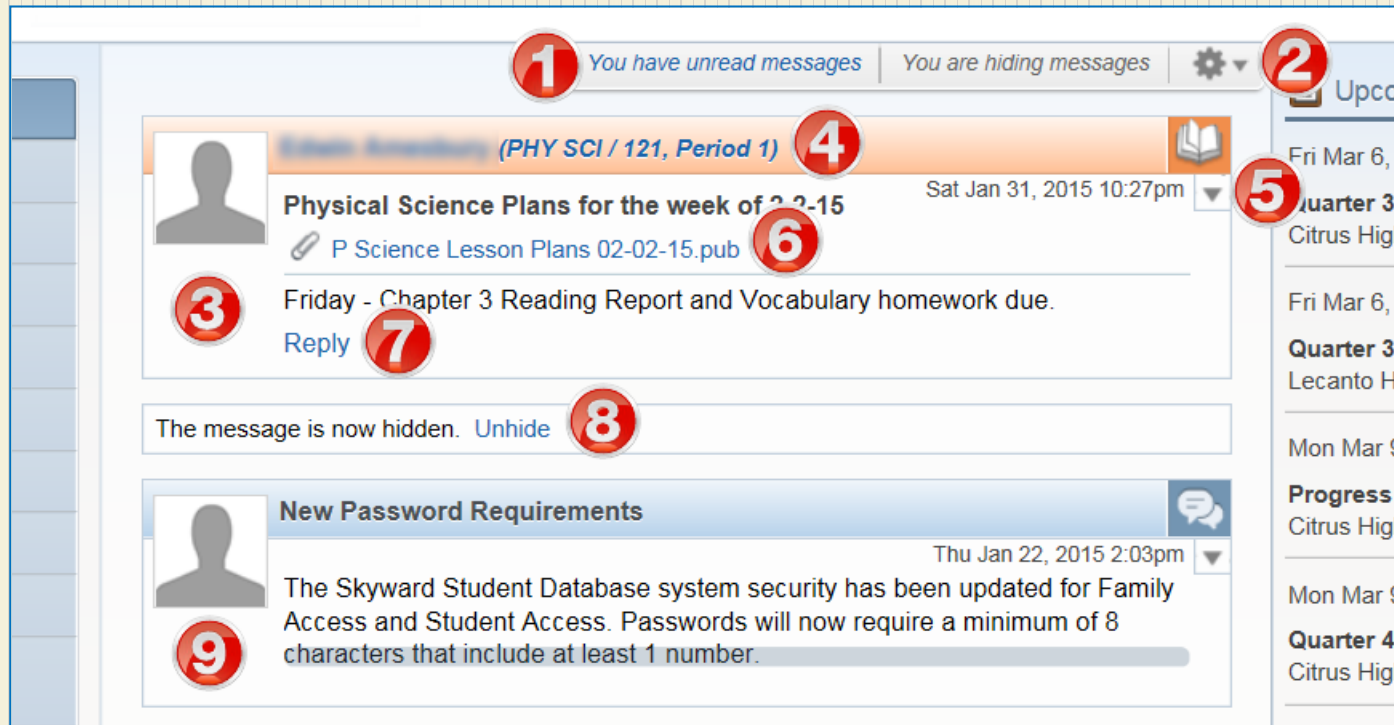
Low:  High:  for Joshua Abitbol and Noah Abitbol

5

- 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.



# Home Message Center



- 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.



# Calendar

The screenshot shows a web-based calendar for March 2015. The interface includes a sidebar with navigation links, a top navigation bar with month/year selection and display settings, and a main calendar grid. Numbered callouts 1 through 7 highlight specific features:

- 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 – 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.

# Gradebook

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## Gradebook





**Missing Assignments exist for**  [\(Show All\)](#) **1**

Dakota has  missing assignments:  
Due: 01/30/2015 [pg. 98/#13-31 odd, Algebra 1-A \(Period 3C\)](#) **2**  
01/30/2015 [2-1 Worksheet, Algebra 1-A \(Period 3C\)](#)

### Class Grades **3**

Dakota (Lecanto High) [Display Options](#) **4**

*Grades posted to the report card are in **bold**.  
The current term is **highlighted**.*

Class	C1	P1	C2	Q1	F1	C3	P2	C4	Q2	F2	C5	P3	C6	Q3	F3
▶ <b>English 1</b> Period 1 (7:55 AM - 9:27 AM) <b>5</b>	S	B	S	C	C	S	C	S	C	C					<b>7</b>
▶ <b>Culinary Arts 1/Level 2</b> Period 1 (7:55 AM - 9:27 AM)									<b>6</b>						
▶ <b>Individual and Dual Sports 2</b> Period 2 (9:32 AM - 10:56 AM)		A		A	A										
▶ <b>Team Sports 1</b> Period 2 (9:32 AM - 10:56 AM)							A		B	B					
▶ <b>World Cultural Geography</b> Period 2 (9:32 AM - 10:56 AM)															

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)

# Gradebook

## Missing Assignments

**Gradebook**

Missing Assignments exist for your students (Show All)

**Missing Assignments**

Show only for Current Term **1**

Due	Assignments	Term	Class	Teacher	Category	Points Possible	<b>5</b>	Absent
11/07/2 <b>2</b>	<a href="#">Lesson 2.6 homework</a>	<b>3</b>	<a href="#">Mathematics - Grade Five</a>	<b>4</b>	Classwork	100		
10/09/2014	Lesson 2.1	Q2	Mathematics - Grade Five		Classwork	100 (50 out of 100, 50.00% F)		

- 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.

# Gradebook

## Grade Details

1

2

Physical Science (Period 4)

### Summary

3 Grade Mark Legend

F1 Grade (08/06/2014 - 10/03/2014)	Percent
A <span>4</span>	
<b>Grade Breakdown:</b>	
Assignments: A	(100% of Sem 1 grade) 90.24%

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
<b>Classwork</b>		<b>529 out of 549</b>	<b>96.36</b>	<b>A</b>			
09/22/14	Periodic Table Project <span>5</span>	20 out of 20	100.00	A			
09/18/14	Ch. 4 Review	20 out of 20	100.00	A <span>6</span>			
09/15/14	Ch. 4 Sec. 3 Review	7 out of 7	100.00	A			
09/12/14	Ch. 4 Sec. 2 Review	15 out of 15	100.00	A			
09/11/14	Ch. 4 Sec. 1 Review	6 out of 6	100.00	A			

- 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.

# Attendance

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## Attendance

**Today's Attendance:** [REDACTED] **2**

No Absences or Tardies were recorded for [REDACTED]

Date	Attendance	Period	Class <b>3</b>
Fri Jan 30, 2015	Unexcused Absence	1-4	<a href="#">View Classes</a>
Mon Jan 26, 2015	Unexcused Absence	2	<a href="#">Communications Technology 1/Level 3</a>
Thu Jan 15, 2015	Unexcused Absence	1-4	<a href="#">View Classes</a>
Wed Dec 10, 2014	Unexcused Tardy	3	<a href="#">Health 1-Life Management Skills</a>
Tue Nov 4, 2014	Unexcused Absence	1-4	<a href="#">View Classes</a>
Fri Oct 24, 2014	Unexcused Tardy	3	<a href="#">Health 1-Life Management Skills</a>
Tue Sep 23, 2014	Excused Absence	1-4	<a href="#">View Classes</a>
Mon Sep 22, 2014	Excused Absence	1-4	<a href="#">View Classes</a>
Fri Sep 5, 2014	Excused Absence	1-4	<a href="#">View Classes</a>
Fri Aug 22, 2014	Excused Absence	1-4	<a href="#">View Classes</a>

**1** **View Charts By** ☒ **Period** ☐ **Day**

Hide Charts

### Term 3 Period Totals

9

Periods

**4** ☒ Unexcused

### YTD Period Totals

16

- 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.

# Student Info

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<b>Student Info</b>
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This panel displays confidential Student Information, Family Information, and Emergency Contacts.

# Schedule

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## Schedule

Currently Scheduled Class: Fri 12:56pm

1 Next scheduled class

2 Display Options Current Year

3 Print Schedule

5 The current term is highlighted.

2014 - 2015	Term 2	Term 3	Term 4
Print Schedule	10/06/14 - 12/19/14	01/07/15 - 03/06/15	03/09/15 - 05/22/15
<b>Period 0</b> (7:54 AM - 7:55 AM) <a href="#">Homeroom 2018 Cohort</a> 1234567890 Room 143 <b>Period 1</b> (7:55 AM - 9:27 AM) <a href="#">Florida's Preinternational Baccalaureate Biology 1</a> 1 3 5 7 9 Room 109 <a href="#">Advanced Placement World History</a> 2 4 6 8 0 Room 222 <b>Period 2</b> (9:32 AM - 10:56 AM) <a href="#">Two-Dimensional Studio Art 1</a> 1234567890 Room 243 <b>Period 3A</b> (11:01 AM - 12:53 PM) <b>Period 3B</b>	<a href="#">Homeroom 2018 Cohort</a> 1234567890 Room 143 <a href="#">Florida's Preinternational Baccalaureate Biology 1</a> 1 3 5 7 9 Room 109 <a href="#">Advanced Placement World History</a> 2 4 6 8 0 Room 222 <a href="#">Communications Technology 1/Level 3</a> 1234567890 Room 144 <a href="#">Health 1-Life Management Skills</a>	<a href="#">Homeroom 2018 Cohort</a> 1234567890 Room 143 <a href="#">Florida's Preinternational Baccalaureate Biology 1</a> 1 3 5 7 9 Room 109 <a href="#">Advanced Placement World History</a> 2 4 6 8 0 Room 222 <a href="#">Communications Technology 1/Level 3</a> 1234567890 Room 144	<a href="#">Homeroom 2018 Cohort</a> 1234567890 Room 143 <a href="#">Florida's Preinternational Baccalaureate Biology 1</a> 1 3 5 7 9 Room 109 <a href="#">Advanced Placement World History</a> 2 4 6 8 0 Room 222 <a href="#">Communications Technology 1/Level 3</a> 1234567890 Room 144

- 1 – Today's class information.
- 2 – Schedule display options.
- 3 – Print Schedule.

- 4 – Link to class information.
- 5 – Current term highlighted.



# Discipline

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## Discipline

Today's Discipline: 1

2

Date/Time	Offense	Location (School)	Officer
Mon Feb 2, 2015 10:44am <a href="#">View Action(s) Taken</a>		Classroom	
Thu Jan 29, 2015 <a href="#">View Action(s) Taken</a>		Bus	
Thu Jan 8, 2015 <a href="#">View Action(s) Taken</a>		Bus	
Tue Aug 19, 2014 8:00am <a href="#">View Action(s) Taken</a>		Classroom	

Hide Charts 3

### Term 3 Offense Totals

Term 3 Offense Totals
3

4

### YTD Offense Totals

YTD Offense Totals
4

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.

# Test Scores

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Test Scores

Test Date	Test	Edition	Level	Form
12/08/2014	ECA-EOC-Algebra1 (Show Scores)			
12/03/2014	EB1-EOC-Biology1 (Show Scores)			
04/16/2014	FC2-FCAT2.0Read&math (Show Scores)			
08/22/2013	FAI-FloridaFAIR (Show Scores)			
04/15/2013	FC2-FCAT2.0Read&math (Show Scores)			
03/06/2013	WAP-FCATWriting (Show Scores)			
08/22/2012	FAI-FloridaFAIR (Show Scores)			
04/20/2012	FC2-FCAT2.0Read&math (Show Scores)			
04/16/2012	FCA-FLCOMPASSESSMENTTEST (Show Scores)			
08/22/2011	FAI-FloridaFAIR (Show Scores)			
04/16/2011	FC2-FCAT2.0Read&math (Show Scores)			
08/23/2010	FAI-FloridaFAIR (Show Scores)			
03/10/2010	FCA-FLCOMPASSESSMENTTEST (Show Scores)			
08/24/2009	FAI-FloridaFAIR (Show Scores)			

This tab lists tests taken by the student with a link to test score data.

# Activities

Home	<b>Activities</b>						
Calendar	 <a href="#">View Activities from Prior Years</a>						
Gradebook	<b>Date Range</b>	<b>Events</b>	<b>Activity</b>	<b>Awards</b>	<b>Requirements</b>	<b>Leader</b>	<b>Assistants</b>
Attendance	08/06/2014 - 05/22/2015		Citrus Youth Leadership (Other-Club/Org & Voluntary)				
Student Info	08/06/2014 - 05/22/2015		EOC History				
Schedule	08/06/2014 - 05/22/2015		girls' swim (Athletic)				
Discipline	08/06/2014 - 05/22/2015		Superintendent Student Advisor (Other-Club/Org & Voluntary)				
Test Scores	08/06/2014 - 05/22/2015		Youth Leadership Program				
<b>Activities</b>							
Academic History							
Portfolio							
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Login History							

This tab lists all activities for the student during the current school year with a link to view activities from prior years.

# Academic History

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## Academic History

**Lecanto Primary**

Academic History is not available for [REDACTED]

[REDACTED]

### 2014 - 2015, Grade 09

Class	Terms	C1	P1	C2	Q1	F1	C3
<a href="#">Chorus 2</a>	1 - 2		A		C	C	
<a href="#">Chorus 3</a>	3 - 4						
<a href="#">Computing for College and Careers/Level 2</a>	1 - 2	S	B	S	B	B	S
<a href="#">English 1</a>	3 - 4						
<a href="#">Geometry Honors</a>	3 - 4						
<a href="#">Homeroom 2018 Cohort</a>	1 - 4						
<a href="#">Humanities Survey</a>	1 - 1		D	S	D	D	
<a href="#">Personal Fitness</a>	2 - 2						S
<a href="#">Physical Science</a>	1 - 2	S	A	S	A	A	S
<a href="#">World Cultural Geography</a>	3 - 4						

[REDACTED]

### 2013 - 2014, Grade 08


Class	Terms	C1	P1	C2	Q1	C3	P2	C4
<a href="#">ALG 1 HON</a>	1 - 4		C	S	B	S	B	
<a href="#">M/J CHORUS 3</a>	1 - 4		A	S	A		A	S
<a href="#">M/J COMPRE SCI 3 ADV</a>	1 - 4		B	S	B		D	
<a href="#">M/J EXPLOR WHEEL 3</a>	3 - 4							


If available, Academic History will be displayed with links to class details.

# Portfolio

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## Portfolio - Attachments

**Inverness Primary**  
Report Directory is not available for 



Description	Type	Created
<a href="#">3rd Quarter Report Card</a>	Report Card	Mon Apr 21, 2014 9:21am
3rd Quarter Report Card	Report Card	Wed Mar 19, 2014 11:32am
<a href="#">2013-2014 Quarter 2 Report Cards</a>	Report Card	Mon Jan 13, 2014 11:38am
2013-14 Quarter 1	Report Card	Thu Oct 10, 2013 9:15am

## Portfolio - Highlights

There are no highlights for Lilian (Inverness Primary)

Any attachments posted to the student's Portfolio will appear here linked to the attachment.


# Health Info

Health Information									
<a href="#">Home</a> <a href="#">Calendar</a> <a href="#">Gradebook</a> <a href="#">Attendance</a> <a href="#">Student Info</a> <a href="#">Schedule</a> <a href="#">Discipline</a> <a href="#">Portfolio</a> <b><a href="#">Health Info</a></b> <a href="#">Login History</a>	Vaccinations								
	Vaccination	Compliance	Waiver	Type	Date 1	Date 2	Date 3	Date 4	Date 5
	Dip, Tet, Pert	In Compliance		State Required	11/11/2004	01/11/2005	03/18/2005	12/28/2005	07/31/2009
	Polio	In Compliance		State Required	11/11/2004	01/11/2005	09/12/2005	07/31/2009	
	HIB	In Compliance <i>Student is not within the Required Age for this Vaccination.</i>		State Required	11/11/2004	01/11/2005	03/18/2005	12/28/2005	
	Measles	In Compliance		State Required	09/12/2005	07/31/2009			
	Mumps	In Compliance		State Required	09/12/2005	07/31/2009			
	Rubella	In Compliance		State Required	09/12/2005	07/31/2009			
	Hepatitis B	In Compliance		State Required	11/11/2004	01/11/2005	06/28/2005		
	Varicella	In Compliance		State Required	09/12/2005	07/31/2009			
	Pneumococcal	In Compliance <i>Student is not within the Required Age for this Vaccination.</i>		State Required					
	Tdap Booster	No doses needed for Age or Grade		State Required					

Student vaccination details are displayed on this tab.

# Login History

Home	Login History				
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Discipline					
Test Scores					
Activities					
Academic History					
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Login History					

Date	Time	IP Address	Product	Areas Viewed
Sat Feb 7, 2015	9:57pm		Family Access	<a href="#">View Areas</a> 
Wed Feb 4, 2015	9:52am		Family Access	<a href="#">View Areas</a>
Mon Jan 26, 2015	7:15am		Family Access	<a href="#">View Areas</a>
Tue Jan 20, 2015	7:06pm		Family Access	<a href="#">View Areas</a>
Sun Jan 18, 2015	11:01am		Family Access	<a href="#">View Areas</a>
Wed Jan 7, 2015	5:58pm		Family Access	<a href="#">View Areas</a>
Wed Dec 10, 2014	3:43pm		Family Access	<a href="#">View Areas</a>
Wed Dec 10, 2014	1:29pm		Family Access	<a href="#">View Areas</a>
Wed Dec 10, 2014	1:29pm		Family Access	<a href="#">View Areas</a>

Family Access Login History is displayed on this tab with links to the areas that were viewed.



## Contact Information

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For assistance with Login ID or Password issues, or if incorrect student information is found, please contact your student's school.