



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

FEATURED *School*

UPCOMING *Events*



- 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

- 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

Family Access Link

Log in using the district web site: www.citrus.k12.fl.us

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

Family Access Home

The screenshot shows the Family Access Home page. At the top left is the SKYWARD logo and the text 'Family Access'. Below this is a dropdown menu labeled 'All Students' with a red circle '1' next to it. On the right side of the top bar are links for 'My Account', 'Email History', and 'Exit', with a red circle '5' next to 'My Account'. On the left side is a navigation menu with 'Home' highlighted and a red circle '2' next to it. Below the navigation menu is a message center with a red circle '3' next to a message titled 'Lesson Plans for Media Center for Week of February 2-6, 2015'. On the right side is an 'Upcoming Events' section with a red circle '4' next to it, listing events like 'Quarter 3 Ends Citrus High' and 'Quarter 3 Ends Hernando Elementary'. A red arrow points from the 'Exit' link down to the bottom right of the page.

- 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:

Show Google™ Translator in Family Access

I'm Using a Screen Reader **2**

Outline Links When Focused

Family Access Login:

Password Last Changed: 09/18/2012

3

Address (Mailing Address)

Street Number: Street Dir: Street Name:

SUD: # P.O. Box:

Address 2:

Zip Code: Plus 4: City/State:

County:

Address Preview:

Email Notifications

Receive Daily Attendance Notifications for my student(s) by **4**

Receive Grading Emails for my student(s) **?** **5**

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

- 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

The screenshot shows a web-based message center interface. At the top, there are two status indicators: "1 You have unread messages" and "2 You are hiding messages" with a gear icon for settings. Below this is a message from "Ethan Anderson (PHY SCI / 121, Period 1)" with a red callout "4" pointing to the sender's name. The message content includes "Physical Science Plans for the week of 2-2-15" with a red callout "3" pointing to the subject line, a link "P Science Lesson Plans 02-02-15.pub" with a red callout "6" pointing to the link, and a body text "Friday - Chapter 3 Reading Report and Vocabulary homework due." with a red callout "5" pointing to the text. A "Reply" link has a red callout "7" pointing to it. Below the message is a hidden message area with a red callout "8" pointing to the "Unhide" link. The next message is titled "New Password Requirements" with a red callout "9" pointing to the title. The body text states: "The Skyward Student Database system security has been updated for Family Access and Student Access. Passwords will now require a minimum of 8 characters that include at least 1 number." A right-hand sidebar shows a calendar of events for "Quarter 3" and "Quarter 4" at "Citrus High".

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

Home

Calendar

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March 2015

Calendar Display

Month Week Day

1	2	3	4	5	6	7
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

- 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
▶ English 1 Period 1 (7:55 AM - 9:27 AM) 5	S	B	S	C	C	S	C	S	C	C					7
▶ Culinary Arts 1/Level 2 Period 1 (7:55 AM - 9:27 AM)									6						
▶ Individual and Dual Sports 2 Period 2 (9:32 AM - 10:56 AM)		A		A	A										
▶ Team Sports 1 Period 2 (9:32 AM - 10:56 AM)							A		B	B					
▶ World Cultural Geography 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	5 Absent
11/07/2 2	Lesson 2.6 homework	3 Q1	Mathematics - Grade Five 4		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

Physical Science (Period 4) 2 1  

Summary 3 Grade Mark Legend

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

A 4

Grade Breakdown:

Assignments: A (100% of Sem 1 grade) 90.24%

Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent
Classwork		529 out of 549	96.36	A			
09/22/14	Periodic Table Project 5	20 out of 20	100.00	A			
09/18/14	Ch. 4 Review	20 out of 20	100.00	A 6			
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

Attendance

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Today's Attendance: [redacted] **2**
No Absences or Tardies were recorded for [redacted]

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

Hide Charts
1 View Charts By Period Day

Term 3 Period Totals

Category	Total
Unexcused	9

4 Unexcused

YTD Period Totals

Category	Total
Unexcused	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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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** **5** *The current term is highlighted.*

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

- 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**

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

Hide Charts **3**

Term 3 Offense Totals

Term 3 Offense Totals
3

YTD Offense Totals

YTD Offense Totals
4

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

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

Activities

[View Activities from Prior Years](#)

Date Range	Events	Activity	Awards	Requirements	Leader	Assistants
08/06/2014 - 05/22/2015		Citrus Youth Leadership (Other-Club/Org & Voluntary)				
08/06/2014 - 05/22/2015		EOC History				
08/06/2014 - 05/22/2015		girls' swim (Athletic)				
08/06/2014 - 05/22/2015		Superintendent Student Advisor (Other-Club/Org & Voluntary)				
08/06/2014 - 05/22/2015		Youth Leadership Program				

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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	C:
Chorus 2	1 - 2		A		C	C	
Chorus 3	3 - 4						
Computing for College and Careers/Level 2	1 - 2	S	B	S	B	B	S
English 1	3 - 4						
Geometry Honors	3 - 4						
Homeroom 2018 Cohort	1 - 4						
Humanities Survey	1 - 1		D	S	D	D	
Personal Fitness	2 - 2						S
Physical Science	1 - 2	S	A	S	A	A	S
World Cultural Geography	3 - 4						

[REDACTED]

2013 - 2014, Grade 08

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

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

Portfolio

Portfolio - Attachments

Inverness Primary
Report Directory is not available for [redacted]

[redacted]

Description	Type	Created
3rd Quarter Report Card	Report Card	Mon Apr 21, 2014 9:21am
3rd Quarter Report Card	Report Card	Wed Mar 19, 2014 11:32am
2013-2014 Quarter 2 Report Cards	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									
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	<i>No doses needed for Age or Grade</i>		State Required						

Student vaccination details are displayed on this tab.

Login History

Login History					
Date	Time	IP Address	Product	Areas Viewed	
Sat Feb 7, 2015	9:57pm	[REDACTED]	Family Access	View Areas	
Wed Feb 4, 2015	9:52am	[REDACTED]	Family Access	View Areas	
Mon Jan 26, 2015	7:15am	[REDACTED]	Family Access	View Areas	
Tue Jan 20, 2015	7:06pm	[REDACTED]	Family Access	View Areas	
Sun Jan 18, 2015	11:01am	[REDACTED]	Family Access	View Areas	
Wed Jan 7, 2015	5:58pm	[REDACTED]	Family Access	View Areas	
Wed Dec 10, 2014	3:43pm	[REDACTED]	Family Access	View Areas	
Wed Dec 10, 2014	1:29pm	[REDACTED]	Family Access	View Areas	
Wed Dec 10, 2014	1:29pm	[REDACTED]	Family Access	View Areas	

Navigation icons: << < > >>

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

Contact Information

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