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

Family Access Link

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

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

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Family Access Home
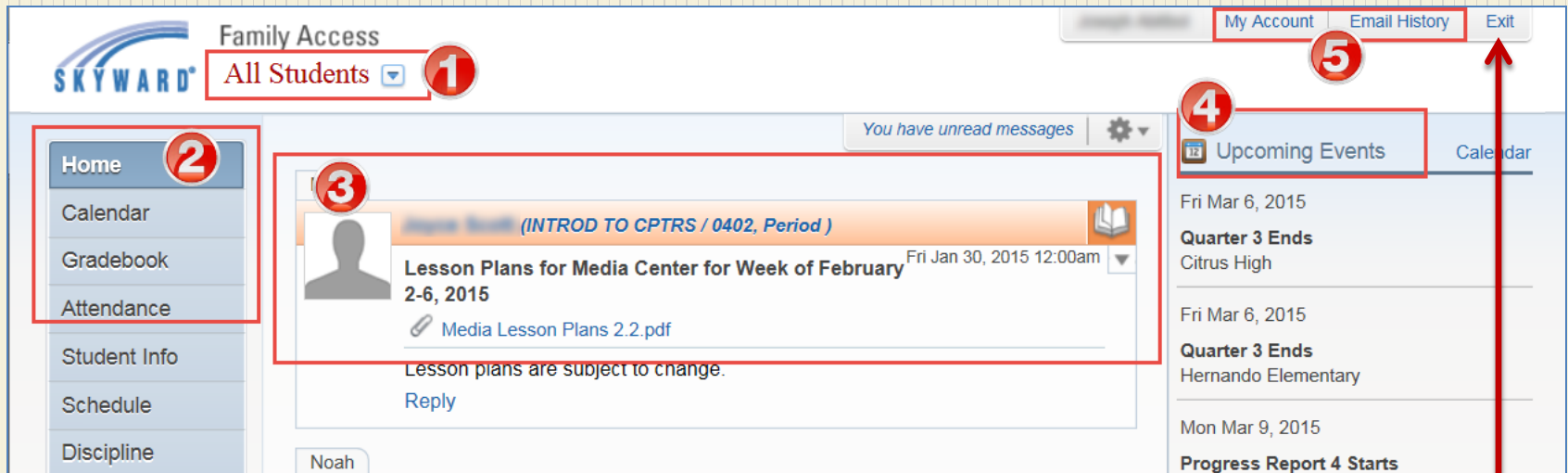
1 – **Student Name** or 'All Students'(allows selection if multiple students in family).

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

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.

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

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

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**

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

Dakota (Lecanto High)   Display Options **4**

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)														📖	📖
▸ **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)														📖	📖

(**6** between Q2/F2 columns)

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)

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Missing Assignments

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

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

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

1 – Today's class information.

2 – Schedule display options.

3 – Print Schedule.

4 – Link to class information.

5 – Current term highlighted.

Discipline

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)			

Navigation menu: Home, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Activities, Academic History, Portfolio, Health Info, Login History

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.

Academic History

Academic History

Lecanto Primary

Academic History is not available for [redacted]

2014 - 2015, Grade 09

Class	Terms	C1	P1	C2	Q1	F1	C3
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						

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.

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Portfolio

Portfolio - Attachments

Inverness Primary

Report Directory is not available for [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)

Navigation menu: Home, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, **Portfolio**, Health Info, Login History

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

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 *Student is not within the Required Age for this Vaccination.*		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 *Student is not within the Required Age for this Vaccination.*		State Required					
Tdap Booster	*No doses needed for Age or Grade*		State Required					

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Student vaccination details are displayed on this tab.

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Login History

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.