



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**

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

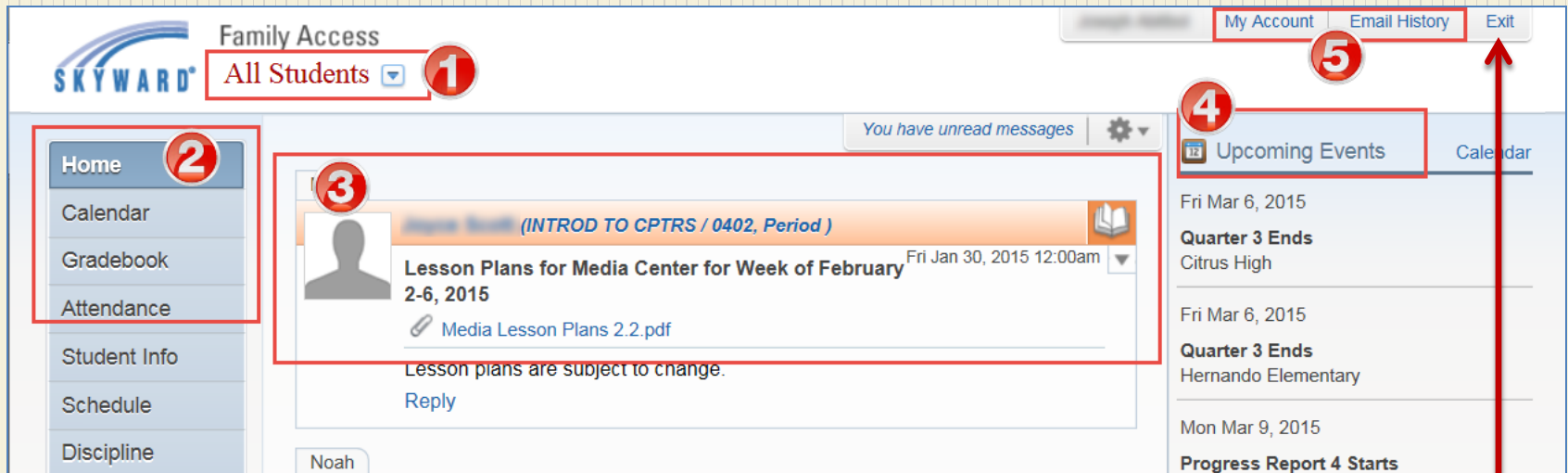
Quick School Reference Sheet
 Elementary
 Middle
 High
 Post-Secondary
 Other
 Attendance Policy
 Bullying Complaint Form
 Bullying Policy
 Bus Rules
 Code of Student Conduct
 Dress Code
 Enrollment Registration Process
Family Access Link
 Family Access Registration

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




- 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

The screenshot shows a web-based message center. At the top, a blue banner contains the text 'Home Message Center'. Below this, a navigation bar includes a status indicator '1 You have unread messages', a link 'You are hiding messages', a settings gear icon '2', and an 'Upload' button. The main content area displays a list of messages. The first message is from 'Physical Science (PHY SCI / 121, Period 1)' with a red circle '4' next to the subject line. It contains a link 'P Science Lesson Plans 02-02-15.pub' with a red circle '6' and a red circle '3' next to the message body 'Friday - Chapter 3 Reading Report and Vocabulary homework due.'. A red circle '7' is next to the 'Reply' link. Below this message is a hidden message section with a red circle '8' next to the text 'The message is now hidden. Unhide'. The second message is titled 'New Password Requirements' with a red circle '9' next to the subject line. It contains the text '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.' and a red circle '5' next to the message body. A sidebar on the right shows a calendar with dates and events like 'Quarter 3', 'Citrus High', 'Lecanto Hi', 'Mon Mar 9', 'Progress I', 'Citrus High', 'Mon Mar 9', 'Quarter 4', and '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

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. Red numbered callouts (1-7) 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
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	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

1

2

Physical Science (Period 4)

Summary

3 Grade Mark Legend

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

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Attendance

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	

1 Hide Charts
View Charts By ☒ Period ☐ Day

Term 3 Period Totals

9

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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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
Period 0 (7:54 AM - 7:55 AM) 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 Period 2 (9:32 AM - 10:56 AM) Two-Dimensional Studio Art 1 1234567890 Room 243 Period 3A (11:01 AM - 12:53 PM) Period 3B Health 1-Life Management Skills	4 Homeroom 2018 Cohort 1234567890 Room 143 Florida's Preinternational Baccalaureate Biology 1 1 3 5 7 9 Room 109 Advanced Placement World History 2 4 6 8 0 Room 222 Communications Technology 1/Level 3 1234567890 Room 144	Homeroom 2018 Cohort 1234567890 Room 143 Florida's Preinternational Baccalaureate Biology 1 1 3 5 7 9 Room 109 Advanced Placement World History 2 4 6 8 0 Room 222 Communications Technology 1/Level 3 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 View Action(s) Taken		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

Offense Totals
3

4

YTD Offense Totals

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	Activities						
Calendar	 View Activities from Prior Years						
Gradebook	Date Range	Events	Activity	Awards	Requirements	Leader	Assistants
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				
Activities							
Academic History							
Portfolio							
Health Info							
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


Home	Academic History								
Calendar	Lecanto Primary								
Gradebook	Academic History is not available for [REDACTED]								
Attendance	[REDACTED]								
Student Info	2014 - 2015, Grade 09								
Schedule	Class	Terms	C1	P1	C2	Q1	F1	C3	
Discipline	Chorus 2 	1 - 2		A		C	C		
Test Scores	Chorus 3	3 - 4							
Activities	Computing for College and Careers/Level 2	1 - 2	S	B	S	B	B	S	
Academic History	English 1	3 - 4							
	Geometry Honors	3 - 4							
Portfolio	Homeroom 2018 Cohort	1 - 4							
Health Info	Humanities Survey	1 - 1		D	S	D	D		
Login History	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

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Portfolio - Attachments

Inverness Primary
Report Directory is not available for 



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

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

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.