

# Family Access User Guide

#### **Overview**

## **Student Information Bar**

My Account Contact Us Email History Report History Display Links

#### **Information Wall**

Home Settings Viewing Messages Posting a Message

## **Calendar and Upcoming Events**

Calendar Options Navigation Viewing Information

#### **Accessing Applications**

New Student Online Enrollment (NSOE) Online Registration Online Forms Arena Scheduling Ethnicity/Race Calendar Gradebook Attendance Student Info Food Service Schedule Discipline Test Scores Fee Management Activities Student Services **Educational Milestones** Graduation Requirements Homeroom **Teacher Conferences** Academic History Childcare Portfolio Learning Center Skylert RtI Info Health Info School Directory Login History



# **Overview**

This document provides an overview of the various options available in Family Access and is intended for district staff who are supporting Family Access users. District staff members have the capability to limit which areas and options are available to the Family Access user. With this in mind, some of the options you will see may or may not be visible in your district's Family Access application.



# Student Information Bar

This area is located at the top of the screen and displays the student's name, the individual currently signed in, and various other tools and options described below. When a family has more than one student, you will see an All Students drop-down list, which will allow you to select an individual student within the family.

My Account Contact Us Email History Report History Display Links

#### **My Account**

The My Account area is organized into three sections: Account Settings, Email Notifications, and School Directory.

Fa	mily Access	Argentina Abastascr My Account	Contact Us Email History	Report History Exit
SKYWARD° Jo	on Abbotser			🛦 🄰 🕇
Home	Account Settings			Save
New Student Online Enrollment Online Registration	Email:       abastascr@scramble.com         Phone:       (555)       124-8463       Ext.         Home         (555)       124-8777       Ext.         Cell        (555)       222-8777       Ext.	Family Access I Password Last Cha	Login: abastarg001 nged: 08/28/2014	Profile Picture Undo
Online Forms Arena Scheduling	I'm Using a Screen Reader     Outline Links When Focused			
Ethnicity/Race	Street Number: 879 Street Dir: Street	Address (Mailing Address)	Address Preview	<i>v</i> :
Calendar		P.O. Box:	879 11TH ST YOUNG AMERICA, WI 55	
Gradebook	Address 2:			
Attendance		ty/State: YOUNG AMERICA, WI		
Student Info	County:			
Food Service	Receive Daily Attendance Notifications for my student(	Email Notifications s) by Email		
Schedule	Receive Grading Emails for my student(s) ? Assignment/Class Percent Overrides (If blank, the Sc	hool default low and/or high percen	t will be used):	
Discipline	Low: High: for Jon Abbotscr			
Test Scores	Receive Progress Report Emails for my student(s)			
Fee Management	Daily Weekly (every Saturday) Monthly (1st o Receive Emails when Food Service Balance is under			
Activities	School Directory			
Student Services	Add Family with Jon Abbotscr to the School Directory What information would you like to display for this family	imilv?		
Educational Milestones	<ul> <li>✓ Family Address</li> <li>✓ Family Phone Number</li> </ul>	School for each stude		
Graduation Requirements	Guardian Email 2nd Phone 3rd Phone Argentina			



Account Settings – This is were you can view and modify the email address, phone numbers, and the street address. Some other helpful tools are accessible here as well, including.

- I'm Using a Screen Reader If selected, titles on Web browser windows will be shortened to a description of the page to make these items easier to read for visually impaired users.
- Outline Links When Focused If selected, this option will produce an outline around the area in focus that may be beneficial if you are visually impaired and using screen reader software.

Email Notifications – This is where you may subscribe to the various notifications made available by your district.

- Receive Daily Attendance Notifications for my students If selected, guardians will receive a notification if their student has an attendance record entered for the day, either through Email, Wall Message, or Email and Wall Message.
- Receive Grading Emails for my students If selected, emails are generated when a student has missing assignments in the current term, has an assignment score above or below the entered low/high range below, or if a grade from a past term has been modified.
  - Low % for [Student Name] If desired, enter a low percentage to use for the assignments included in the grading email. Assignments with a percentage score below this value will be included. If no value is entered, the default value set by your student's school will be used.
  - High % for [Student Name] If desired, enter a high percentage to use for the assignments included in the grading email. Assignments with a percentage score above this value will be included. If no value is entered, the default value set by your student's school will be used.
- Receive Progress Report Emails If selected, choose whether you would like to receive this type of email Daily, Weekly, or Monthly. Note: The district determines which day of the week the Weekly email will be generated.
- Receive Emails when Food Service Balance is under \$x.xx If selected, notification is sent when your student's Food Service balance is below a district-defined value.

School Directory – This is where you can choose to have your family included in the directory and can also choose the information you would like displayed, such as family address, phone number, the school for each student, and the grade level for each student, as well as the guardians email and phone numbers. This information may be available to all guardians in the district with access to Family Access.

## **Contact Us**

This link allows you to contact district-defined staff, such as the Attendance Clerk or Scheduling staff, via email.

## **Email History**

This link will display a history of emails sent by you using the Skyward Email Program in Family Access.



## **Report History**

This link will display past reports you have generated from Family Access. These may include Report Cards, Attendance Letters, invoices from the Food Service or Fee Management areas, and Report Directory reports (district customized shared reports) found in the Portfolio area.

## **Display Links**

This area displays links made available by your school district that will direct you to other websites, such as the homepage of your student's school.

Functionality described here may vary in availability depending upon your district/entity configuration. \*\* Denotes Required Field to save screen. Page:4 of 70

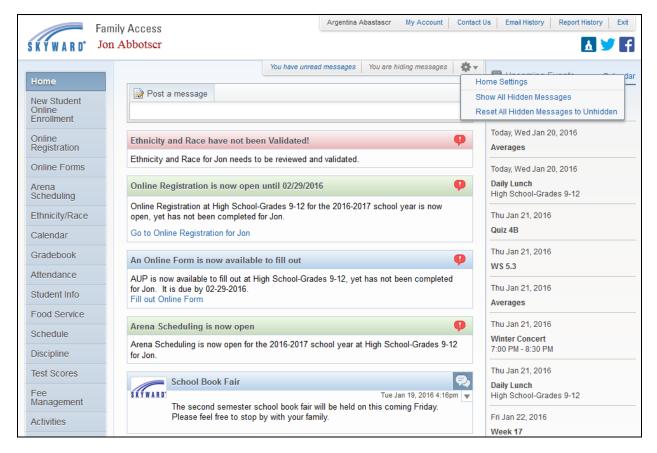


# **Information Wall**

When you sign in to Family Access you will see the Information Wall/Home Wall. You may also access this area by selecting the Home tab. The Information/Home Wall displays messages posted by the school, such as, Administrator messages, Advisor messages, Class messages, and Discipline. In addition, you may see notifications of changed grades for past grading periods and reminders that areas are currently open to you (Online Registration, Arena Scheduling, Online Course Requests). You will also see messages that you subscribed to in "My Accounts." If you have unread messages, a link will display at the top of the Wall.

Home Settings Viewing Messages Posting a Message

# The Home Wall may be configured by clicking the icon.





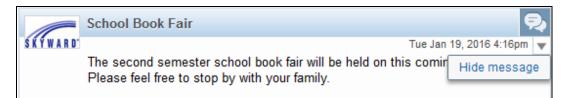
## **Home Settings**

Home Settings		8
Layout		
Hide the Upcoming Events right side section		
Message Filters		
🔲 Hide Food Service Low Balance Messages	All O After	1 day(s)
🔲 Hide Food Service Payment Messages	All O After	1 day(s)
🔲 Hide Messages from Administrator/District	All O After	1 day(s)
Hide Messages from Teachers	🏾 All 🔍 After	1 day(s)
Hide Messages from Advisors	II O After	1 day(s)
🔲 Hide Messages from Activity Leaders	🍥 All 🔘 After	1 day(s)
🗖 Hide Gradebook Messages	🔿 All 🍥 After	21 day(s)
🔲 Hide Discipline Message	🍥 All 🔘 After	1 day(s)
		Save

- Hide the Upcoming Events right side section If selected, the events which display in chronologial order toward the right side of the screen will not display.
- Message Filters Select any of the filters on the different types of messages that you
  receive and decide whether you would like to Hide All or Hide After a set number of
  days.
- Show All Hidden Messages
- Reset All Hidden Messages to Unhidden

## **Viewing Messages**

You may quickly view unread messages by clicking the "You have unread messages" link or you may read them on your wall. Once read, the message may be hidden and the details will no longer display.



Class messages are posted by the teacher and are specific to a class. Some teachers may allow you to respond to a class message by clicking the Reply link.



The teacher's name and the class label are links. The teacher's name will display the teachers school email address and the class link will display basic class information, such as when the class meets.

Pamala Ainsleyscr (Concert Band / 1, Period 8)	
Thank You	Tue Jan 19, 2016 2:48pm 🔻
Thank you for your help preparing for the holiday p	arade.
Argentina Abastascr No Problem, it was help!	my pleasure. Glad I could
Reply	Tue Jan 19, 2016 2:49pm

## **Posting a Message**

You may also post a message for a teacher by clicking in the Post a message box. After doing so, enter your message and subject. When you click in the To field, a list of teachers and other staff will display.

📝 Post a message	
Subject: Optional	
Regarding: Jon Abbotscr ×	
То:	Cancel Post



# Calendar/Upcoming Events

This area can be accessed by clicking the Calendar link to the right of the Upcoming Events or the Calendar tab on the left. You will notice that Events can be displayed on the Home page as well, and you may click on the text to view details of the event.

Within the Calendar, you may be able to view absences, tardies, gradebook assignments/events and grades earned, message center messages, activity events, school day information, and more. You also have the capability to customize the appearance and to add notes that can serve as reminders.

#### Calendar Options Navigation Viewing Information

Fam	nily Access	Argentina Abastascr My Account	Contact Us	Email History Report H	listory Exit
	Abbotscr			1	🛦 🏏 🕇
		You have unread messages		Dpcoming Events	Calendar
Home	Post a message			-	Calendar
New Student Online	Post a message			Today, Wed Jan 20, 2016	
Enroliment				Week 17	
Online	Ethnicity and Race have not been Validated!			Today, Wed Jan 20, 2016	
Registration	Ethnicity and Race for Jon needs to be reviewed an	d validated.		Averages	
Online Forms				Today, Wed Jan 20, 2016	
Arena Scheduling	Online Registration is now open until 02/29/201	6		Daily Lunch High School-Grades 9-12	
	Online Registration at High School-Grades 9-12 for	the 2016-2017 school year is now			
Ethnicity/Race	open, yet has not been completed for Jon.			Thu Jan 21, 2016 Quiz 4B	
Calendar	Go to Online Registration for Jon			QUIZ 4D	
Gradebook	An Online Form is now available to fill out			Thu Jan 21, 2016 WS 5.3	
Attendance	AUP is now available to fill out at High School-Grad	es 9-12, yet has not been complete	d		
Student Info	for Jon. It is due by 02-29-2016. Fill out Online Form			Thu Jan 21, 2016 Averages	
Food Service				-	
Schedule	Arena Scheduling is now open		<b>*</b>	Thu Jan 21, 2016	
Discipline	Arena Scheduling is now open for the 2016-2017 sc for Jon.	hool year at High School-Grades 9-	12	Winter Concert 7:00 PM - 8:30 PM	
Test Scores	School Book Fair			Thu Jan 21, 2016 Daily Lunch	
Fee Management	SATWARD	Tue Jan 19, 2016 4:16		High School-Grades 9-12	
Activities	The second semester school book fair w Please feel free to stop by with your fam			Fri Jan 22, 2016	
				Week 17	



# **Calendar Options**

Calendar Display				8
Default Calendar View: Month 🗸	Show District-wide Activity E			
Select Student Events and Colors: ? Click on a color block below to show an even	on the Calendar and customize the cold	or		
Click of a color block below to show all even	ton the Calendar and customize the cold			
Jon: 🛛 Absences/Tardies 📃	🗵 Gradebook Assignments/Events 📗	Activity Events	Student Services	
Childcare Schedule	☑ Notes	Lesson Info	🔽 Tests	
Teacher Conferences	🗹 Lunch Menu	Field Trips	Calendar Events	
Wall Messages	Learning Center			
				Save

Click the Calendar Options link to customize the calendar.

- Calendar Display Allows you to determine the overall look.
  - Default Calendar View Sets the default view to Month, Day, or Week.
  - $\circ$   $\;$  Hide Saturday and Sunday on the Calendar  $\;$
  - Show District-wide Activity Events
  - Show District-wide Field Trips
  - Select Student Events and Colors Allows you to select which events you want to display on the calendar and assign a color to represent each event.
- Add a Note Allows you to enter a message or reminder for yourself, which will display on the calendar. Example: Send in a check for school fee.
- View Note History Displays personal notes that you created as reminders for yourself, which can also be associated to a class.

Fa	mily Access		Arg	jentina Abastascr M	y Account Contact U	s Email History F	Report History Exi
	n Abbotser						Δ 🏏
Home	Today		January	2016 💷 🛋	(	Calendar Options	Month Week Da
New Student	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Online Enrollment	27	28	29		31	1	
Online Registration							
Online Forms	3	4	5 WS 3.6 (A)	6	7	8 WS 3.8 (B+)	
Arena Scheduling	10	11	10	12	14	45	
Ethnicity/Race	10	11	12	(Quiz 3B (B+)	14	15 WS 3.11	7:30a Bake Sale
Calendar							
Gradebook	17	18 Averages	19 Found Objects (grou (B-)	20 Week 17 (A)	21 Quiz 4B (A)	22 BOOK FAIR!!!	
Attendance		Absent Quarter 2/Semester 1	Lab 4.2 (A) WS 5.2 (C+)	Averages Daily Lunch	WS 5.3 (A-) Averages	Week 17 (B) Research Paper (B+)	
Student Info	l	Ends	WS 3.13 (C+) Averages		Daily Lunch 7p Winter Concert	Test Chapter 3 Averages	
Food Service			Progress Report 3 Starts Quarter 3 Starts			Daily Lunch	
Schedule	24	25 Found Objects (indi (A-)	26 Daily Lunch	27 Daily Lunch	28	29	
Discipline		Daily Lunch	8a Field Trip: Court Hou				
Test Scores	31	1	2		4	5	
Fee Management							
Activition							



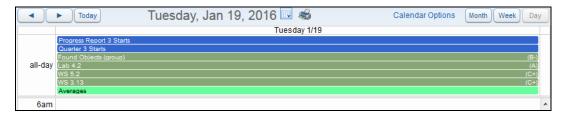
#### Navigation

- Month You can navigate from month to month using the arrows and then quickly return to the current month by clicking the Today button or you may click the Calendar icon to navigate.
- Month, Week, Day Selecting one of these buttons will change the view of the calendar.
- Print You may print the calendar by clicking on the printer icon located to the right of the current month and year information.

# Viewing Information

Various items such as attendance, gradebook assignments, and other informational events can display on a day in the calendar, and will become a hyperlink that you can click on to view details.

To view the details for all the items on a specific date, click the date on the calendar.



To view the details for a specific item, click the text link. The example below is an assignment. Note the capability to view the details of the assignment to learn more about the assignment, and the option to Export to Personal Calendar. The export will create a file that can be imported into your personal calendar application.





If your student is missing an assignment, the assignment will be outlined in "red" on the date it was due.

Today	y	January	2016 💷 🛋	C	Calendar Options	Nonth Week Day
Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29		31	1	2
3	4	5 (WS 3.6 (A)	6	7	8 (WS 3.8 (B+)	9
10		3.11 (Missing) hen: Fri, Jan 15th, 20	40	[ 3]4	15 WS 3.11	16 7:30a Bake Sale
17	Absent Cr Quarter 2/Seme: Ends	ass: Statistics, Perio her: Jacob Knesesc ade: Show Assignm hool: High School-Gr	d 5 r ent Details ades 9-12	21 A) Personal Calendar	22 Averages Daily Lunch BOOK FAIR!!! Week 17 (B) Research Paper (B+) Test Chapter 3	23
24	25 Daily Lunch Found Objects (indi (A-)	26 Daily Lunch 8a Field Trip: Court Hot	27 Daily Lunch	28	29	30
31	1	2	3	4	5	6



# Accessing Applications

The tabs located on the left side of the screen allow you to access the areas that your school has made available to you. Note: You may see or read about applications or features that you do not see when you sign in to Family Access because your school district may not have enabled the application or option within that area.

New Student Online Enrollment (NSOE) **Online Registration Online Forms** Arena Scheduling Ethnicity Race Calendar Gradebook Attendance Student Info **Food Service** Schedule Discipline **Test Scores** Fee Management Activities Student Services **Educational Milestones Graduation Requirements** Homeroom **Teacher Conferences** Academic History Childcare Portfolio Learning Center Skylert **RtI Information** Health Information School Directory Login History

# **New Student Online Enrollment (NSOE)**

This area allows you to send enrollment requests for your student to the district. Click the link to access additional information regarding this application. Using New Student Online Enrollment through Family Access

## **Online Registration**

This area allows you to verify and modify your student's current information, such as address, phone number, emergency contacts, and ethnicity/race. This process may include several steps to complete registration.

#### FAMILY ACCESS GUIDEBOOK



After selecting the Online Registration link, note to the right the steps that are involved in order to complete the registration for your student. Use the buttons provided to complete a step or complete a step and move to the next step. You will also notice the capability to "Close and Finish Later."

Fa	mily Access	Argentina Abastascr	My Account	Contact Us	Email History	Report History	Exit
SKYWARD° Jo	on Abbotser					🔥 💆	f
	Online Registration						
Home	Jon (High School-Grades 9-12 2016-2017)						
New Student Online	Step 1. Verify Ethnicity/Race (Required)				1. Verify	Ethnicity/Race	
Enrollment	Dear Parent or Guardian:				2. Verify S	Student Informatio	n
Online	Every school district is required to report to the Departm	ent of Education each yea	ar student dat	a by race and	a. Stu	dent Information	
Registration	ethnicity categories that are set by the federal governme individual student data to the federal government but do	es report the total numbe	r of students i	in various	b. Far	mily Address	
Online Forms	categories in each school. These reports help us keep that all students receive the education programs and se	track of changes in stude rvices to which they are e	nt enrollment entitled.	s and ensure	c. Far	mily Information	
Arena	The federal government recently changed the reporting	categories for student dat	ta. As a result	, you have the	d. Em	ergency Contacts	3
Scheduling	opportunity to update the student data for your child. With your child by ethnic group (either Hispanic/Latino or not	Hispanic/Latino) and by o	one or more ra	acial groups	3. Attachr	ments	
Ethnicity/Race	(American Indian/Alaska Native, Asian, Black/African-Am White), Starting with the 2009-2010 school year, all scho				4. Custor	m Form	
Calendar	Education using the new categories. Please complete the online form by no later than the firs	t day of echool			5. Comp	lete Online Regist	tration
Gradebook	For more information about the student data reporting c	-	trace nlease	contact the	Previous	Step Next	Step
Attendence	district office.	allegence for cannoly and	race, prease	contacture			
Attendance	Sincerely,				C	ose and Finish Late	r
Student Info	Superintendent of Schools Or DESIGNEE						
Food Service	Contin						
Schedule	Contai	lue					
Dissipling							
Discipline	Complete Step 1 Only	Complete Step 1 and mov	ve to Step 2a				

## **Online Forms**

This area will list forms which need to be completed. Click the Fill Out Form link to complete the form.

	You have unread messages	ł۳.
Home New Student Online Enrollment	Post a message	
Online Registration	Ethnicity and Race have not been Validated!	
Online Forms	High School-Grades 9-12	
Arena Scheduling	👤 Jon 🥊	
Ethnicity/Race	AUP Open Fill Out Form Source State	
Calendar		



## Arena Scheduling

This area allows you to build your student's schedule for a future term or school year.

After selecting the Arena Scheduling link, a list of available courses for your student will display. The filter options of Period, Subject, and Teacher can be set to assist you in the selection process. Once entered, click the Apply Filter button. Also note the capability to reset your filter.

Schedule a Class View/Print Schedule Submit Schedule Messages

#### Schedule a Class

To schedule a class, click Add to the left of the class. After doing so, it is possible you may receive an additional class selection screen due to the course having a pre-requisite or co-requisite. Once selected, the course will display in the list as Enr (Enrolled) and can be removed by clicking the Remove link. If the Add button is not available to select, it may be because scheduling is not open yet for your student. Contact your district to inquire when this will be available.

Period:	Subje Tech	Ed 👻	Teacher: (Last Name)		Apply Filter	Fi	set ter P - Class has P			lass is Full lass has C	
	-		12) View/Print Schedule								
Option	Fit	Seats Avail	Course	Days Meet	Prd	Trm	Teacher	*Ind	Grades	Subject	Class
Add	Yes	20	Communication Tech	MTWRF	3	S2	Lyle Oachsscr		09- 12	Tech Ed	COMTEC/02
Add	Yes	9	Intro to Engineering S2	MTWRF	3	S2	Kelley Vanderpoelscr	PC	11- 12	Tech Ed	INENG2/2-1
Add	Yes	18	Materials & Proc I	MTWRF	3	S1	Kelley Vanderpoelscr	Р	10- 12	Tech Ed	MATPR1/1-2
						0.			10 12	1001120	
He 4	N NNI								ſ	Course Sea	rch



### View/Print Schedule

This link allows you to view the classes that have been selected by you or the student's counselor, as well as to print the schedule. Courses may be unscheduled from this screen by clicking the course description; however, it is possible that classes that were added by the office may not be removed.

	Arena S	cheduling - Selected Cla	sses for Jon Abbotscr	
chool Yea	tus: Open r: 2017 Year: 2017 50	from your schedule, clicl	k the class description if	it is a link
	Term 1	Term 2	Term 3	Term 4
Period 1	Marching Band Robert Acescr (BANDMA/1) T Bldg: 400 Rm: 186		Spanish III S2 Trisha Efflerscr (SPAN32/2-1) MTWRF Bldg: 400 Rm: 038	Spanish III S2 Trisha Efflerscr (SPAN32/2-1) MTWR Bldg: 400 Rm: 038
Period 2	Precalculus S1 Jacob Knesescr (PRCAL1/1-3) MTWRF Bldg: 400 Rm: 174	Precalculus S1 Jacob Knesescr (PRCAL1/1-3) MTWRF Bldg: 400 Rm: 174	Constr Tech Kelley Vanderpoelscr (CONTEC/2) MTWRF Bldg: 400 Rm:	Constr Tech Kelley Vanderpoelscr (CONTEC/2) MTWRF Bldg: 400 Rm:
Period 3			Commun Tech Lyle Oachsscr (COMTEC/02) MTWRF Bldg: 400 Rm:	Commun Tech Lyle Oachsscr (COMTEC/02) MTWR Bldg: 400 Rm:
Period 4	Accounting II Leda Bombascr (ACC2/2) MTWRF Bldg: 400 Rm:	Accounting II Leda Bombasc (ACC2/2) MTW Bldg: 400 Rm: Tech?	ou sure you want to remove	e Commun VRF
Period 5	Phy Ed 12 S1 Sandy Clinkscr (PE12S1/4) MTWRF Bldg: 400 Rm:	Phy Ed 12 S1 Sandy Clinkscr (PE12S1/4) MTWKr Bldg: 400 Rm:	(FROAL2/2-2) MTWRF Bidg: 400 Rm: 174	No S2 (FROAL272-2) MTWR Bidg: 400 Rm: 174
Period 6	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm: 166	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm; 166	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm; 166	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm; 166



#### Submit Schedule

This link allows you to review the schedule before you submit it for your counselor's approval. The Student Status changes to Waiting and you can no longer make additional scheduling updates unless the counselor changes the status back to Open.

Sı	ubmit Scheo	dule				×
	Student Sta School Year Graduation Credits: <b>7.2</b> Print Sche	tus: Open r: 2017 Year: 2017 50	Scheduling - Submit Clas	ses for Jon Abbotscr		•
		Term 1	Term 2	Term 3	Term 4	
	Period 1	Marching Band Robert Acescr (BANDMA/1) T Bldg: 400 Rm: 186		Spanish III S2 Trisha Efflerscr (SPAN32/2-1) MTWRF Bldg: 400 Rm: 038	Spanish III S2 Trisha Efflerscr (SPAN32/2-1) MTWR Bldg: 400 Rm: 038	
	Period 2	Precalculus S1 Jacob Knesescr (PRCAL1/1-3) MTWRF Bldg: 400 Rm: 174	Precalculus S1 Jacob Knesescr (PRCAL1/1-3) MTWRF Bldg: 400 Rm: 174	Constr Tech Kelley Vanderpoelscr (CONTEC/2) MTWRF Bldg: 400 Rm:	Constr Tech Kelley Vanderpoelscr (CONTEC/2) MTWRF Bldg: 400 Rm:	E
	Period 3			Commun Tech Lyle Oachsscr (COMTEC/02) MTWRF Bldg: 400 Rm:	Commun Tech Lyle Oachsscr (COMTEC/02) MTWR Bldg: 400 Rm:	
	Period 4	Accounting II Leda Bombascr (ACC2/2) MTWRF Bldg: 400 Rm:				
	Period 5	Phy Ed 12 S1 Sandy Clinkscr (PE12S1/4) MTWRF Bldg: 400 Rm:	Phy Ed 12 S1 Sandy Clinkscr (PE12S1/4) MTWRF Bldg: 400 Rm:	Precalculus S2 Jacob Knesescr (PRCAL2/2-2) MTWRF Bldg: 400 Rm: 174	Precalculus S2 Jacob Knesescr (PRCAL2/2-2) MTWR Bldg: 400 Rm: 174	
	Period 6	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm: 166	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm: 166	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm: 166	Art 2D Pansy Alvinscr (ART02/1) MTWRF Lunch Code: B Bldg: 400 Rm: 166	
		Phys Sci S1	Phys Sci S1	Phys Sci S2	Phys Sci S2	-



#### Messages

This link allows you to communicate with your counselor. Enter a message in the space provided and click Submit Message. The counselor's response and any new messages will appear on this screen. The View History option displays previous messages.

lessages					X						
Arena Scheduling - Message Center There are currently no unread messages from the Office Staff You may leave a message in the space below											
Tou may leave a message in the space below											
			.4	Submit Message View History							
Courses	requested during	) pre-registra	tion								
Course	Description	Length	Credits	Subject							
BIOTS1	Biotech S1	Semester	0.500	Elective							
BIOTS2	Biotech S2	Semester	0.500	Elective							
SPAN31	Spanish III S1	Semester	0.500	Foreign Lang							
STDHQ	Study Hall Qt	Quarter	0.000	Other							
Total Cree	dits: 1.500										



# **Ethnicity/Race**

This area allows you to verify your student's ethnicity and race and may be a step in Online Registration.

Fa	mily Access	Argentina Abastascr	My Account	Contact Us	Email History	Report History Exit
SKYWARD° Jo	n Abbotser					🛦 🏏 🕇
Home	Validate Ethnicity and Race					
Home	Dear Parent or Guardian:					
New Student Online Enrollment	Every school district is required to report to the Departme categories that are set by the federal government. The De federal government but does report the total number of st keep track of changes in student enrollments and ensure	partment of Education of udents in various catego	does not report ories in each s	individual stu chool. These	ident data to the reports help us	
Online Registration	which they are entitled. The federal government recently changed the reporting c	ategories for student dat	ta. As a result	vou have the d	opportunity to	
Online Forms	update the student data for your child. With the new report Hispanic/Latino or not Hispanic/Latino) and by one or mo American, Native Hawaiian/Other Pacific Islander, White).	ting categories, you may re racial groups (Americ Starting with the 2009-2	/ now identify year indian/Alas	our child by et ka Native, As	hnic group (eithei ian, Black/African	
Arena Scheduling	student data to the Department of Education using the ne Please complete the online form by no later than the first	2				
Ethnicity/Race	For more information about the student data reporting cat	egories for ethnicity and	irace, please (	contact the dis	strict office.	
Calendar	Sincerely, Superintendent of Schools					
Gradebook	Or DESIGNEE					
Attendance		Continue				

# Calendar

This area allows you to view absences, tardies, gradebook assignments/events and grades earned, message center messages, activity events, school day information, and more. You also have the capability to customize the appearance and to add notes that can serve as reminders. For more information on the various options available within the calendar, click the following link. Calendar and Upcoming Events



### Gradebook

This area allows you to view your student's current year Gradebook data for all classes and includes missing assignments, online assignments, entries in the Teacher Log, and GPA/Class Rank.

Missing Assignments Display Options Online Assignments Class Grades Secondary Gradebook Standard Gradebook GPA/Class Rank Teacher's Log

#### **Missing Assignments**

This area displays the number of assignments missing for your student and displays the most recent missing assignment first. You may also view all missing assignments by clicking (Show All).

Missing Assignments (Show All) Jon has 1 missing assignment: Due: 01/15/2016 WS 3.11, Statistics (Period 5) Jacob Knesescr

To view the details of the assignment, click the assignment name. The course and the teacher are links and can be clicked on to view details of the course and to access a link to

email the teacher. In the example below, the size icon indicates that there is a comment entered.

Assi	ignment Detail	s			3	8
Sta	tistics (Period 5) Ja	cob Knesescr				
W	/S 3.11 (Cate	gory: Assignment	ts)			
	Assign Date:	Fri Jan 15, 2016	Date Due:	Fri Jan 15, 20	)16	
	Max Score:	15	Weight:	1.00		
	Absent:					
Jor	n's Score Info: (H	ligh School-Grade	es 9-12)			
	Points Earned:	* out of 15				
	Percent					
	Grade:	Ş				
	Missing:	Ś	١	lo Count:		



#### **Online Assignments**

Online Assignments allows students to complete assignments that teachers have posted to Student Access and the results may be viewed from the Class Grades area.

<ul> <li>Statistics Period 5 (11:30 AM - 12:16 PM) Jacob Knesescr</li> </ul>		в	в	B-	A-	A-	A-	В-	в-		
Test Chapter 3 Due: 01/22/2016 (Q3)											
Quiz 3.1 Due: 01/20/2016 (Q3)									A		
WS 3.13 Due: 01/19/2016 (Q3)									C+		
WS 3.11 Due: 01/15/2016 (Q2)											
Quiz 3B Due: 01/13/2016 (Q2)					B+						

The assignment, Quiz 3.1, listed under the class Statistics, is an Online Assignment. The assignment details may be viewed by clicking the link. You also have the capability to view the quiz and the results by clicking the View Results link.

Assignment Details			ł	🗳 🔇
Statistics (Period 5) Jac	ob Knesescr			
Quiz 3.1 (Categ	ory: Quizzes)			
Assign Date: W	ed Jan 20, 2016	Date Due:	Wed Jan 20, 2	016
Max Score: 3		Weight:	1.00	
*This is an Online A	ssignment	View Resu	Its	
Absent:				
Jon's Score Info: (Hig	gh School-Grade	s 9-12)		
Points Earned:	3 out of 3			
Percent:	100.00%			
Grade:	A			
Missing:		No (	Count:	
Overall Class Score	Info:			
Average: 3.00		Median:	3	
High: 3		Low:	3	



#### **Display Options**

Click this link to select the information you would like displayed within the Class Grades section.



#### Class Grades – Secondary Gradebook

This area displays your student's current year classes and grades. The columns highlighted in yellow represent the current grading period.

To view all the assignments associated with a course, use the arrow to expand the course. For example, the course, Statistics, has five assignments listed underneath. Mid-Term (PR3) grades should mirror the Term grades as long as the Mid-Term is still open.

Class	ATH	PR1	Q1	PR2	Q2	SE1	S1	PR3	Q3	PR4	Q4	SE2
Period 3 (9:50 AM - 10:36 AM) Gus Odascr												
Chemistry I S1 Period 4 (10:40 AM - 11:26 AM) Emil Luthyscr		в	<b>A</b> -	B+	в	в	в					
Chemistry I S2 Period 4 (10:40 AM - 11:26 AM) Jamie Sandquistscr								A	A			
▼ Statistics Period 5 (11:30 AM - 12:16 PM) Jacob Knesescr		в	в	В-	A-	A-	A-	В-	в-			
Test Chapter 3 Due: 01/22/2016 (Q3)												
Quiz 3.1 Due: 01/20/2016 (Q3)									A			
WS 3.13 Due: 01/19/2016 (Q3)									C+			
WS 3.11 Due: 01/15/2016 (Q2)												
Quiz 3B Due: 01/13/2016 (Q2)					В+							

#### FAMILY ACCESS GUIDEBOOK



To see assignment details included in the Mid-Term grade, view the details under the Term grade. For example, under the Q3 column, click the B- for the Statistics class. From here you can review a summary of the grade as well as all of the assignments and the grade mark groups. If desired, you may also click on the Assignment to view additional information.

on (High So	chool-Grades 9-12)								
Statistics (Per Summary	riod 5) Jacob Knesesc	r				Grad	e Mark Legend		
Q3 Grade (01/19/2016 -	03/26/2016)		Percent		Points Earned				
B-	,		83.00%	23					
Due	Assignment	Points Earned	Percent	Grade	Missing	No Count	Absent		
Assignmen	ts	16 out of 20	80.00	C+					
01/19/16	WS 3.13	16 out of 20	80.00	C+					
Quizzes		3 out of 3	100.00	Α					
01/20/16	Quiz 3.1	3 out of 3	100.00	А					
Tests									
01/22/16	Test Chapter 3	* out of 100							
Default Gra	de Mark Group								
Grade Mark	(S	Grade	e High		Grade L	.ow			
A		100.0	0		94.50				
A-		94.49			91.50				
B+		91.49			88.50				
В		88.49			85.50				
B-		85.49			82.50				
C+		82.49			79.50				
С		79.49			76.50				
C-					73.50	73.50			
D+		73.49			70.50				



#### Class Grades – Standards Gradebook

The example below illustrates a course that is set up with a Standards Gradebook. A Standards Gradebook consists of scoring students against individual subjects and skills within the subjects. Depending on how the gradebook is set up, you may or may not see an overall course grade. The example below displays the course grade in the Concert Band row. Standards Gradebooks will never calculate Mid-Term grades.

Class	ATH	PR1	Q1	PR2	Q2	SE1	S1	PR3	Q3	PR4	Q4	SE2
Period 4 (10:40 AM - 11:28 AM) Emil Luthyscr		в	A-	В+	в	в	в					
Chemistry I S2 Period 4 (10:40 AM - 11:26 AM) Jamie Sandquistscr								A	A			
Statistics     Period 5 (11:30 AM - 12:16 PM)     Jacob Knesescr		в	в	B-	<b>A</b> -	<b>A</b> -	<b>A</b> -	В-	в-			
Computer Science I Period 7 (1:40 PM - 2:28 PM) Roderick Almyscr		<b>A</b> -	А	A	<b>A</b> -	<b>A</b> -	<b>A</b> -					
Foods & Nutrition Period 7 (1:40 PM - 2:28 PM) Eloise Wilczynskiscr								в	в			
✓ Concert Band Period 8 (2:30 PM - 3:16 PM) Pamala Ainsleyscr			A						A			
▼ Performance			1		1		1		1		1	
Concert Performance												
Extra Curricular Performance												
Assembly Performance												
▼ Practice			1		1		1		A		1	
Ensemble Practice												
Independent Practice									А			
Week 17 Due: 01/20/2016 (Q3)									A			
Participation			1		1		1		в		1	
In Class Paticipation									в			
Week 17 Due: 01/22/2016 (Q3)									в			
Required Performance Attendance												

When a Skill is expanded, you may see Events listed. An event is the same thing as an assignment. Below is an example of an Event for the Skill, Independent Practice.

•	Practice		1	1	1	A
	Ensemble Practice					
	▼ Independent Practice					A
	Week 17 Due: 01/20/2016 (Q3)					A



#### FAMILY ACCESS GUIDEBOOK

The Report Card icon may display instead of a grade. When this occurs, click on the icon to view the subject, skill, and event grades.

You may also click on the grade to view details of the subject, skill, and event.

Jon (High :	School-Grade	s 9-12)								
	nd (Period 8) P	amala Aiı	nsleyscr						Grade Ma	rk Legend
Subject:	Practice Subject grade	is based of	ff total points earned	on all	the events		<u>(0</u> P	23 Grade 01/19/2016 - ( Percent: Points Earne	03/26/2016)	4 100.00% 5 out of 5
Skill (Hide	skills)						Grade	Percer	nt Points E	arned
Ensemble	Practice									
Independe	ent Practice (	Show Eve	ents)				А	100.009	% 5 out of §	5
Due	Event (Hide	Events)	Skill		Points Earned	Percent	Grade	Missing	No Count	Absent
01/20/16	Week 17		Independent Practice		5 out of 5	100.00	A			
Default										
Grade Ma	rks	Descri	ption	G	rade High	Grade	e Default		Grade Low	1
А		Excelle	ent	1(	00.00	95.00			90.00	
В		Above	Average	89	9.99	80.00			70.00	
С		Averag	e	69	9.99	65.00			60.00	
D		Below	Average	59	9.99	55.00			50.00	
F		Failure		49	9.99	0.00			0.00	
Expected	Levels of Per	formanc	e							
(Grade)	Maste	red								
(Grade)	Satisfa	actory								



#### **GPA/Class Rank**

This link displays your student's GPA, Earned and Failed Credits, and Rank information for the current and prior school years. Click the (View Details) link for more information.

PA / Class Rank											
Jon (High School	-Grades 9-12)										
2015 - 2016 School Year (View Details)											
Cumulative GPA         Cumulative Earned Credits         Cumulative Failed Credits         Rank         Rank Date											
0.000	9.500	0.000	5 of 99	01	/28/2015						
Prior School Years											
School Year	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits	Rank	Rank Date						
2014 - 2015 (View Details)	3.273	5.500	0.000								
2013 - 2014 (View Details)	3.200	5.000	0.000								
2012 - 2013 (View Details)	0.000	0.000	0.000		02/06/2014						

# Teacher's Log

The Teacher's Log icon icon displays any notes that the teacher of the course has entered for your student. Click the bubble icon to view the full note that was written.

T	eacher's Log	(	8
	Statistics (Period 5) Jacob Knes	escr	
	Jon (High School-Grades 9-	-12)	
	Grade Period	Log Entry	
	Q2 (Quarter 2/Semester 1)	Strong finish to the semester 🧇	



## Attendance

This area allows you to view your student's tardies and absences. In addition, you may have the option to enter an absence request to the school using the link "Enter Absent Request" at the top of the Attendance screen.

Attendance View Class View Period View Chart Entering Absence Request

#### **Class View**

On the left side of the screen, absences and tardies for the current date display, as well as for prior dates. Absences will either be displayed by periods missed or classes missed depending on your student's school. The example below illustrates Attendance by Class and all days in which the student had attendance are listed chronologically along with course information. Note: You may click on the course to view additional information regarding the class, such as the meeting time.

Home	Attendance			Enter Ab	sent Request		v	iew Cha	irts By 🔘	Period	Day
New Student	Today's Attendance: Thu Jan	day's Attendance: Thu Jan 21, 2016			YTD Day Totals						
Online Enrollment	No Absences or Tardies wer	on.						-			
Online Registration	Jon (High School-Grades 9-12)					1					
Online Forms Mon Jan 18, 2016					Jon						
	Class		Attendance	Per	iod					7.5	
Arena Scheduling	Art 1/Art Introduction		EXCUSED	1				_			
Ethnicity/Race	English Survey S1		EXCUSED	2							
Calendar	Mon Nov 23, 2015					0	2	4 Da	6 <b>ys</b>	8	10
Gradebook	Class	Attendance			Period		Exc	used	- Unexcu	sed	
Attendence	English Survey S1	UNEXCUSE	D (FAMILY VACATION)		2						
Attendance	Physical Education 11	UNEXCUSE	D (FAMILY VACATION)		3						
Student Info	Chemistry I S1	UNEXCUSE	D (FAMILY VACATION)		4						
Food Service	Statistics	UNEXCUSE	D (FAMILY VACATION)		5						
Schedule	Computer Science I	UNEXCUSE	D (FAMILY VACATION)		7						
Discipline	Concert Band	UNEXCUSE	D (FAMILY VACATION)		8						



#### **Period View**

The example below illustrates Attendance by Period, and all days in which the student had attendance are listed chronologically by period. If your student is absent or tardy in one class, the class displays in the Class column. When there are multiple absences in several classes, a View Class link will display, which lists all of the classes.

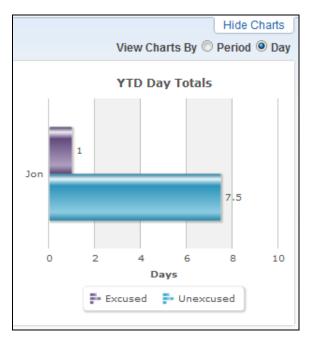
Home	Attendance			Enter Absent Request		Vie	w Char	ts By 🔘	Period	Oay
New Student Online	Today's Attendance: Fri Jan 22, 2016					YTD Day Totals				
Enrollment	No Absences or Ta	ardies were recorded for Jon.								
Online Registration	Jon (High School-G	Grades 9-12)								
Online Forms	Date	Attendance	Period	Class	Jon					
Online Forms	Mon Jan 18, 2016	EXCUSED	1-2	View Classes	5011				7.5	
Arena Scheduling	Mon Nov 23, 2015	UNEXCUSED (FAMILY VACATION)	1-8	View Classes						
J	Fri Nov 20, 2015	UNEXCUSED (FAMILY VACATION)	1-8	View Classes						
Ethnicity/Race	Thu Nov 19, 2015	UNEXCUSED (FAMILY VACATION)	1-8	View Classes	0	2	4	6	8	10
Calendar	Wed Nov 18, 2015	UNEXCUSED (FAMILY VACATION)	1-8	View Classes			Day	5		
Gradebook	Tue Nov 17, 2015	UNEXCUSED (FAMILY VACATION)	1-8	View Classes		Excus	ed 🖡	Unexc	used	
Attendance	Mon Nov 16, 2015	UNEXCUSED (FAMILY VACATION)	1-8	View Classes						
Student Info	Wed Oct 21, 2015	PRESENT (ATHLETIC/CO-CURR EVENT)	3	Physical Education 11						
Food Service	Wed Oct 7, 2015	WEB ABSENT	1-8	View Classes						
Cabadula	Wed Aug 19, 2015	WEB ABSENT	1							
Schedule	Tue Aug 18, 2015	WEB ABSENT	1-2	View Classes						
Discipline	Tue Aug 18, 2015	EXCUSED (MEDICAL)	3-5	View Classes						
Test Scores	Mon Aug 17, 2015	WEB ABSENT	2	English Survey S1						



#### Chart

The right side of the Attendance screen displays your student's attendance data in a graph format for year to date. The view may be changed by clicking the Period or Day radio buttons.

- Period Provides a count of the number of periods missed, broken down by Absence Type.
- Day Provides a count of days missed, broken down by Absence Type.



#### **Entering Absence Request**

This link allows you to notify your student's school when your student will be absent.

- 1. Click Enter Absent Request.
- 2. Select Add Request.
- 3. Enter the Start Date and Time and the End Date and Time.
- 4. Click the drop-down list to select a Reason why your student will be absent.
- 5. If desired, enter a Comment.
- Click Save. Note that the Status is pending and awaiting approval from the attendance office. You also have the capability to Edit the record, as well as to Delete the request.

osent R	equests					×
Jon (	High Scho	ool-Grades 9	-12)	A	dd Request	
		Status	Absent From	Absent To	Reason	
Edit	Delete	Pending	Fri Jan 22, 2016 7:00am	Fri Jan 22, 2016 6:00pm	MEDICAL	
		Comment:	Sick today			
		Accepted	Tue Aug 18, 2015 10:00am	Tue Aug 18, 2015 12:00pm	MEDICAL	
		Comment:	Jon has a Dr Appt			



#### **Student Info**

This area displays your student's critical alert information, demographic information, bus schedule, family, school information, and emergency contacts. In addition, you may have the capability to request changes to student and family information from this location.

#### Request Changes

Names such as the school principal, as well as the student's homeroom teacher and advisor may be links allowing you to send them a message via email.

Links are also provided, which allow you to view your student's current Bus Schedule and Family information.

Jon Abbotscr Critical Alert In	formation 💶				Red	quest Changes for Jon
			Phone: (555)			arla Telferscr
	879 11TH ST YOUNG AMERICA, WI 55					Active (Full-time) Pamala Ainsleyscr
	View Bus Schedule	View Jon's Family				
Gender: Male Language: English Other ID: 2806	Graduation Year:	2017				
Emergency Contacts	Primary Phone	Second Phone	Third Phone	Employer's Pl	none	Home Email
Argentina Abbotscr	(555) 599-5555					
Aūnt)	(555) 566-5555					
	Gender: Male Language: English Other ID: 2806 Contergency Contacts regentina Abbotscr	Call: (555) 124-8463 (Argentir 879 11TH ST YOUNG AMERICA, WI 55 View Bus Schedule Gender: Male Age (Birthday): Language: English Graduation Year: 3 Other ID: 2806 Community Service: imergency Contacts Primary Phone regentina Abbotscr (555) 589-5555	School:       scramblehome16092@scr36.com         Call:       (555) 124-8463 (Argentina Abastascr)         879 11TH ST       YOUNG AMERICA, WI 55555         View Bus Schedule   View Jon's Family         Gender:       Male         Age (Birthday):       16 (05/10/1999)         Language:       English         Graduation Year:       2017         Other ID:       2806         Primary Phone       Second Phone         regentina Abbotscr       (555) 589-555	School:       scramblehome16092@scr36.com         Call:       (555) 124-8463 (Argentina Abastascr)         879 11TH ST       YOUNG AMERICA, WI 55555         View Bus Schedule   View Jon's Family         Gender:       Male         Age (Birthday):       16 (05/10/1999)         Language:       English         Other ID:       2806         Primary Phone       Second Phone         Third Phone       Third Phone         regentina Abbotscr       (555) 592-5555	School: scramblehome16092@scr36.com       High Sch         Call: (555) 124-8463 (Argentina Abastascr)       879 11TH ST         YOUNG AMERICA, WI 55555       Grade: 11         Homeroom: 102 - Flor Dawsscr       Locker: 909090         View Bus Schedule   View Jon's Family       Locker: 909090         View Bus Schedule   View Jon's Family       Community Service: 10.00 Hours         Gender: Male       Age (Birthday): 16 (05/10/1999)         Language: English       Graduation Year: 2017         Other ID: 2806       Community Service: 10.00 Hours         imergency Contacts       Primary Phone         Second Phone       Third Phone         Imagentina Abbotscr       (555) 582-5555	School:       scramblehome16092@scr36.com         Call:       (555) 124-8463 (Argentina Abastascr)         879 11TH ST       YOUNG AMERICA, WI 55555         View Bus Schedule   View Jon's Family         Gender:       Male         Age (Birthday):       16 (05/10/1999)         Language:       English         Graduation Year:       2017         Other ID:       2806         Primary Phone       Second Phone         Imergency Contacts       Primary Phone         Second Phone       Third Phone         Imagentina Abbotscr       (555) 588-5555

#### **Request Changes**

You may have the capability to request changes to student and family information, depending on your school district. Note: Some changes require approval from your district while others may not and will be updated automatically.

- 1. Click the "Request Changes for..." link in the upper-right corner of the screen.
- 2. Select the type of information for which you wish to request a change.

Request Changes for Jon
Student Information
Family Address
Family Information
Emergency Information
Emergency Contacts
Add Emergency Contact
Health Information
View History
View Unread Denials



3. For this demonstration, Family Information has been selected. Modify the information as needed and click Save.

Family Information for	Jon Abbotscr	\$
Family Options *Home Language	English	Receive a Paper Copy of Report Card
Guardian Number:		Primary Phone: (555) 124-8463 Ext:
Name: .	Argentina E Abastascr I Custodial	Confidential Long Distance
Relationship:		Cell v (555) 222-8777 Ext:
Employer:		
Home Email:	abastascr@scramble.com	
(*) Indicates a requi	red field.	
		Save

4. Once Saved, if you go back into Request Changes and view, for example, Family Information, fields with bold text and borders are waiting for approval by the district. Also, if needed, you may select to Undo Change Requests.

Family Information for	Jon Abbotscr	×
Family Options * Home Language Guardian Number:		Receive a Paper Copy of Report Card
Name: Relationship: Employer:	Argentina E Abastascr Custodial abastascr@scramble.com	Primary Phone: (555) 124-8463 Ext: Confidential Long Distance Cell (555) 222-8777 Ext: Work (555) 233-4111 Ext: 12
(*) Indicates a requin All fields with <b>bold text</b> Undo Change Requests	red field. and <b>borders</b> are currently waiting	for approval by the district.



## **Food Service**

This area allows you to view your student's Food Service account balance and daily purchase information. You may also be able to view menu information, as well as make online payments, and enter an online application for free or reduced meals.

#### Applications

Home	Food Service		Applications		
	Current Account Balance	Today's Lunch Menu	Lunch Calendar	Print Reports	
New Student Online Enrollment	Family: \$36.76 Lunch Type: Free/Gratuitas Student	High School-Grades 9-12:	Grilled Cheese Tomato Soup Fresh Veggies Mixed Fruit WW Bread Milk	Jon: Statement	
Online Registration	Food Service Messages/Links			Weekly Purchases For:	Fri Jan 22, 2016 📖
Online Forms	(High School-Grades 9-12)			C Previous Week	Next Week 📫
Arena Scheduling	Please contact the Food Service Please visit this site to learn inf			Jon (High School-Grades	9-12) k Total: <b>\$4.50</b>
Ethnicity/Race	Student Nutrition			Key Pad N	
Calendar	Jon (High School-Grades 9-12)	View Totals   Make a Payme	nt	Item	Price
Gradebook	There are no payment records for	or this student.		Sun Jan 1	7, 2016
Attendance				No purchases for this date	9.
Student Info				Mon Jan 1	8, 2016
Student Inio				JUICE	\$1.75
Food Service				Prem Lunch	\$0.00
Schedule					Total \$1.75
Discipline				Tue Jan 1	
Test Scores				IC Cookie	\$1.00
				JUICE	\$1.75
Fee Management				Prem Lunch	\$0.00
Activities					Total \$2.75
				Wed Jan 2	
Student Services				No purchases for this date	

- Current Account Balances Displays the current balance for your student's Food Service account as well as their Lunch Type, which indicates if they pay full price, pay a reduced price, or are free and are not changed at all.
- Today's Lunch Menu Displays today's lunch menu and provides a calendar to click on to view the lunch menus for the month.
- Food Service Messages/Links Displays district specific information and links.



- Payment Information and Making an Online Payment Displays Food Service payment records for your student, which are listed by date, including the amount and/or check number.
  - View Totals Provides a summary of your student's account, including Prior Year Balance, Year to Date Payments, and Year to Date Purchases.
  - Making an Online Payment Allows you to make an online payment. After entering the payment amount, you will be redirected to your districts 3<sup>rd</sup> party online payment vendor's website to complete the payment process.

Make Online Payment		A Back
Online Payment being made for		
	Prior Year Balance:	
	+ YTD Payments:	
	- YTD Purchases:	
	Current Balance:	
	* Payment Amount: 0.00	
	Pay with RevTrak	
Asterisk (*) denotes a required field		

Print Reports\Statement – Allows you to print reports of fee information based on templates that the district has provided.

Weekly Purchases – Displays the food items your student purchased for the current week. To view the previous or the next week, you can click the buttons provided. In addition, you can change the week that displays by clicking the calendar and selecting the week.

#### Applications

This link allows you to submit an online application for free or reduced meals to the district Food Service department.

- 1. Click the Applications link.
- 2. Click Add Application.
- 3. A letter explaining the application process displays; click Next after reading the letter.
- 4. After reading all the information and instructions, if you wish to continue, select the checkbox acknowledging that you have read the instructions and click Next.
- 5. Review the Federal Income Chart and select the box if you do not qualify for benefits or do not wish to continue. Click Next.
- 6. Read the Privacy Act Statement and any other statements, such as the Nondiscrimination Statement; click Next.



7. Enter all household members. This includes all guardians, your student's, and children under school age. Select the appropriate boxes and click Next.

Free and Reduced Price	e School Meals Family Applica	tion						
Steps	Free and Reduced Price School Meals Family Application Previous Next Print				t 🖪	ack		
Letter to Parents	PART 1. ALL HOUSEHOLD MEMBERS	PART 1. ALL HOUSEHOLD MEMBERS						
Instructions for Applying	Add More Names to Application							
Federal Income Chart								
Privacy Act Statement								
Non-discrimination Statement Application Part 1: Household Names	Names of <u>All</u> People         School the child attends, or indicate 'NA' if household         Place a check in the box belic homeless, migrant, runawa each child attending schoo migrant, runaway, or Head st to sign th		unaway, o g school is	r Head Star a foster, h t child, skip	Check if <b>NO</b> Income			
Part 2: Benefits     Part 3:			Foster	Homeless	Migrant	Runaway	Head Start	
Gross Income	(Example) Jane A. Smith	NA						
Part 4: Signature	Argentina <u>Abastascr</u>							
• Part 5:	Jon Abbotscr	High School						<b>V</b>

- 8. A validation message will appear, asking you to verify that the household members listed do not have income.
- 9. If appropriate, enter the benefit information, and click Next.

	Share, FDPIR or W-2 Cash Benefits, provide the name of the household member, st Card number) for the person who receives benefits and skip to Part 4. If no
Name:	Program Name:

10. Enter the Total Household Gross Income information, and click Next. Note: Based on the household information provided eariler, names were copied into this section. Review the names and remove them, if necessary, based on the application instructions.

PART 3. TOTAL HOUSEHOLD GROSS INCOME (before deductions). List all income on the same line as the person who receives it. Select the box for how often it is received. Record each income only once. If you provided a case number in Part 2, you do <u>not</u> need to provide income information. If you enter '0' or leave any fields blank, you are certifying (promising) that there is no income to report.										
1. Full Name	2. Gross Income and How Often It Was Received 2									
First Name, Middle Initial, Last Name	Earnings from Work Before Deductions	Welfare, Child Support, Alimony	Pensions, Retirement, Social Security, SSI, VA Benefits	All Other Income						
(Example) Jane A. Smith	\$199.99 W	\$149.99 B	\$99.99 M	\$50.00 M						
Argentina <u>Abastascr</u>	\$1,125.00 B 👻	\$0.00	\$0.00	\$0.00 -						



11. Sign the application and enter the last four digits of your Social Security Number. The signature you provide will be an electronic signature.

Electronic Signature Agreement	
Electronic Signature Agreement	
Under the Federal Electronic Signatures in Global and National Commerce Act, before you may submit this Food Service Account Application electronically, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.	•
Please take a moment to review and acknowledge your understanding and acceptance of this Agreement. By electronically signing this Food Service Account Application, I acknowledge receipt of the application agreement, and I agree to be bound by the terms and conditions of the agreement.	
By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:	
$^{\ast}$ I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.	
* I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.	ш
* I further acknowledge and agree that it is my obligation to immediately advise the school district of any change in my electronic address (i.e., email address).	
* I further acknowledge and agree that it is my obligation to immediately advise the school district in the event that I withdraw my consent to this Electronic Signature Agreement.	
* I acknowledge and agree that in the event that any person known to me (whether it be a family member, member of my household or otherwise) misappropriates any of the security devices connected with my Food Service account application and such misappropriation could not reasonably be detected by the school district, the school district shall have the right to treat all resulting electronic signatures as though they were affixed by the person whose name is typed below.	
* I acknowledge and agree that the individual completing this electronic account application is the individual in whose name the account is set up, or is someone authorized to submit this	<b>▼</b>
IAgree	
Back	



12. As needed, enter the other information and click Next.

PART 4. SIGNATURE AND	LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER	R (ADULT MUST SIGN)				
		ed, the adult signing the form also must list the last four digi				
of his or her Social Secu	urity Number or mark the 'I do not have a SSN'	box. See Privacy Act Statement				
		come is reported. I understand that the school will receive Federal a				
State funds based on the information I give; school officials may verify the information; and if I purposely give false information, my child(ren) may lose meal benefits and I may be prosecuted. I understand my child's eligibility information may be shared as allowed by law.						
* Sign here:	<signed electronically=""> Remove</signed>	* Print Name: Argentina Abastascr				
Date:	01/26/2016	Phone Number: (555) 255-7888 Ext:				
Address:		Cell Phone Number: Ext:				
City:		State: Zip Code:				
* Last Four Digits of SSN:	***_**- 4789 OR I do not have a SSN					
Email Address:						
By providing your email address, you may be notified by email of your eligibility for free and reduced price school meals.						

13. Enter the children's ethnic and racial identity and click Next. This is optional.

Free and Reduced Price School Meals Family Application		Previous	<u>N</u> ext	<u>Print</u>	Back	
PART 5. CHILDREN'S ETHNIC AND RACIAL IDENTITY (OPTIONAL)						
I would like to report this optional information						
Made and attacks identify a						
-	Mark one or more racial identities:	ack or African Ar				
Hispanic/Latino		ack or African Ar	merican			
Not Hispanic/Latino	White Native Hawaiian or Other Pacific Islander					

14. Review the completed application and click the Submit Application button. Note: If at any point in the process you skipped a required field or entered incorrect data, a message appears explaining the errors. All errors must be corrected before you can submit the application for approval.



15. Once you have submited your application, you may be able to Update a Pending Application, View the Application, and Print the Application.

ood Service Applicatio	ons									
Pending Application	Update Pendir	g Application   Vie	w Appl	ication   Print Ap	plication	n				
	Ар	plication Date: Tue	Jan 26	6, 2016 (Applicat	ion Wait	ting For A	oproval)			
	Not	ice: Pending Applic and will		will be marked a o be resubmitte			if edited			
			Hou	sehold Member	s					
Names of Househol	d Members		Sc	hool Name		Fos	ster Child?		No Income?	
Argentina Abastascr				No				No		
Jon Abbotscr				High School N			No Yes			
Income Information										
Family Member Nan	ne Earni	ngs from Work		elfare, Child port, Alimony					Other Income	
Argentina Abastascr		29,250.00		0.00				0.00	0.00	
		To	tal Ann	ual Income: 29,2	250.00					
Jon (400)										
Temp Application	Application Da	te Effective Date	e	Dependents	Lunch	Code	Denied?	Active?	Application Nbr	
No	Mon Jun 2, 201	4 Mon Jun 2, 20	)14	5	Free/G	Gratuitas	No	Yes		
No	Fri Jun 28, 201	3 Thu Sep 26, 2	2013	0	Free/G	Gratuitas	Yes	Yes		
No	Mon Jan 1, 190	0 Mon Jan 1, 19	000	0	Norma	al	No	Yes		



# Schedule

This area allows you to view your student's current and next year schedule, as well as course requests for the next school year.

Home	Schedule					
	Currently Schedu	iled Class: Mon Jan 25, 2016 8:	15am	Course R	equests now open	
New Student Online Enrollment	Jon Period 01 Art	1/Art Introduction		Band Inst		gh School-Grades 9-12
Online Registration				Jon (Hig	h School-Grades 9-12): None	•
Online Forms	Jon (High Schoo	I-Grades 9-12) Display Option	ns Current Year			The current term is highlighted
Arena	2015 - 2016 Print Schedule	Term 1 (08/08/15 - 11/01/15)	Term 2 (11/02/15 - 01/18/16)		Term 3 (01/19/16 - 03/27/16)	Term 4 (03/28/16 - 06/05/16)
Scheduling Ethnicity/Race	Period 1 (8:00 AM - 8:46 AM)	Art 1/Art Introduction Pansy Alvinscr MTWRF Room 166	Art 1/Art Introducti Pansy Alvinscr MTWRF Room		Art 1/Art Introduction Pansy Alvinscr MTWRF Room 166	Art 1/Art Introduction Pansy Alvinscr MTWRF Room 166
Calendar	Period 2	English Survey S1 Kari Hiraiscr MTWRF Room 035	English Survey S1 Kari Hiraiscr MTWRF Room 035		English Survey S2 Kari Hiraiscr MTWRF Room 035	English Survey S2 Kari Hiraiscr MTWRF Room 035
Gradebook	(8:50 AM - 9:36 AM)	Physical Education 11 Delaine Farnamscr	Physical Education		Landscape Management Gus Odascr	Landscape Management Gus Odascr
Attendance		MTWRF Room GYM L	MTWRF Room GYM L		MTWRF Room 021	MTWRF Room 021
Student Info	Period 3	Chemistry I S1 Emil Luthyscr MTWRF Room 014	Chemistry I S1 Emil Luthyscr MTWRF Room 014		Chemistry I S2 Jamie Sandquistscr MTWRF	Chemistry I S2 Jamie Sandquistscr MTWRF
Food Service Schedule	(9:50 AM - 10:36 AM)	Statistics Jacob Knesescr MTWRF Room 035	Statistics Jacob Knesescr MTWRF Room 035		Statistics Jacob Knesescr MTWRF Room 035	Statistics Jacob Knesescr MTWRF Room 035
Discipline	Period 4	Computer Science I Roderick Almyscr	Computer Science Roderick Almyscr	e I	Foods & Nutrition Eloise Wilczynskiscr	Foods & Nutrition Eloise Wilczynskiscr
Test Scores	(10:40 AM - 11:28 AM)	MTWRF Room 015	MTWRF Room	)15	MTWRF Room 245	MTWRF Room 245
Fee Management	Period 5 (11:30 AM - 12:16 PM)	Concert Band Pamala Ainsleyscr MTWRF Room 186	Concert Band Pamala Ainsleys MTWRF Room	or 186	Concert Band Pamala Ainsleyscr MTWRF Room 186	Concert Band Pamala Ainsleyscr MTWRF Room 186
Activities	Period 7 (1:40 PM - 2:28 PM)					
Student Services						
Educational Milestones	Period 8 (2:30 PM - 3:16 PM)					

#### Currently Scheduled Class Current Year Schedule Course Request Now Open

### **Currently Scheduled Class**

This displays the classes that your student is scheduled into based on the current day and time.





### Current Year Schedule

This area displays your student's schedule and defaults for the entire school year with the current term highlighted in yellow. For additional information regarding your student's classes you can click on the course name, and to email the teacher you can click on the teacher's name. To modify this view, click the Display Options link where you can select to Show Current Term Only, Show Dropped Classes, and View Next Year Schedule.

### **Course Requests Now Open**

Click the View Request for [school year] in [student's school] link to request courses, update requests, and select alternate courses.

Vie	w Requests	for 2016-2017 in High School-Grades 9-12							
	Les diffet C								9
	Jon (High S	School-Grades 9-12) <i>Request Courses</i>   Re	quest Alternates		-	tel Desurete (Cabadulada 40	Total Credits:	0.750	1
	Available	Courses for 2016-2017			Selected	Courses	Total Credits.	0.700	
	ACC1	Accounting I 1.000 Credits, Elective	Ē	Add Course >	ACC2	Accounting II YR Section 2 has already been schedule 1.000 Credits, Elective	ed		*
	ACC2	Accounting II YR 1.000 Credits, Elective Accounting II Ind			ART02	Art 2D Section 1 has already been schedule 1.000 Credits, Elective	əd		
	ADCOMP	0.500 Credits, Elective Adv Composition 0.500 Credits, Required			BANDC	Concert Band Section 1 has already been schedule 1.000 Credits, Elective	əd		
	ADHORT	Advanced Horticulture 0.500 Credits, Elective			BANDMA	Marching Band Section 1 has already been schedule	ed		
	ADVDAT	Adv Spreadsheet and Database 0.500 Credits, Elective			BIOTS1	0.250 Credits, Required Biotechnology S1			
	AGBUS2	Agribusiness S2 0.500 Credits, Elective			BIOTS2	0.500 Credits, Elective Biotechnology S2			
	AGRI00	Agribusiness S1 0.500 Credits, Required			CONTEC	0.500 Credits, Elective Communication Tech			
	ALG1	Algebra 1 1.000 Credits, Required			COMIEC	Section 02 has already been schedu 0.500 Credits, Elective	led		
			Ŧ		CONTEC	Construction Tech			*
			Search Clear						

- Available Courses Courses listed here are courses available to your student based on your student's grade level. Additional information regarding the course can be obtained by clicking on the course description.
- Selected Courses Courses displayed here are courses your student has requested for the next school year. Note that courses displayed here could have also been selected by the counselor. Courses may be added or removed from this area by clicking the Add or Remove Course buttons.



• Request Alternates – Courses selected here inform the counselor of the courses you would like to take if one or more of your course requests are not available. Alternate courses may be added or removed from this area by clicking the Add or Remove Course buttons.

on (High S	chool-Grades 9-12) Request Courses   Requ	uest Alternates					
				Total Re	equests/Sche	eduled: 16 Total Alternates: 0 Total Credits:	8.750
vailable	Alternate Courses for 2016-2017			Selecte	ed Alterna	te Courses	
ACC1	Accounting I 1.000 Credits, Elective		Add Course >	R	ACC2	Accounting II YR Section 2 has already been scheduled	
ACC2	Accounting ILYR 1.000 Credits, Elective			R	ART02	1.000 Credits, Elective Art 2D	
ACC2I	Accounting II Ind 0.500 Credits, Elective					Section 1 has already been scheduled 1.000 Credits, Elective	E
ADCOMP	Adv Composition 0.500 Credits, Required			R	BANDC	Concert Band Section 1 has already been scheduled 1.000 Credits, Elective	
ADHORT	Advanced Horticulture 0.500 Credits, Elective			R	BANDMA	Marching Band Section 1 has already been scheduled	
ADVDAT	Adv Spreadsheet and Database 0.500 Credits, Elective			R	BIOTS1	0.250 Credits, Required Biotechnology S1	
AGBUS2	Agribusiness S2			IX.	DIOTOT	0.500 Credits, Elective	
	0.500 Credits, Elective			R	BIOTS2	Biotechnology S2 0.500 Credits, Elective	
AGRI00	Agribusiness S1 0.500 Credits, Required			R	COMTEC	Communication Tech	
ALG1	Algebra 1 1.000 Credits, Required					Section 02 has already been scheduled 0.500 Credits, Elective	
		*		R	CONTEC	Construction Tech	-



# **Discipline**

This area allows you to view your student's discipline information in chronological order.

Home	Discipline				Hide Charts
New Student Online Enrollment	Today's Discipline: Mon Jan 25, 2	016			Term 3 Offense Totals
Online	Jon (High School-Grades 9-12)				1.21
Registration	Date/Time	Offense	Location (School)	Officer	0.9
Online Forms	Tue Jan 19, 2016 8:00am View Action(s) Taken	Excessive Absences	No Location Available		0.6
Arena Scheduling	Comments: Excessive Absences	by the student, at least 5 day	s unexcused absent		0 
Ethnicity/Race					د
Calendar					YTD Offense Totals
Gradebook					1.21
Attendance					0.9
Student Info					0.6
Food Service					0
Schedule					4
Discipline					

- Today' Discipline Displays discipline records created today.
- View Action(s) Taken Allows you to view additional details regarding an Offense, including the Actions being taken.

ction(s) Taken for	Excessive Absences	offense:					
Date	Action Taken (Status)	Officer	Suspension	Required / Served			
Tue Jan 19, 2016	Detention (Open)		None	1 Hour / 0 Hour			
When to Serve:	Fri Jan 22, 2016 3:30am	(Open)					
Where: Library		Required / Served: 1 Hour / 0 Hour					



# **Test Scores**

This area allows you to view test scores that your school district entered for your student. To view your student's scores for a test, click Show Scores.

	Test Scores				
Home	Jon				
New Student Online	Test Date	Test	Edition	Level	Form
Enrollment	06/04/2015	ACCES-ACCESSforELLs (Show Scores)	Edt2		
Online Registration	05/07/2014	NWEA-NWEA/MAP (Show Scores)	Math		
Online Forms					
Arena Scheduling					
Ethnicity/Race					
Calendar					
Gradebook					
Attendance					
Student Info					
Food Service					
Schedule					
Discipline					
Test Scores					



## Fee Management

This area allows you to view Fee Management Payor account information and your student's Fee Management Customer account information. From here you can view fees, payments, and totals in Fee Management, as well as make an online payment.

Lieme	Fee Man	Fee Management												
Home	Unpaid Ba	alance		Print Reports										
New Student Online Enrollment	Jon: 50.0	0		Jon: CY Invoice   NY Invoice										
Online	Jon Viev	v Fees   View Payme	nts   View Totals	Make a Payment   Add a Fee										
Registration	School Year	Due Date	Fee Description		Amount Charged	Amount Paid	Amount Due	Payor Name	Pay Plan ID					
Online Forms	2016	Tue Sep 1, 2015	Arrear		40.75	40.75	0.00	Argentina E. Abastascr						
Arena Scheduling	2016	Tue Sep 1, 2015	Arrear		5.00	0.00	5.00	Jon Abbotscr						
Ū	2016	Fri Apr 8, 2016	YEARBOOK ONLY	YEARBOOK ONLY H		0.00	45.00	Argentina E. Abastascr						
Ethnicity/Race														
Calendar														
Gradebook														
Attendance														
Student Info														
Food Service														
Schedule														
Discipline														
Test Scores														
Fee Management														

- Unpaid Balance Displays the total unpaid balance amount for the student.
- Print Reports Allows you to print reports of fee information based on templates that the district has provided.
- View Fees Displays itemized charges and payment for your student.
- View Payments Displays itemized payments that the payor made for all customers attached to the payor. You also have the capability to print a receipt. Note: Depending on your district, the payor (person responsible for payment) could be the student or you, the guardian. In the example below, the guardian is set up as the payor.

Jon View Fees   View Payments   View Totals   Make a Payment   Add a Fee											
Payor Name	School Year	Payment Date	Description	Payment Amount	Amt Applied to Customer	Check #	Receipt #				
Argentina E. Abastascr	2016	Tue Jan 19, 2016	CHECK PAYMENT	40.75	40.75	6546	6172 🗳				

• View Totals – Displays the charges, payments, other credits, prepayments, and balance due for your student.



 Make a Payment – Allows you to make an online payment. After entering the payment amount, you will be redirected to your districts 3<sup>rd</sup> party online payment vendor's website to complete the payment process.

Make Online Payment		< Back
Online Payment being made for Jon Abbotscr		
	Prior Year Balance:	
	+ YTD Payments:	
	- YTD Purchases:	
	Current Balance:	
	* Payment Amount: 0.00	
	Pay with RevTrak	
Asterisk (*) denotes a required field		

• Add a Fee – This option allows you to select optional fees that the district has set up, such as a yearbook. On the Add a Fee screen, the lower half displays fees that can be added to your student's count. The fees listed are based upon what has been selected under the Display Fees link. To add a fee, click the Add button and the record will move to the top portion of the screen. Also note the capability to remove the record.

ident Jon Abbot	scr					🗐 💩	Delete						
Description													
			Charge Amount	Paid Amount	Ent	Schl Yr							
Arrear			5.00	0.00	000	2016 🔺							
YEARBOOK DVD H	5		55.00	0.00	000	2016							
YEARBOOK ONLY I	HS		45.00	0.00	000	2016							
ed													
				Tot	al Amou	nt Due:	105.00						
e added to this s	student's acc	ount [ <u>Di</u>	splay Fees ]										
	Amount Entity	Schl Yr	Why would I add this fee?			Add F	ee?						
DOK DVD HS	55.00 000	2016	Yearbook.			A	dd 🖌 🔺						
	rearbook only f	e added to this student's acco	rEARBOOK ONLY HS  d d e added to this student's account [Di Amount Entity Schl Yr	e added to this student's account [Display Fees] Amount Entity SchlYr Why would I add this fee?	rearbook only HS 45.00 0.00  d  d  t d  t d  t d  t d  t d  t d	rEARBOOK ONLY HS 45.00 0.00 000  d d Total Arnou e added to this student's account [Display Fees ] Amount Entity SchlYr Why would I add this fee?	YEARBOOK ONLY HS 45.00 0.00 2016 d a d a d a d b d b d c mount Due: c added to this student's account [Display Fees ] A mount Entity Schl Yr Why would I add this fee? Add F						



# Activities

This area allows you to view your student's current year activities, as well as previous year activities, by clicking the View Activities from Prior Years link.

Activity Events and Awards can be viewed by clicking on the icon. In addition, if an activity leader's name is hyperlinked, you can click the name to send an email message.

Home	Activities						
	Jon (High School-Grades 9-12	2)				View Activities	from Prior Years
New Student Online	Date Range	Events	Activity	Awards	Requirements	Leader	Assistants
Enrollment	09/07/2015 - 06/10/2016	12	Band (Music)			Pamala Ainsleyscr	
Online Registration	09/07/2015 - 06/10/2016		Activity (BND) (Required)	8			
Online Forms	09/07/2015 - 06/10/2016		Activity (LIB)			Sandy Clinkscr	
Arena Scheduling							
Ethnicity/Race							
Calendar							
Gradebook							
Attendance							
Student Info							
Food Service							
Schedule							
Discipline							
Test Scores							
Fee Management							
Activities							



### **Student Services**

This area allows you to view your student's Special Education, Section 504, and Gifted and Talented information.

**Display Options** 

View Current Evaluation Info View IEP from [Date Range] View Section 504 from [Date] View Gifted & Talented [Date]

#### View Current Evaluation Info

This view displays your student's current evaluation information, consent information, and disabilities, as well as any contact that has been made with you via email, phone, letters, or notices. In addition, the top of the screen will indicate if there are any forms that you need to review. In the example below, your student has three unread forms.

tudent Services					
Unread Forms					
Jon has <mark>3</mark> unread forms: 2 IEP f	orms and 1 Sectio	n 504 form			
Jon Display Options Current	Evaluation Info				
Case Manag	er: Jacob Knese	scr	Special Ed School: School (400)		
Evaluation Information			Consent Information		
	uation: Evaluatio	0	Evaluation Permission: Wed Jan 8, 2014		
	n Start: Tue Jan		District Received: Thu Jan 9, 2014		
	e Due: Thu Sep		Placement Consent: Fri Feb 6, 2015		
	pleted: Tue Feb				
			Disabilities		
Next Eval	uation: Sat Feb 3	3, 2018	Specific Learning Disability (Primary)		
Contact Made On	Contact Type	Who Made Contact?	Comment		
Wed Jan 27, 2016 8:37am	Phone	Jacob Knesescr	Call and left a message reminding of upcoming meet More		
Wed Feb 25, 2015 11:43am	Notice Jacob Knesescr		Supplemental IEP Form sent		
Wed Feb 25, 2015 9:46am	Notice	Jacob Knesescr	Cover Sheet (I-3) sent		
Wed Feb 25, 2015 9:45am	Notice Jacob Knesescr		Cover Sheet (I-3) sent		
Wed Feb 25, 2015 9:39am	Notice	Jacob Knesescr	Cover Sheet (I-3) sent		
Wed Feb 25, 2015 9:39am	Notice	Jacob Knesescr	Cover Sheet (I-3) sent		



# View IEP from [Date Range]

This view displays your student's current IEP information, including pertinent dates, Case and IEP Managers, your student's placements, team members, and forms.

tudent Services				
Unread Forms				
Jon has <b>1</b> unread form: 1 IEP form				
Jon Display Options IEP from 0	2-06-2015 to 02-05-2016			
Case Manager: Jacob	Knesescr	IEP Manager:	Jacob Knesescr	Special Ed School: School (400)
IEP Meeting: Thu Fe	b 5, 2015	IEP Review:		IEP Revision:
Disabilities				
Specific Learning Disability (Prim	агу)		Team Members	Title
			Jon Abbotscr	Student
Placements	Provider	Details	Argentina Abastascr	Guardian
Specific Learning Disability	Jacob Knesescr	View	Jacob Knesescr	
Speech & Language	Christopher Kalisscr	View	Amanda O'Taylorscr	
Specific Learning Disability	Jacob Knesescr	View	Amanua O Taylorsu	
Speech & Language	Christopher Kalisscr	View		
IEP Forms View All				Last Viewed
Cover Sheet (I-3)				Wed Jan 27, 2016
Invitation to a Meeting of the Indivi	dualized Education Program	n (IEP) Team (I-1)		
				*Click on an underlined form to view the docum

To view details regarding your student's placements, click the View link.

Placement		×
District:	District (3381)	
School Year:		
Service:	Specific Learning Disability	
Program Name:	Specific Learning Disability	
Site Type:	Special Education	
Building:	High School Building 400	
Room:		
	Primary Placement Times Per Week 09/08/2015	Dismissed Placement End: 02/05/2016
		Back



If there are forms that you need to review, they will be listed in the IEP Forms section. To view the form, click on the form or you may click View All.

IEP Forms View All	Last Viewed
Cover Sheet (I-3)	
Invitation to a Meeting of the Individualized Education Program (IEP) Team (I-1)	
*Click on an under	rlined form to view the document

Your student's form will display, allowing you to read it and if desired, to print the form. Once read and you click the Back button, the Last Viewed column will be filled in with today's date.

S K Y W A R D'	EPORT AND IE		R SHEET	Form I-3 (Rev. 10/08)		
Name of Student	DOB	Sex	Grade	Race/Ethnic (if parent chooses to identify)		
Jon Abbotscr	05/10/1999	M	10	White		
Parent or Legal Guardian		Parent or	Legal Guardian			
Argentina Abastascr						
Address 187 SMITH AVE YOUNG AMERICA WI 55555		Address				
Telephone (area/number)		Telephone	(area/number)			
(555) 124-8463		715.55	715.555.5555			
District of Residence		For studen	For students transferring between public agencies:			
District (5866)		IEP review	IEP reviewed and adopted by			
			On			
Current District of Placement		For studen	ts transferring bet	tween public agencies:		
Skyward School District 1		Evaluatio	n report review	ved and adopted by		
		On				
PURPOSE OF MEETING (Check all that apply):						
Evaluation including determination of eligib	ility	Initial	or annual IE	P development		
IEP review/revision			Develop a statement of transition goals and services (require for students age 14 and older, or younger if appropriate)			
Placement			Manifestation Determination			
Alternate assessment			Determine setting for services during disciplinary change in placement			
Other:		Othe	r:			



#### View Section 504 from [Date]

This view displays your student's Section 504 information, including the start date, disabilities, impairments, accommodations, life activities, and forms.

To view the details of the Section 504 record, click the View link. In the example below, a paper click also displays indicating that there is an attachment that you can view.

Unread Forms					
Jon has <mark>2</mark> unread forms:	1 IEP form and 1 Section !	504 form			
Ion Display Options <b>S</b> e	ection 504 from 05-01-20	13			
Date	Event Type	Contact Person	Event	Details	
Wed May 1, 2013	IAP Start		IAP has started.	View	Ø
		Se	ction 504	X	
Disabilities			AP Begin Date: 05/01/2013		
No Disabilities exist.			Status: TEST		
			Eval Consent		
Accommodations			Case Manager:		
Hearing Aid			Referral Type:		
-			Referred to IDEA	Service Consent	

If there are forms that you need to review, they will be listed in the Section 504 Forms section. To view the form, click on the form, or click View All.

Your student's form will display, allowing you to read it and if desired, to print the form. When you have read the form and clicked the Back button, the Last Viewed column will be filled in with today's date.

Section 504 Forms View All	
NEW Section 504 IHP	Wed Jan 27, 2016
	*Click on an underlined form to view the document



# View Gifted & Talented [Date]

This view displays your student's Gifted & Talented information. To view the details of the record, click the View link.

Student Services				
Unread Forms				
Jon has <b>1</b> unread form:	1 IEP form			
Jon Display Options	Gifted & Talented I	nfo		
Date	Event Type	Contact Person	Event	Details
Mon May 20, 2013	GTPlacement	Alethia Priviterascr	Math was identified on 05/20/2013 for School Year 2013	View
			Gifted & Talented	×
			School Year: 2012-13 Area: Math Date Identified: 05/20/2013 End Date: 05/19/2014 Staff Name: Priviterascr Alethia N Active in this Area Comments:	
				Back



# **Educational Milestones**

This area allows you to view your student's assigned Educational Milestones. Educational Milestones are non-coursework requirements that your student must complete in order to graduate.

When the comment icon displays, you can click on the icon to view the note.

Home	Educational Milestor	les		
	Jon (High School-Grade	s 9-12)		
New Student Online	Completed Milestone		Graduation Requirement?	Waived?
Enrollment		Portfolio 🧇	J	
Online Registration	Thu Oct 29, 2015	Volunteer Requirement Met 🧇	J	
. togicti chiofi				

## **Graduation Requirements**

This area allows you to view your student's progress towards meeting coursework requirements, based on their graduation plan.

Jon - Graduation Requirements View All	Courses					
Coursework Requirement Area	Required	Complete	In Progress	Scheduled	Remaining	Status
Total	24.500	8.000	3.000	7.750	13.500	In Progress
English	4.000	1.000	0.500		2.500	In Progress
English 9 (View Courses)	1.000	1.000				Completed
English 10 (View Courses)	1.000		0.500		0.500	In Progress
English Electives (View Courses)	2.000				2.000	
Mathematics (View Courses)	1.500	1.000		0.500	0.500	In Progress
Social Studies	3.500	0.500			3.000	In Progress
Government (View Courses)	1.000				1.000	
World History (View Courses)	1.000	0.500			0.500	In Progress
US History 10	0.500				0.500	
Social Studies Electives	1.000				1.000	
Science (View Courses)	2.000	1.000	0.500	0.500	0.500	In Progress
Physical Education (View Courses)	1.500	1.000			0.500	In Progress
Health Education (View Courses)	0.500	0.500				Completed
Computer (View Courses)	0.500	0.500				Completed
Personal Finance (View Courses)	1.000				1.000	
One more Credit (View Courses)	1.000	1.000				Completed
General Electives (View Courses)	9.000	1.500	2.000	6.750	5.500	In Progress

The screen displays the Coursework Requirement Area, along with the required amount of credits, what has been completed, how many credits are currently in progress, how many credits are scheduled, how many credits are remaining, and the status. In addition, to view the courses associated with an "Area," you may click the View Courses link.



Use the View All Courses link to see all of the classes in which your student is enrolled, and the classes they have completed or attempted within an area, as well as the number of credits and grades. The course description and the teacher's names can be clicked on to view details of the course and to send an email message to the teacher.

#### Endorsements

This area allows you to sign your student's Declared Endorsement and then monitor their progress by reviewing the Option and Requirements.

Endorsement	5						
Declared	Declared				Achieved		
Endorsement			Option		Endorsement		Option
Multidisciplina	ry		Option1		No A	chieved Endorsem	ents
Signed by Abbo Guardian Signa Check Progress	ture is Requir	ed. (Sign)					
Endorsement:	Multidisciplinary	,		<b>_</b>	Option: Option1		✓ (Details)
Option Status:	Not Met	Credit Status:	0.000 of 9.000	Gra	d Req Status: Not Complete	Grad	Req Remaining: 13.500
Notes:	All Requirem met.), Fine Ar Student Must	ients not met: Ma rts(No Requirem t Complete Grad	ath Requirement(Ne lent Clusters met.) Plan To Receive E	o Require and Histo ndorseme	nent Clusters met.), Science y(No Requirement Clusters nt.	Requirement(No F met.)	Requirement Clusters
► Graduation	n Requiremen	it Detail					
► Class brea	ikdown for Op	ption1 Option					
► Requireme	ents						

Guardian Signature of the Declared Endorsement Screen Components



### Guardian Signature of the Declared Endorsement

- 1. Click the (Sign) link.
- 2. Read the information regarding an electronic signature and click the I Agree checkbox. Your name and date will automatically be entered.
- 3. Click Submit Signature.

Sign Endorsement	×
Endorsement: Multidisciplinary	Option: Option1
Signed by Abbotscr Jon on 09/21/2015.	
Signature Required	
Under the Federal Electronic Signatures in Global and National Commerce Act, be Endorsement, you must be provided with certain of the following information and y following and thereafter not withdraw your agreement.	
By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge t	hat:
* I have read and understood the foregoing Electronic Signature Agreement and th	at I intend to be bound thereby.
* I understand and agree that my electronic signature is the equivalent of a manua it as such in connection with any and all agreements I may enter into, including but Signature Agreement.	
☑ I Agree	
Signed By: Abastascr Argentina E Date Signe	d: 01/26/2016 12:32 PM
	Submit Signature

### **Screen Components**

The top half of the screen shows that your student and you have signed the Declared Endorsement and displays the Endorsements that have been completed.

Endorsements			
Declared		Achieved	
Endorsement	Option	Endorsement	Option
Multidisciplinary	Multidisciplinary Option1		Achieved Endorsements
Signed by Abbotscr Jon on 09/21) Signed by Abastascr Argentina E			



The bottom portion of the screen allows you to monitor your student's progress. You can see the details of the "Option" that your student selected by clicking the (Details) link.

Endorsement:	Multidisciplinary			<ul> <li>Option:</li> </ul>	Option1	
Option Status:	Not Met	Credit	Status: 0.000 of 9.000	Grad Req	Status: Not Complete	Grad Req Remaining: 13.500
	met.), Fine A	rts(No Re	met: Math Requirement(No quirement Clusters met.) a e Grad Plan To Receive En	nd History(No R		irement(No Requirement Clusters
Graduation	Requiremen	t Detail	Full Description of Sel	ected Option	Requirement	(
<ul> <li>Class brea</li> <li>Requireme</li> </ul>		ption1 O	To meet the Math following Cluster o Math To meet the Scier following Cluster o Science Student also mus o 3.000 Cre To meet the Fine Cluster(s): o FA	e réquired from Requirement re s): icce Requiremen s): t complete <u>At L</u> dits are requirement Arts requirement	the following Requirement(s quirement, a total of 3.000 r at requirement, a total of 3.0 past <u>1</u> of the following Clust from Science it, a total of 2.000 credits are	credits are required from the

- The Graduation Requirements area displays the coursework that your student is required to take based on the "Option" they selected. This screen shows you the credits required, completed, and in progress, as well as what is scheduled for next year, the future credits that were waived, and credits that remain to be completed.
- The Class breakdown for [Option] section tells you the classes that have been taken and how they are satisfying your student's Endorsement.
- The Requirements section provides additional detail breakdown of the classes needed to meet their Endorsement.

#### Homeroom

This area allows you to view information regarding your student's homeroom and includes the building, room number, and teacher assigned to the homeroom. The teacher's name is a hyperlink and can be clicked on to send an email message to the teacher. You can also view the students who are assigned to the homeroom along with their gender, birthday, phone number, and address.

Homeroom									
Jon (High School-Grades 9-12)									
High School Field House           Room: 102         Homeroom Teacher: Flor Dawsscr									
Students	Gender	Birthday	Phone	Address					
Jon Abbotscr	Male	05/10	(555) 124-8463	879 11TH ST YOUNG AMERICA, WI 55555					
Keven S. Austonscr	Male	06/16	(555) 757-7737	1901 N Scramble Ave YOUNG AMERICA, WI 55555					
Zonia A. Browscr	Female	11/18	(555) 608-7571						



# **Teacher Conferences**

This area allows you to view scheduled times for conferences with your student's teachers. You also may have the capability to select a conference time slot or view time slots that have been reserved for you.

Teacher Conferences				
Scheduled Conferences Report				
Print All Scheduled Conferences				
Jon (High School-Grades 9-12) View Scheduled 1	Fimes   All Conferences			
Scheduled Conference Times	Status	Class	Building/Room	Notes
Thu Feb 11, 2016 from 4:00 PM - 4:15 PM	Scheduled (Unschedule)	Art 1/Art Introduction Pansy Alvinscr		8
Thu Feb 11, 2016 from 6:45 PM - 7:00 PM	Scheduled (Unschedule)	Landscape Management Gus Odascr		

View Scheduled Times All Conferences Print All Scheduled Conferences

#### **View Scheduled Times**

This view allows you to see scheduled time slots for specific classes with the capability to unschedule the meeting. The class name as well as the teacher's name are hyperlinked and can be clicked on to view course information and to send an email message to the teacher. Also notice the Notes column; if a note exists the icon will be green. Clicking the icon allows you to view the note as well as to create a note regarding an item to discuss during your meeting. Parent created notes are visible by the teacher.

To unschedule a conference, click the Unschedule link and then click Save on the screen that appears.

De	select Time Slot	: 🕺
	Teacher:	Pansy Alvinscr
	Date:	Thu Feb 11, 2016
	Time:	6:30 PM - 6:45 PM
	Student:	Jon Abbotscr
	Course:	ART01/1 - Art 1/Art Introduction
	Building:	
	Room:	
	A confirmation	e-mail will be sent to: abastascr@scramble.com
C	Save	Back



#### All Conferences

This view allows you to see your scheduled conferences and any classes that have conference time slots available.

If a conference has been scheduled for a class, you can select a time that best fits your schedule by clicking the Select a Time link. Then click Select next to the time you wish to meet with the teacher.

hedule a Conference Time with Pansy Alvinscr							
Conference Time Slots	Status	Building/Room					
Thu Feb 11, 2016 4:00 pm - 4:15 pm	Open		Select				
Thu Feb 11, 2016 4:15 pm - 4:30 pm	Open		Select				
Thu Feb 11, 2016 4:30 pm - 4:45 pm	Open		Select				

Once selected, a confirmation screen appears, allowing you to click Save.

Se	elect Time Slot		×
	Teacher:	Pansy Alvinscr	
	Date:	Thu Feb 11, 2016	
	Time:	4:00 PM - 4:15 PM	
	Student:	Jon Abbotscr	
	Course:	ART01/1 - Art 1/Art Introduction	
	Building:		
	Room:		
	A confirmation	e-mail will be sent to: abastascr@scramble.com	
C	Save	Back	

### Print All Scheduled Conferences

If you would like to have a printed schedule of the conferences, click the link provided. You have the capability to have the report sort by date or by student, as well as to display past conferences.



# **Academic History**

This area allows you to view your student's grade history and includes the school year, grade level, class descriptions, terms, and grades for all classes that your student is currently enrolled in, has completed, or is scheduled into.

To view additional information about a class, click the course description in the Class column.

Jon (High School-Grades	9-12)												
2016 - 2017, Grade 12													
Class	Terms	ATH	PR1	Q1	PR2	Q2	SE1	S1	PR3	Q3	PR4	Q4	SE2
Accounting II YR	1 - 4												
Art 2D	1 - 4												
Communication Tech	3 - 4												
Concert Band	1 - 4												
Construction Tech	3 - 4												
Marching Band	1-1												
Physical Education 12 S1	1-2												
Physical Science S1	1-2												
Physical Science S2	3 - 4												
Precalculus S1	1-2												
Precalculus S2	3 - 4												
Spanish III S2	3 - 4												
2015 - 2016, Grade 11													
Class	Terms	ATH	PR1	Q1	PR2	Q2	SE1	<b>S1</b>	PR3	Q3	PR4	Q4	SE2
Art 1/Art Introduction	1 - 4			Α		Α	Α	Α					
Chemistry I S1	1-2		в	A-	B+	в	в	в					
Chemistry I S2	3 - 4												
Computer Science I	1-2		A-	Α	Α	A-	A-	A-					
Concert Band	1 - 4			Α						H			
English 10 S1	1-2		w		w								
English Survey S1	1-2		в	в	A	A-	В-	в					



# Childcare

This area displays your student's childcare schedule and allows you to view and possibly modify their schedule based upon how your district has set up the application.

Childcare programs can be set up two ways; Fixed and Flexible. A Fixed program is a set schedule that your student attends, versus Flexible, which allows you to determine which days your student attends.



#### Navigation Calendar Display Scheduling a Day of Childcare Mass Select Schedules

#### Navigation

Use the following tools and options to move within the calendar.

- Month You can navigate from month to month using the arrows and then quickly return to the current month by clicking the Today button, or you may click the Calendar icon to navigate.
- Month, Week, Day Selecting one of these buttons will change the view of the calendar.
- Print You may print the calendar by clicking on the printer icon located to the right of the current month and year information.



#### Calendar Display

The following display options are available.

- Hide Saturday and Sunday on the Calendar
- Default View Month, Week, or Day
- Show Childcare Schedule Select a specific color to represent your student on the calendar.

Calendar Display 😵
Hide Saturday and Sunday on the Calendar Default View: Month
Denese: 🗷 Show Childcare Schedule
Save

### Scheduling a Day of Childcare

If your district offers Flexible Childcare, you can choose which days your student will attend.

1. In the upper right corner of the screen, click Update Scheduled Attendance Days.

Update Scheduled Attendance Days

 Click the current month or a month in the future for the Flexible Childcare program you want your student to attend. In the example below, February 2<sup>nd</sup> has been selected while Wednesday the 3<sup>rd</sup> has been deselected. Click Save Selection.

Childcare Attendance	Day Selection					Back			
Kampenscr Denese						Save Selections			
SC [100-2016]	February 2	016 🛛 🖓	1 6 Program: SC - Special Child Care (Calendar 100) 🔍 📃						
Sep 2015	· · · · ·	ע ן	enese ka	ampenscr (01/04/16 - )		Show Legend			
Oct 2015	Monday	Tuesday		Wednesday	Thursday	Friday			
Nov 2015	Honday	Tucsuay		weathcoddy	marsaay	Thuay			
Dec 2015	1	_	2	3	4	5			
Jan 2016	Special Child Care	Special Child C	Care	Special Child Care					
Feb 2016									
Mass Select Schedules									
Mar 2016									
Apr 2016									
May 2016	8		9	10	11	12			
Jun 2016	Special Child Care	Special Child C	Care	Special Child Care					
	15 Special Child Care	Special Child C	16 Care	17	18	19			
	22 Special Child Care	Special Child C	<b>23</b> Care	24	25	26			
	29 Special Child Care								



3. A confirmation screen will appear; click Yes if you wish to save the changes that were made to the calendar.

#### Mass Select Schedules

This option allows you to quickly select or clear the selection of all the days in the month when using a Flexible Childcare program.

- Clicking Select All Schedules will place a checkmark in each day where all of the student's programs are set to meet, while Clear All Schedules will remove the checkmarks.
- Clicking Select All for a specific program will place a checkmark in each day where that program is set to meet; Clear All will remove the checkmark.
- Other programs will not be affected by the use of this button.

Program Schedules Select All Sche		edules Clea	ar All Schedules			$\mathbf{X}$
Description		art Time	Stop Time	Days	Mass Select for N	1onth
Special Child Care	8:0	00 AM	10:00 AM	Mon, Tues, Wed	Select All	Clear All



## Portfolio

This area allows you to view electronic copies of documents that the school has added to your student's Portfolio. Examples of documents that you may see in this area include Report Cards, Attendance Letters, awards, as well as Report Directory attachments. Report Directory attachments are district-specific reports that your school district has created. In addition, your student's "Highlights" will also be listed. Note: Your district may rename this application to better describe its contents. Example: Documents

Portfolio - Atta	chments						
Jon							
Description			eSigned	Туре	Created		
Birthday List (Hig	h School-Grades 9-1	2)	N/A	Report Directory			
Report Directory (	(High School-Grades	9-12)	N/A	Report Directory			
Student Access (	High School-Grades	9-12)	N/A	Report Directory			
zSC 2650445 (Hi	gh School-Grades 9-	12)	N/A	Report Directory			
2016 - Semester	1		No	Report Card	Tue Jan 19, 20	16 1:43pm	
FIVE			N/A	Attendance Letter	Tue Jan 19, 20	16 12:00am	
2015-2016 Seme	ester 1 Report Card		N/A	Report Card	Mon Dec 28, 20	Mon Dec 28, 2015 2:30pm	
2015 - Semester	2		Yes	Report Card	Thu Mar 19, 20	Thu Mar 19, 2015 4:30pm	
2013-2014 Repo	rt Card		Yes	Report Card	Wed Jul 9, 201	4 1:52pm	
2014 - Semester	2		N/A	Report Card	Fri May 30, 201	4 7:55am	
Term 2/Semester	r1		N/A	Report Card	Fri Feb 7, 2014	9:58am	
Portfolio - Higl	hlights						
Jon							
School Year	Date	Туре	Title	Title		Grade Level	
2015 - 2016	01/27/2016	INTERNSHIP	Art Gallery	Tour Guide 🤛	2017	11	

#### FAMILY ACCESS GUIDEBOOK



When viewing your student's Report Card, you may be required to provide an electronic signature. When this occurs, an Electronic Signature screen will appear, and after reading the statement, you will click the "I agree" box and click Submit Signature. Afterwards, a View Report link will appear and your student's Report Card will display.

Portfolio - A	tachments							
Description		eSigned	Туре	Created				
Birthday List	High School-Grades 9-12)	N/A	Report Directory					
Report Direct	ry (High School-Grades 9-12)	N/A	Report Directory					
Student Acces	s (High School-Grades 9-12)	N/A	Report Directory					
zSC 2650445	(High School-Grades 9-12)	N/A	Report Directory					
2016 - Seme	ter 1	Report Card	Tue Jan 19, 2016	1:43pm				
FIVE	Electronic Signature		×	Tue Jan 19, 2016	12:00am			
2015-2016 S				Mon Dec 28, 2015	2:30pm			
2015 - Seme	Under the Federal Electronic Signatures in G Commerce Act, before you may electronically			Thu Mar 19, 2015	4:30pm			
2013-2014 R	must be provided with certain of the following	g information and	i you must 👘	Wed Jul 9, 2014 1:52pm				
2014 - Seme	affirmatively agree to the following and therea agreement.	after not withdrav	v your	Fri May 30, 2014 7:55am				
Term 2/Seme	By clicking 'I Agree' and submitting this agree	ement via the inte	ernet. I	Fri Feb 7, 2014 9:	58am			
Portfolio - H	acknowledge that:							
Jon	* I have read and understood the foregoing E Agreement and that I intend to be bound ther		ıre 🗸					
School Year		-		Grad Year	Grade Level			
2015 - 2016	Signed	Date		2017	11			
	By:	Signed:						
	View Report		Submit Signature					



# Learning Center

This area allows you to view your student's online classroom.

lasses 🖪	J Ta	ags 💌					\$	Sort By Due	Date	00	Q.
		<u></u>					•				
Janu	ary 2	016			-	•		Classes: S	tatistics/01	×	All J
Sun	Mon	Tue	Wed	Thu	Fri	Sat			WS 3.13		
27	28	29	30	31	1	2		PDF	Accellente	- Olasasia 0 Dav	
3	4	5	6	7	8	9		PUP	Available	Closes in 8 Day	s 🔽 Due 9 Days Ago
									WS 3.11		
10	11	12	13	14	15	16				-	
17	18	19	20	21	22	23		PDF	Available	Closes Tomorro	w 🔽 Due 13 Days Ago
24	25	26	27	28	29	30					
31	1	2	3	4	5	6					
		_				-					
ecent No	tificatio										
ecent No	tificatio										
	tificatio	ons	ntinues			12:00 AN					
esterday	tificatio	ons	ntinues								
esterday NS 3.11	tificatio	ons Co Dis	ntinues	n Conti	nues	12:00 AN					
esterday VS 3.11 VS 3.11	tificatio	ons Co Dis Co	ntinues scussio ntinues	s n Conti	nues	12:00 AN 12:00 AN					
esterday VS 3.11 VS 3.11 VS 3.11 VS 3.13	tificatio	ons Co Dis Co	ntinues scussio ntinues	s n Conti	nues	12:00 AN 12:00 AN 12:00 AN					
esterday VS 3.11 VS 3.11 VS 3.13 VS 3.13 VS 3.13	tificatio	Co Dis Co Dis	ntinues scussio ntinues	n Conti n Conti	nues	12:00 AN 12:00 AN 12:00 AN					
esterday VS 3.11 VS 3.11 VS 3.13 VS 3.13 VS 3.13 oday	tificatio	ons Co Dis Co Co	ntinues scussio ntinues scussio	s n Conti n Conti	nues	12:00 AM 12:00 AM 12:00 AM 12:00 AM					
esterday VS 3.11 VS 3.11 VS 3.13 VS 3.13 VS 3.13 oday VS 3.11	tificatio	Co Dis Co Dis Co Dis	ntinues scussio ntinues scussio	n Conti n Conti n Conti	nues	12:00 AM 12:00 AM 12:00 AM 12:00 AM					
esterday VS 3.11 VS 3.13 VS 3.13 VS 3.13 oday VS 3.11 VS 3.11	tificatio	Co Dis Co Dis Co Dis Co Co	ntinues scussio ntinues scussio ntinues scussio ntinues	s n Conti s n Conti s	nues	12:00 AM 12:00 AM 12:00 AM 12:00 AM 12:00 AM					

Screen Components Calendar Recent Notifications Viewing Assignments and Posting Comment to the Discussion

### Screen Components



Classes – This drop-down allows you to determine which course's discussions or digital hand-ins will display on the Course Learning Center Calendar. From this screen you have the capability to view all terms or the current term and then select the courses. Based on your selection, the items attached to the course (discussions and digital hand-ins) will display to the right of the screen.

Functionality described here may vary in availability depending upon your district/entity configuration. \*\* Denotes Required Field to save screen. Page:62 of 70



Tags – This drop-down allows you to determine the items that display on the Course Learning Center Calendar. If no tags are selected, then all items display. Sort By – Allows you to determine how the items are sorted on the right side of the screen.



Will determine the chronological order of the selected sort.



Will expand or collapse the items listed on the screen.

Provides you with the capability to search for words used in the title, description, or tag attached to an item.

#### Calendar

This displays the date the item was made available, date the discussion opened, hand-in due date of the digital hand-in, date the discussion closes, and hand-in close date for the digital hand-in.

Sun	Mon	Thu	Fri	Sat		
27	28	29	30	31	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	5	6

- Days in the calendar will display items that are colored coded and represent the following:
  - $\circ~$  Green When the item was made available.
  - Blue Items flagged as discussion.
  - Yellow Items flagged as digital hand-in.



#### **Recent Notifications**

This displays reminders for the current date, or if you click Recent Notifications it will display reminders from yesterday, today, and tomorrow.

Notifications By Date	Recent Notifications						
Thursday, January 28th	2016						
WS 3.11	Continues	12:00 AM					
WS 3.11	Discussion Continues	12:00 AM					
WS 3.13	Continues	12:00 AM					
WS 3.13	Discussion Continues	12:00 AM					
Lab 4.2	Discussion Continues	12:00 AM					

### Viewing Assignments and Posting Comments to the Discussions

The right side of the screen displays your student's assignments, based on what was selected for Classes and Tags.

Lab 4.2	Classes													
	Classes:	Chemistry I S2/2-4												
	Tags:	Lab Discussion												
Posted On:	Posted On: Tue, Jan 197:00 AM													
📭 View D	Discussion	Discussion Closes: Fri, Jan 29 5:00 PM												
WS 3.11														
	Attach:	WS3.11.pdf 🛃												
PDF	Classes:	Statistics/01												
	Tags:	Unit Worksheet												
Posted On:	: Thu, Jan 14 4	:00 PM												
🗣 Hand I	n File	Due: Fri, Jan 15 5:00 PM												
📭 View C	Discussion	Discussion Closes: Fri, Jan 29 5:00 PM												
	· · · · · · · · · · · · · · · · · · ·													
WS 3.13														
	Attach:	WS3.13.pdf 🛃												
PDF	Classes:	Statistics/01												
	Tags:	Unit Worksheet												
Posted On:	: Tue, Jan 19 4	:00 PM												
🕌 Hand I	n File	Due: Tue, Jan 19 5:00 PM												



If you wish to view the discussion for an assignment, click View Discussion link. It is in here where you are able to add a comment, if you wish to do so.

Lab 4	4.2 - Discussion	8
	No comments have been made.	
Refree	sh	Add Comment

An Assignment with a file attached will allow you to view the attachment by clicking the button and downloading it to your computer.



The Hand in File link allows you to submit an eletronic copy of your student's classwork.

1. Click the Hand in File link.

WS 3.11		
	Attach:	WS3.11.pdf 👤
PDF	Classes:	Statistics/01
	Tags:	Unit Worksheet
Posted On: 1	Thu, Jan 14 4:	00 PM
Hand In	File	<b>Due:</b> Fri, Jan 15 5:00 PM
📭 View Di	scussion	Discussion Closes: Fri, Jan 29 5:00 PM

2. Next, you may choose to attach a file from your connected district cloud service as an online work in progress by using the Create New button or you may submit a completed file by using the Turn in a File button.

Han	d-Ins for WS 3.11	8
0	nline Works In Progress	Create New
Th	ere are currently no Works in Progress.	
н	anded In Files	Turn In a File
No	files have been handed in.	
	Only 1 file can be attached to this item	



# Skylert

This area allows you to manage which notifications you will receive, such as general, emergency, and attendance.

You may enter and update any contact information as needed. When updating the information in the My Skyward Contact Info area, it will update the information throughout Skyward. Note: If you are unable to enter or update information in this area, contact your district.

The Additional Contact Info for Family with [Student] could be used for individuals other than a guardian, such as a grandparent, or a babysitter. Note: Any updates you make in this section will be used for the Skylert application only.

Skylert enables you t	to receive notifications concer	ning your child(	ren). You have	control ov	er which	notifications to rece	eive and h	ow you	
would like to receive		2.7							
									s
My Skyward Contact	Info								6
Contact Info		Emergency	Attendance	General	Other	Sports/Activites	Survey	Another One	
* Primary Phone:	(554) 554-5554								
	Family With Jon:	~	<b>V</b>	<b>V</b>	1		1		
Work - Phone:	(554) 222-2222								
	Family With Jon:	$\checkmark$	<b>V</b>					<b>V</b>	
Phone:									
	Family With Jon:	1							
Home Email:	abastascr@scramble.com								
	Family With Jon:	1	<b>V</b>	<b>V</b>	<b>V</b>	✓	<b>V</b>	<b>V</b>	
Additional Contact In	fo for Family With Jon								
Phone Numbers		Emergency	Attendance	General	Other	Sports/Activites	Survey	Another One	
Additional Phone 1	: (554) 233-3333	<b>V</b>							
Additional Phone 2									
Additional Phone 3	:								
Additional Phone 4									
Additional Phone 5	:								
Additional Phone 6	:								
Additional Phone 7									
Additional Phone 8	:								
Additional Phone 9	:								



## **RtI Information**

This area displays your student's Response to Intervention information and includes a watch list, referrals, and student interventions.

Natch List							Jon	:		01	/29/2015 H	lome Prog	ram (2)
Jon: Attendance §	5 day							10 —	Per	] forman	lon ce Over	r Time	
on (High School-G	rades 9-12)	View All Refer	rals   View	All Intervention	ıs			8 —					0
leferrals								6 —					
Date Referred	Status	Date Closed	Criteria	Type / Group	By	Score	0						
Wed May 27, 2015	New		Grading	/Language	Pamala A	Ainsleys	s	4 —					
Thu Dec 5, 2013	Closed	Thu Jan 9, 201	4 Grading	/ Attendance	Scott Pric	escr		2 —					
tudent Interventio	ns							0	Ó	~~ ~~ w	eeks	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Ŷ
Intervention	Begin Date	Status	End Date	Агеа		Tier				O Pr	ogress		
Home Program	Thu Jan 29,	2015 Open		Communca	tion Skills	2						·	

Note the capability to View All Referrals and Interventions by selecting the link. When viewing All Interventions, you will see a View Data Points icon as well as a Meeting icon. Data Points allow for progress monitoring of the intervention and are used to create graphs of the student's progress. Meetings are created to set aside time to meet with your student regarding their intervention.

ew All Interventio	v All Interventions												
Intervention	Begin Date	Status	End Date	Агеа	Tier	Criteria Type / Group	Provider	Freq	Primary Goal	Result			
Home Program	Thu Jan 29, 2015	Open		Communcation Skills	2	Grading / Language	Irwin Gandarillascr		Adequate Progress			3	

The graph that displays on the right side of the screen, provides a visual of your student's progress over a period of time.



## **Health Information**

This area displays your student's health records. The screen defaults to Health Conditions but may be changed by clicking on the Display Options link.

Depending on the type of Health record, you may see additional links to view more details regarding the record. If needed, you can also have a printed copy of the record by clicking the printer icon at the top of the screen.

Out	of Compliance on Vaccinatio	ons!								
Jon	is out of compliance on <b>1</b> vac	cination:	Tdap/TD Bo (Show All)	oster last dos	ie given 05/18	/2004				
Jon	Display Options Office V	lisits								
Sch	Show Health Conditions	chool	Check In	In Office	Time Out	Examined By	Referred By	Reason for Visit	Treatment	Disposition
_	Show Dental Records					-,	Dy	IOI VISIL		-
201	Show Diabetes Care Log	igh chool	01:14 PM	01:14 PM	02:00 PM	Pamala Ainsleyscr		Nausea	Rest	
201	Show Disabilities	iddle	11:18 AM	11:18 AM	11:18 AM					
201	Show Office Visits	chool	11. TO AM	11.107.00						
	Show IHP Form *									
	Show Childhood Illnesses									
	Show Injuries									
	Show Medications									
	Show Physical Exams									
	Show Tests									
	Show Vaccinations									



# **School Directory**

This area allows you to view other families who are enrolled in the school district. The information that is available is based on what guardians selected to display within their "My Accounts."

Click the View Families drop-down list if you would like the screen to display the primary guardian or the student. After making your selection, click View to refresh the screen.

To view all members of the family, click View Family. Also note the printer icon located to the right of the screen which allows you to print the currently shown results only or print all results which would include the entire school directory.

View Families by: Primar + Show Advanced Filter Op	•	View			
High School-Grades 9-	12 - Sorted by Last Name, First N	ame MI of Primary Gu	Jardian		
Primary Guardian	Address	Primary Phone	Second Phone	Third Phone	Primary Guardian's Email
Abascr, Laurie View Family	Not Available	Not Available	Not Available	Not Available	Not Available
Abastascr, Argentina E View Family	879 11TH ST YOUNG AMERICA, WI 55555	(555) 124-8463	(555) 124-8777	Not Available	abastascr@scramble.com
Abdullascr, Annis P View Family	1879 Scramble Ave YOUNG AMERICA, WI 55555	(555) 422-3229	(555) 422-3229	Not Available	Not Available
Acrescr, Isidra F View Family	Not Available	Not Available	Not Available	Not Available	Not Available
Aglerscr, Jarvis S View Family	Not Available	Not Available	Not Available	Not Available	Not Available
Aguinigascr, Gertrud K View Family	Not Available	Not Available	Not Available	Not Available	Not Available
Albertiniscr, Ellie L View Family	Not Available	Not Available	Not Available	Not Available	Not Available
Aleemscr, Mervin M View Family	Not Available	Not Available	Not Available	Not Available	Not Available
Alzatescr, Monnie N View Family	Not Available	Not Available	Not Available	Not Available	Not Available
Amermanscr, Velva G View Family	Not Available	Not Available	Not Available	Not Available	Not Available



# **Login History**

This area allows you to view a history of the times you have signed into Family Access. The information provided includes the date, time, and IP address of each login. To view the areas that you accessed, click the View Areas link.

Login History									
Argentina Abastascr									
Date	Time	IP Address	Product	Areas Viewed					
Fri Jan 29, 2016	7:48am	10.110.3.126	Family Access	View Areas					
H4 4 P PH									