



SKYWARD FAMILY ACCESS
Family Access

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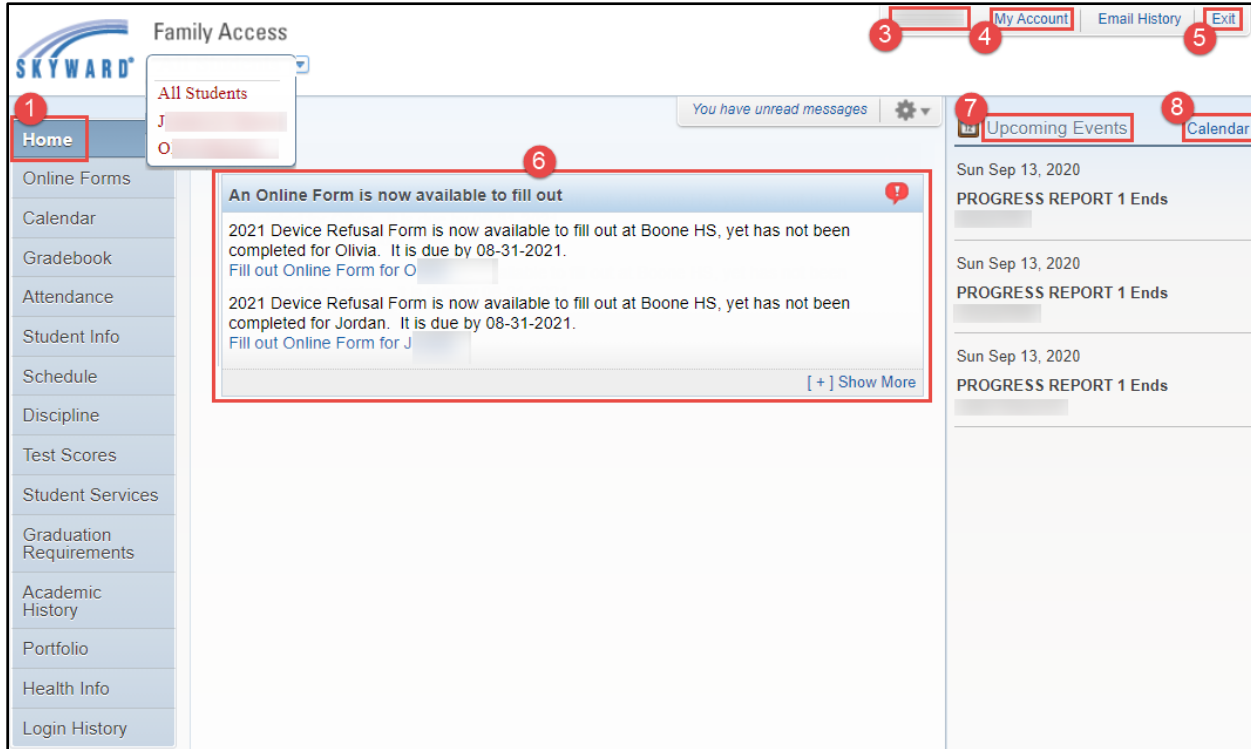
Skyward Family Access Family Guide

I. Overview of Family Access

The *Family Access* Portal is created and maintained for families to view students' educational progress. The portal provides demographic information, schedule, assignments, calendar events, grades, attendance, discipline, test scores, and graduation requirements. Families will be able to view student details and monitor progress.

Login Process

To access the *Family Access* portal, parents/guardians will first need to register for a LaunchPad account. Once an account is established in LaunchPad, parents/guardians can then access *Family Access* by clicking on the Skyward icon. Please refer to the Skyward Family Access documentation. This documentation is located on the OCPS website > Current Families > Skyward Information > Documentation > Skyward Family Access document. Families can access the documentation [here](#).



A. Home Page

The Family Access portal is organized into 16 tabs which displays important information about the student. Tabs include *Home*, *Online Forms*, *Calendar*, *Gradebook*, *Attendance*, *Student Info*, *Schedule*, *Discipline*, *Test Scores*, *Student Services*, *Graduation Requirements*, *Academic History*, *Portfolio*, *Health Info*, and *Login History*. Parents/guardians will select a tab to show more information about the student. *Home* is the default tab which displays *All Students*, *Upcoming Events*, *Calendar*, *User Name*, *My Account*, and *Exit*.

Table 1. Home Tab

Navigation	Description
1. Home	Displays the default page.
2. All Students	View one or all students in household.
3. Family Name	Displays the user's name.
4. My Account	Provides the contact information of the family. Changes must be processed at the student's school.
5. Exit	Closes Family Access.
6. District Links	Displays important District Links.
7. Wall	Displays District Announcements, Online Forms, Unread Messages, and other alert information.
8. Upcoming Events	Displays the district dates for each student.
9. Calendar	Provides a daily, weekly or monthly view.

B. District Links

District Links will be available via a drop-down menu. These links may redirect internally to important OCPS information or externally to sites such as the *Cambium Family Portal*, where student state assessment scores can be viewed.

State Assessment Scores - Cambium Family Portal

The portal will display state assessment scores for *FSA Grade 3 Reading*, *FSA ELA Grades 4-10*, *FSA Mathematics Grades 3-8*, *FSA End-of-Course (EOC) Exams – Algebra 1 and Geometry*, *NGSSS End-of Course (EOC) Exams – Biology, Civics, and United States (US) History*, and the *Statewide Science Assessment*.

1. Select **District Links**.
2. Select a **Student** to view state assessment scores. A separate link will be available for each student.
3. Review student state assessment scores.

The image shows two overlapping screenshots of a web portal. The top screenshot is the Skyward Family Access interface. It features a navigation menu with 'Home' and 'Online Forms'. A dropdown menu is open, showing 'District Links' and 'State Assessment Scores'. A red circle with the number '1' highlights the 'District Links' option, and a red circle with the number '2' highlights the 'State Assessment Scores' option. The bottom screenshot is the Florida Statewide Assessments Family Portal. It displays a student's assessment scores for 'Algebra 1 EOC' and 'English Language Arts'. Each section includes a 'Your Child's Most Recent Test' summary with fields for 'Date Taken', 'Test Window', and 'Score', and a 'View Detailed Report' button. Below the summary is a horizontal bar chart showing scores for five levels (Level 1 to Level 5). The Algebra 1 EOC scores are 425 (Level 1), 487 (Level 2), 497 (Level 3), 518 (Level 4), 532 (Level 5), and 575. The English Language Arts scores are 284 (Level 1), 334 (Level 2), 358 (Level 3), 362 (Level 4), 378 (Level 5), and 412.

C. Online Forms

The *Online Forms* tab allows Guardians to complete district forms for their student(s). *Online Forms* can also be accessed from the *Wall*. Reference *Table 2A Online Forms Tab*.

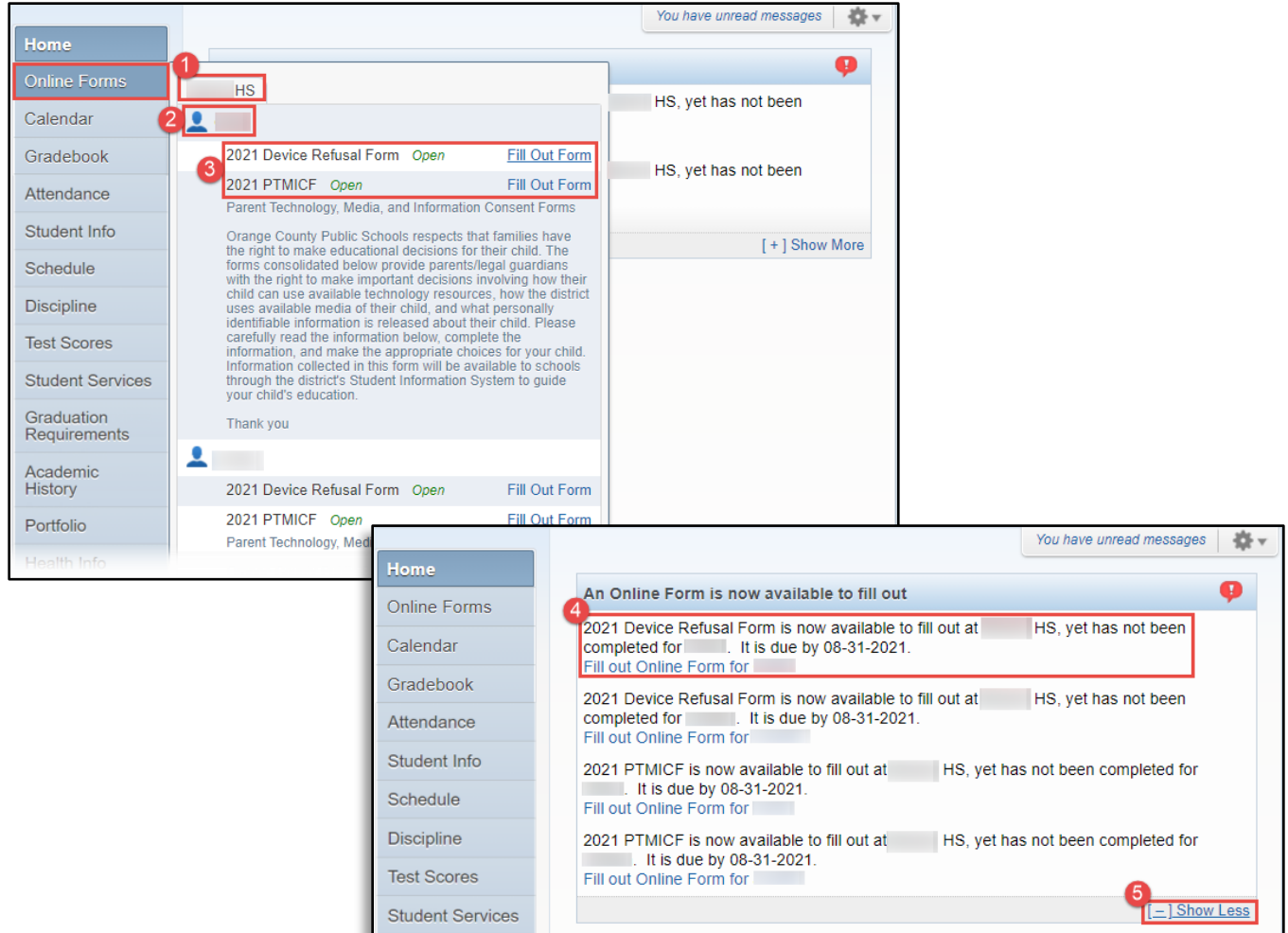


Table 2A. Online Forms Tab

Navigation	Description
1. School	<i>Online Forms</i> will be organized by School and Student.
2. Student Name	Student Name will display next to available forms.
3. Form Information (Online Forms tab)	<i>Online Form</i> details and status (Open or View).
4. Form Information (Home Page)	Hyperlink to complete each District Form.
5. Show More / Less	Expand and collapse the messages on the <i>Wall</i> .

Device Refusal Form Features

The *Device Refusal Form* is required to be completed **ONLY** if the Guardian(s) are refusing to accept the device being provided by the district. Reference *Table 2B Device Refusal Form*.

The screenshot shows the '2021 Device Refusal Form' interface. At the top, there is a header with '2021 Device Refusal Form' and a search bar containing 'O HS'. Below the header, the main content area is titled 'Step 1. 2021 Device Refusal Form (Required)'. On the right side, a vertical navigation pane lists two steps: '1. 2021 Device Refusal Form' and '2. Complete 2021 Device Refusal Form'. The main content area includes the Orange County Public Schools logo, a 'Print' button, and a 'View Full Screen' button. The form text reads: 'Orange County Public Schools respects that families have the right to make educational decisions... will provide digital access to your student to complete his/her school work in person or via remote learning. Please acknowledge below that you refuse to accept the device being provided by the district.' Below this, there is a 'Device Refusal Acknowledgement' dropdown menu, a list of bullet points regarding BYOD, an 'I request:' dropdown, a 'Request Date:' field, and a section for 'Device Type: (make/model) i.e., Make: Toyota / Model: Camry'. There are input fields for 'Make:' and 'Model:'. At the bottom of the form, there is a 'Complete Step 1 and move to Step 2' button. The navigation pane includes 'Previous Step', 'Next Step', and 'Close and Finish Later' buttons.

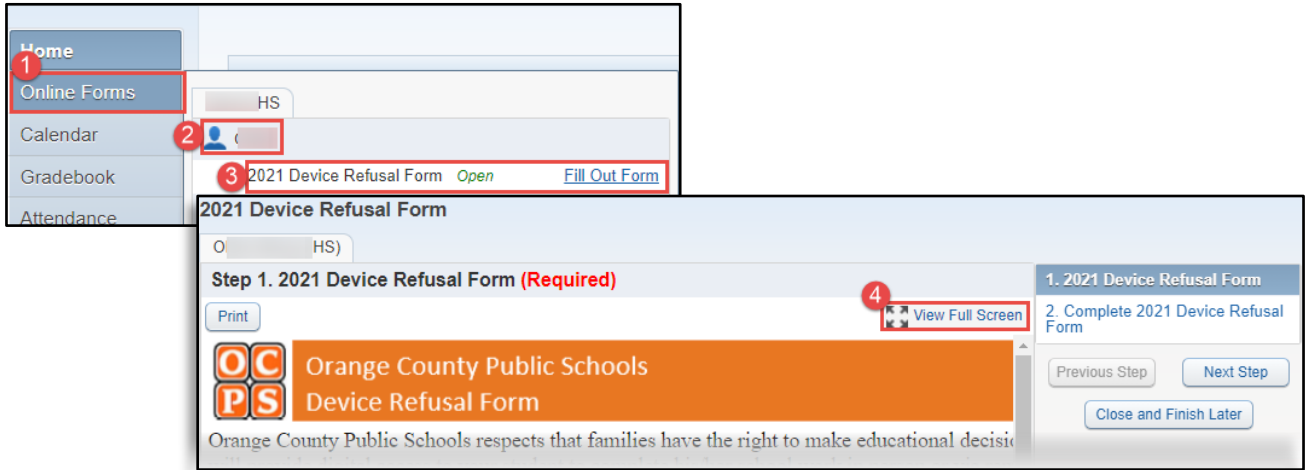
Note: To translate an *Online Form* or other information within *Skyward Family Access*, use your web browser’s built-in translate function.

Table 2B. Device Refusal Form

Navigation	Description
1. Student Name and School	The form will display the <i>Student</i> and <i>School</i> .
2. Form Information	Form information that is required to complete and submit.
3. Form Components	The form details will display in this area, indicating progress in completing the form.
4. Previous / Next Step	Select to navigate between <i>Form Components</i> .
5. Close and Finish Later	Select to save progress and complete at a later date/time.
6. Complete Step and Move	Select to navigate between <i>Form Components</i> .
7. View / Exit Full Screen	Select to open or close form in a full window.

Complete Device Refusal Form

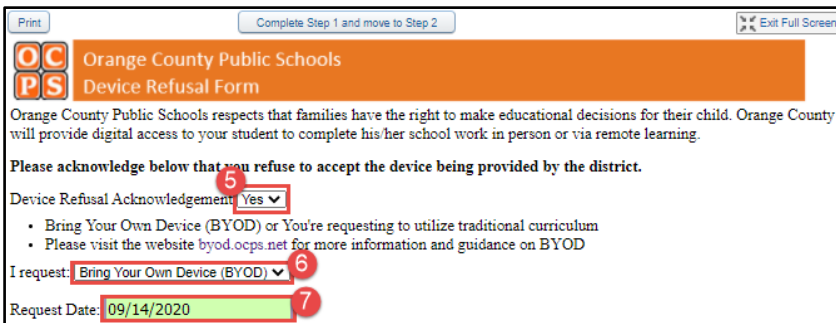
1. Select **Online Forms**.
2. Verify **Student**.
3. Select **Fill Out Form** for the *Device Refusal Form*.
4. Select **View Full Screen**.



Note: When in *View Full Screen*, **DO NOT** select *Close Window* , as this will close *Skyward Family Access* completely. Also, when in *View Full Screen*, the *Complete Step and Move* button will now appear at the top of the screen.

The screenshot shows the 'View Full Screen' interface. At the top, there is a 'Print' button, a 'Complete Step 1 and move to Step 2' button, and an 'Exit Full Screen' button. Below this is the Orange County Public Schools logo and title.

5. Select **Yes** or **No** for *Device Refusal Acknowledgement*.
6. Select **Bring Your Own Device (BYOD)** or **Traditional Curriculum** for *Request*.
7. Enter **Request Date (MM/DD/YYYY)**.



Note: If *Traditional Curriculum* was select for *Request*, enter **N/A** for the *Make, Model, Serial Number*, and *MAC Address* fields. These fields must be completed to complete the form.

8. Enter device **Make, Model, Serial Number, and MAC Address**. Instructions on how to locate a *MAC Address* can be found [here](#).
9. Verify **Guardian Address and Phone Number**. If the information is incorrect, please contact the school's registrar to update.

If you have selected BYOD then please answer the following questions; otherwise enter N/A for each of the answers.

Device Type: (make/model) i.e., Make: Toyota / Model: Camry

Make:
Dell

Model:
Latitude 5490

Serial Number:
36383111111111

MAC Address: www.wikihow.com/Find-the-MAC-Address-of-Your-Computer
9C-35-5B-5F-XX-XX

Guardian Address:
ORLANDO FL 32806

Guardian Phone: (352)

10. Select **Complete Step 1 and move to Step 2**.

Print Complete Step 1 and move to Step 2 Exit Full Screen

OC PS Orange County Public Schools
Device Refusal Form

Orange County Public Schools respects that families have the right to make educational decisions for their child. Orange County will provide digital access to your student to complete his/her school work in person or via remote learning.

Please acknowledge below that you refuse to accept the device being provided by the district

Note: When completing a form outside of *View Full Screen*, users can also select **Next Step** or the **Form Component** to move on.

11. Select **Submit Device Refusal Form**.
12. Verify the form was successfully completed.

Home Online Forms Calendar Gradebook Attendance Student Info Schedule Discipline Test Scores

2021 Device Refusal Form

Step 2. Complete 2021 Device Refusal Form (Required)

By completing 2021 Device Refusal Form, you are confirming that the Steps below have been finished. Are you sure you want to complete 2021 Device Refusal Form for ?

Review 2021 Device Refusal Form Steps

Step 1) 2021 Device Refusal Form Completed 09/14/2020 11:14am

Guardian Name: Guardian Address: ORLANDO, FL 32806

Submit 2021 Device Refusal Form

1. 2021 Device Refusal Form
Completed 09/14/2020 11:14am

2. Complete 2021 Device Refusal Form

Previous Step Next Step

Close and Finish Later

O (HS)

2021 Device Refusal Form was successfully completed and submitted to the district for on Mon Sep 14, 2020 11:14am by

Go back to review completed steps

Mark 2021 Device Refusal Form as not completed and make changes

Edit Completed Form

1. Select **Online Forms**.
2. Select **View** for the applicable form.
3. Select **Mark Form as not completed and make changes**.

2021 Device Refusal Form

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

2021 Device Refusal Form
Completed, 09/14/2020 11:50am

View

2021 PTMICF Open
Parent Technology, Media, and Information Consen

Fill Out Form

Print

ired)

at the Steps below have been finished.

1. 2021 Device Refusal Form
Completed 09/14/2020 11:50am

2. Complete 2021 Device Refusal Form

Previous Step Next Step

2021 Device Refusal Form

Print

Mark as not completed and make changes

Step 2. Complete 2021 Device Refusal Form (Required)

By completing 2021 Device Refusal Form, you are confirming that the Steps below have been finished. Are you sure you want to complete 2021 Device Refusal Form for ?

Review 2021 Device Refusal Form Steps

Step 1) 2021 Device Refusal Form Completed 09/14/2020 11:50am

1. 2021 Device Refusal Form
Completed 09/14/2020 11:50am

2. Complete 2021 Device Refusal Form

Previous Step Next Step

4. Select **Form Component** or **Previous Step** to navigate to form information that needs to be updated.

2021 Device Refusal Form

Print

Step 2. Complete 2021 Device Refusal Form (Required)

By completing 2021 Device Refusal Form, you are confirming that the Steps below have been finished. Are you sure you want to complete 2021 Device Refusal Form for ?

Review 2021 Device Refusal Form Steps

Step 1) 2021 Device Refusal Form Completed 09/14/2020 11:14am

Guardian Name: Guardian Address: ORLANDO, FL 32806

Submit 2021 Device Refusal Form

1. 2021 Device Refusal Form
Completed 09/14/2020 11:14am

2. Complete 2021 Device Refusal Form

Previous Step Next Step

Close and Finish Later

5. Select **Edit**.
6. Update information as applicable.
7. Select **Complete Step and move** to make remaining updates and resubmit.

Print

5 Edit Step 1

Exit Full Screen

OC PS Orange County Public Schools
Device Refusal Form

Orange County Public Schools respects that families have the right to make educational decisions for their child. Orange County will provide digital access to your student to complete his/her school work in person or via remote learning.

Print

7 Complete Step 1 and move to Step 2

Exit Full Screen

OC PS Orange County Public Schools
Device Refusal Form

Orange County Public Schools respects that families have the right to make educational decisions for their child. Orange County will provide digital access to your student to complete his/her school work in person or via remote learning.

Please acknowledge below that you refuse to accept the device being provided by the district.

Device Refusal Acknowledgement Yes

- Bring Your Own Device (BYOD) or You're requesting to utilize traditional curriculum
- Please visit the website byod.ocps.net for more information and guidance on BYOD

I request: Bring Your Own Device (BYOD)

Request Date: 09/14/2020

If you have selected BYOD then please answer the following questions; otherwise enter N/A for each of the answers.

Device Type: (make/model) i.e., Make: Toyota / Model: Camry

Make:
Dell

Model:
Latitude 9000

Serial Number:
56383111111111

Parent Technology, Media, and Information Consent Form (PTMICF) Features

The *PTMICF* is required to be completed for all students. Reference *Table 2C PTMICF*.

The screenshot shows the 2021 PTMICF form interface. At the top, it says '2021 PTMICF' and has a search bar with 'C HS' and a red circle '1' next to it. Below that is the title 'Step 1. 2021 Student Technology Acceptable & Responsible Use Agreement (Required)' with a red circle '8' next to it. There are buttons for 'Print' and 'View Full Screen'. The main content area has the OCPS logo and title 'Orange County Public Schools Student Technology Acceptable & Responsible Use Agreement' with a red circle '2' next to it. The form text includes sections for 'Educational Purpose', 'As a student, I will:', 'As a student, I will not:', and 'Student Internet Access'. On the right side, there is a sidebar with a 'District Message' link (red circle '3') and a list of form components: '1. 2021 Student Technology Acceptable & Responsible Use Agreement' (red circle '4'), '2. 2021 Model Release Form - Consent, Waiver, and Release', '3. 2021 Public Notice of Parent Rights - Student Records', and '4. Complete 2021 PTMICF'. Below this list are 'Previous Step' and 'Next Step' buttons (red circle '5') and a 'Close and Finish Later' button (red circle '6'). At the bottom of the form, there is a 'Complete Step 1 and move to Step 2' button (red circle '7').

Note: To translate an *Online Form* or other information within *Skyward Family Access*, use your web browser's built-in translate function.

Table 2C. *PTMICF*

Navigation	Description
1. Student Name and School	The form will display the <i>Student</i> and <i>School</i> .
2. Form Information	Form information that is required to complete and submit.
3. District Message	Link to the District Statement regarding the <i>PTMICF</i> and how the forms have been consolidated.
4. Form Components	The form details will display in this area, indicating progress in completing the form.
5. Previous / Next Step	Select to navigate between <i>Form Components</i> .
6. Close and Finish Later	Select to save progress and complete at a later date/time.
7. Complete Step and Move	Select to navigate between <i>Form Components</i> .
8. View / Exit Full Screen	Select to open or close form in a full window.


Complete PTMIFC

1. Select **Online Forms**.
2. Verify **Student**.
3. Select **Fill Out Form** for the *PTMIFC*.
4. Review **District Message**.
5. Select **Next**.

The screenshot shows the Skyward Family Access interface. On the left is a navigation menu with 'Home' (1), 'Online Forms', 'Calendar', 'Gradebook', 'Attendance', and 'Student Info'. The main content area shows a user profile for 'HS' and a list of forms, including '2021 Device Refusal Form' and '2021 PTMIFC - Open' (3) with a 'Fill Out Form' link. Below this is a 'District Message' (4) regarding Parent Technology, Media, and Information Consent Forms. On the right, a 'District Message' sidebar lists steps 1-4, with '4. Complete 2021 PTMIFC' selected and a 'Next' button (5) highlighted below it. A 'Close and Finish Later' button is also visible.

6. Select **View Full Screen**.

The screenshot shows the '2021 PTMIFC' form page. The title is 'Step 1. 2021 Student Technology Acceptable & Responsible Use Agreement (Required)'. There is a 'Print' button and a 'View Full Screen' button (6). The page content includes the OCPS logo, the title 'Orange County Public Schools Student Technology Acceptable & Responsible Use Agreement', and introductory text about OCPS's commitment to technology. A sidebar on the right contains a 'District Message' and a list of steps, with '4. Complete 2021 PTMIFC' selected. Navigation buttons for 'Previous Step', 'Next Step', and 'Close and Finish Later' are also present.

Note: When in *View Full Screen*, **DO NOT** select *Close Window* , as this will close *Skyward Family Access* completely. Also, when in *View Full Screen*, the *Complete Step and Move* button will now appear at the top of the screen.

The screenshot shows the top of the form in full-screen mode. It features a 'Print' button, a 'Complete Step 1 and move to Step 2' button, and an 'Exit Full Screen' button. Below the buttons is the 'Orange County Public Schools' logo.

7. Review **Section 1** of the *Student Technology Acceptable and Responsible Use Agreement*.

Print
Complete Step 1 and move to Step 2
Exit Full Screen

Orange County Public Schools

Student Technology Acceptable & Responsible Use Agreement

7

OCPS is committed to providing a safe, positive, productive, and nurturing educational environment. OCPS believes that all students should have access to technology (e.g. software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner.

Educational Purpose
Technology access has been established for educational purposes and will be consistent with the district's curriculum and the Florida Standards. The term "educational purpose" includes academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration

As a student, I will:

- Use technology for educational purposes
- Follow the Code of Student Conduct Rules
- Follow local and state laws

As a student, I will **not**:

- Use district technology for commercial purposes
- Offer, provide, or purchase products or services using any OCPS resource

Student Internet Access
All students will have district-supervised access to the Internet through the classroom, media center, or computer lab. In accordance with Children's Internet Protection Act (CIPA) and Children's Online Privacy Protection Act (COPPA), all OCPS web access is filtered. However, this does not preclude the possibility that inappropriate sites are not blocked.

As a student, I will:

- Use OCPS Internet for educational purposes

As a student, I will not:

- Use OCPS Internet to access profane or obscene pornographic material
- Use OCPS Internet to advocate illegal acts
- Use OCPS Internet to advocate violence or discrimination towards people

Responsible Uses
In order to ensure a safe, positive, productive, and nurturing educational environment for all, students are expected to demonstrate the following responsible technology uses.

Personal Safety
As a student, I will:

- Keep private information, such as my address, phone number, birthday, and other identifiable information private
- Keep my password secure and not provide it to another student

- Report anyone who tries to use technology to hurt or harass me to a teacher or other OCPS employee
- Tell a teacher or other OCPS employee when someone or something makes me uncomfortable

As a student, I will **not**:

- Log in to any account other than my own
- Use OCPS technology to engage in any illegal acts. For example, arranging for a drug sale, the purchase of alcohol, engaging in criminal gang activity, or threatening the safety of another person
- Cyber-stalk or cyberbully another person
- Coerce or extort another person
- Makes threats of violence or harm against another person.

Inappropriate Language
As a student, I will:

- Treat others with respect
- Use appropriate language
- Offer constructive criticism when appropriate

As a student, I will **not**:

- Use obscene, profane, lewd, vulgar, rude, threatening, or disrespectful language
- Harass another person
- Knowingly or recklessly communicate false or defamatory information about a person or organization
- Share a privately sent message without permission of the person who sent the message
- Share private information about another person
- Participate in sexting
- Use discriminatory language

System Security
As a student, I will:

- Allow any teacher, administrator, or OCPS IT staff to review my work and activities created on a school device or OCPS network at any time
- Ask for permission before connecting my own device to the OCPS network
- Make sure any devices I use on the OCPS network are approved by the district

As a student, I will **not**:

- Use technology to gain access to student grades or private student records, or other student information
- Download unauthorized software, apps, extensions, or plug-ins on a school device
- Intentionally spread computer viruses
- Bypass, destruct, disrupt, modify, or abuse OCPS network access

8. Review **Section 2** of the *Student Technology Acceptable and Responsible Use Agreement*.
9. Verify the **Acknowledgement Statement** is selected.
10. Select **Yes** or **No** to *Social Media Usage* (HS ONLY).
11. Select **Complete Step 1 and move to Step 2**.

Print
11 Complete Step 1 and move to Step 2
Exit Full Screen

Orange County Public Schools
Student Technology Acceptable & Responsible Use Agreement

8

<p>Plagiarism and Copyright</p> <p>As a student, I will:</p> <ul style="list-style-type: none"> Credit my sources when I am using other people's files, information, images, or other material Respect the work of other students and people <p>As a student, I will <u>not</u>:</p> <ul style="list-style-type: none"> Submit another person's files, information, images, or material and claim it as my own Assist another student in plagiarizing Illegally download and/or share files online Copy, damage, or delete the work of other students <p>Student Rights</p> <p><i>Free Speech</i></p> <p>Student rights to free speech, as set forth in the Code of Student Conduct, also apply to communication on the Internet and World Wide Web. The OCPS Internet is considered a limited forum, similar to a school newspaper, and therefore OCPS may restrict speech for valid educational reasons. However, speech will not be restricted on the basis of a disagreement with the opinions a student expresses.</p> <p><i>Search and Seizure</i></p> <p>Parents and legal guardians have the right to request to see the contents of their student's files residing on any district-owned storage. OCPS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted on the OCPS network.</p>	<p>An individual search will be conducted if there is reasonable suspicion that students have violated this Agreement, OCPS Policies, the Code of Student Conduct, or the law. The investigation will be reasonable and related to the suspected violation.</p> <p><i>Due Process</i></p> <p>Administrators will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through OCPS network access. If the violation also involves a violation of the Code of Student Conduct, it will be handled in a manner described in that document.</p> <p>Limitation of Liability</p> <p>OCPS makes no guarantee that the functions or the services provided by or through the OCPS network will be error-free or without defect. OCPS will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. Students are responsible for making a backup copy of all files upon graduation or leaving the school. OCPS is not responsible for the accuracy or quality of the information obtained through or stored on the network. OCPS will not be responsible for financial obligations arising through the unauthorized use of the network as the result of intentional misuse.</p> <p>Violation or abuse of electronic and Internet or communication devices or any School Board adopted policy related to the use of telecommunication or electronic devices may result in discipline in accordance with the Code of Student Conduct. OCPS administrators have sole discretion to determine whether any electronic communication, image, or illustration violates this agreement and the Code of Student Conduct.</p>
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PARENT/LEGAL GUARDIAN AGREEMENT

Your child reads and signs the agreement above each time they log on to a district computer.

9 I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable and that, even though OCPS uses a filtering system to block as many of these sites as possible, no filtering system is capable of blocking 100% of the inappropriate material on the Internet.

I consent to the use of approved social media platforms for the purpose of educational activities (HS ONLY) 10 Yes No

12. Verify **Student Name** in the *Model Release Form Consent, Waiver, and Release*.
13. Select **Yes** or **No** to *Likeness Usage*.
14. Select **Complete Step 2** and move to **Step 3**.

Print
14 Complete Step 2 and move to Step 3
Exit Full Screen

Orange County Public Schools
Model Release Form Consent, Waiver, and Release

Note to parents/legal guardians: We promote Orange County Public Schools ("OCPS") students and programs through photos, videos, on Facebook, on our website, in the newspaper, and by any other means available. This form gives us your permission for your child to be in OCPS informational or promotional sites or materials for current or future use.

For and in consideration of benefits to be derived from the furtherance of 12 educational programs of the School Board of Orange County, Florida (the "Board"), (I) (We), personally and on behalf of O do hereby consent, authorize and grant permission to the Board and OCPS and their respective members, superintendent, agents, employees, and representatives of each to take photographs, video, footage, or likenesses with or without sound (collectively, "Images") of the Student, and do further consent that such images may be broadcast or published in perpetuity by all public media now known and in the future including, but not limited to, local newspapers, the Internet, websites, online, television, or any other type of social media or any duplication of same for any purposes the Board and OCPS deem appropriate.

In granting such permission, (I) (We) give to the Board and OCPS all right, title, and interest (I) (We) may have in the pictures, negatives, reproductions, or copies of the Images and waive any and all right to approve of the use of the images and waive any right to compensation for the publication or other use of the Images. The parent or legal guardian releases, discharges, covenants not to sue, indemnifies, and holds harmless the Board and OCPS and the respective members, superintendent, agents, employees, and representatives and assigns of each (collectively, the "Released Parties") from any and all claims, damages, injuries to persons or property, causes of action, threats of litigation, loss, costs, expenses (including attorney fees), and liabilities of any nature whatsoever arising from or in any way related to the use of the Images.

PARENT/LEGAL GUARDIAN AGREEMENT

I consent to student's photographs, video, footage, or likenesses with or without sound in OCPS informational or promotional materials for current or future use. Yes 13

15. Select **Yes** or **No** to *Release of Directory Information*.
16. Select **Complete Step 3** and move to **Step 4**.

Print
16 Complete Step 3 and move to Step 4
Exit Full Screen

Orange County Public Schools
Public Notice of Parent Rights – Student Records

PARENT RIGHTS: STUDENT RECORDS

As a parent, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights with respect to your student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. You must submit a written request to the principal that identifies the record(s) you wish to inspect. The principal will make arrangements for access and notify you of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education record that you believe is inaccurate or misleading. You must write the principal, clearly identify the part of the record you want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record, as requested, the school will notify you of the decision and advise you of your right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff; the person elected to the school board; or, a person or company with whom the district has contracted to perform a specific task. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Personally identifiable information will be released without consent to appropriate officials in emergency situations, to comply with a lawfully issued subpoena and in cases involving compulsory school attendance and child abuse.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-4605.

RELEASE OF DIRECTORY INFORMATION

Orange County Public Schools may release the following "directory information" without your permission unless you notify the principal in writing, within ten (10) calendar days of the receipt of the public notice.

Directory Information: Student's name, address, grade level (if junior or senior), dates of attendance, participation in school sponsored activities and sports, weight and height of members of athletic teams, and awards and honors received. (Military recruiters may also obtain telephone numbers of high school students.)

Under the provisions of the Family Educational Rights and Privacy Act (FERPA), you have the right to withhold the release of the directory information above. **If you decide you do not want the school to release the information** listed above, any future request for the "directory information" from individuals, organizations, or other entities not affiliated with the school or district will be refused. Please check the line below if you request to withhold the items listed above.

PARENT/LEGAL GUARDIAN AGREEMENT

I do not want my child's directory information released as described above. Yes 15
If this form is not received by the school principal within ten (10) calendar days, it will be assumed that the above information may be released for the remainder of the school year.

17. Select **Submit PTMIF**.
18. Verify the form was successfully completed.

2021 PTMIF

Print

Step 4. Complete 2021 PTMIF (Required)

By completing 2021 PTMIF, you are confirming that the Steps below have been finished. Are you sure you want to complete 2021 PTMIF for [redacted]?

Review 2021 PTMIF Steps

Step 1) 2021 Student Technology Acceptable & Responsible Use Agreement	Completed 09/14/2020 12:52pm
Step 2) 2021 Model Release Form - Consent, Waiver, and Release	Completed 09/14/2020 12:58pm
Step 3) 2021 Public Notice of Parent Rights - Student Records	Completed 09/14/2020 1:06pm

Guardian Name: [redacted] Guardian Address: ORLANDO, FL 32806

Submit 2021 PTMIF

District Message

1. 2021 Student Technology Acceptable & Responsible Use Agreement
✓ Completed 09/14/2020 12:52pm
2. 2021 Model Release Form - Consent, Waiver, and Release
✓ Completed 09/14/2020 12:58pm
3. 2021 Public Notice of Parent Rights - Student Records
✓ Completed 09/14/2020 1:06pm
4. Complete 2021 PTMIF

O [redacted] HS)

✓ 2021 PTMIF was successfully completed and submitted to the district for [redacted] on Mon Sep 14, 2020 1:09pm by [redacted].

[Go back to review completed steps](#)

[Mark 2021 PTMIF as not completed and make changes](#)

For instructions on how to **Edit** the *PTMIF Forms*, reference [B. Online Forms – Edit Completed Form](#).

Note: After completing an *Online Form*, select **Home** to review your *Wall* for additional forms to be completed and other district messages.

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

You have unread messages

An Online Form is now available to fill out

2021 Device Refusal Form is now available to fill out at [redacted] HS, yet has not been completed for [redacted]. It is due by 08-31-2021.
Fill out Online Form for [redacted]

2021 PTMIF is now available to fill out at [redacted] HS, yet has not been completed for [redacted]. It is due by 08-31-2021.
Fill out Online Form for [redacted]

D. Calendar

The *Calendar* tab provides a student's assignments and district dates. Events are linked to show additional information in a dialog box. *Reference Table 3 Calendar Tab.*

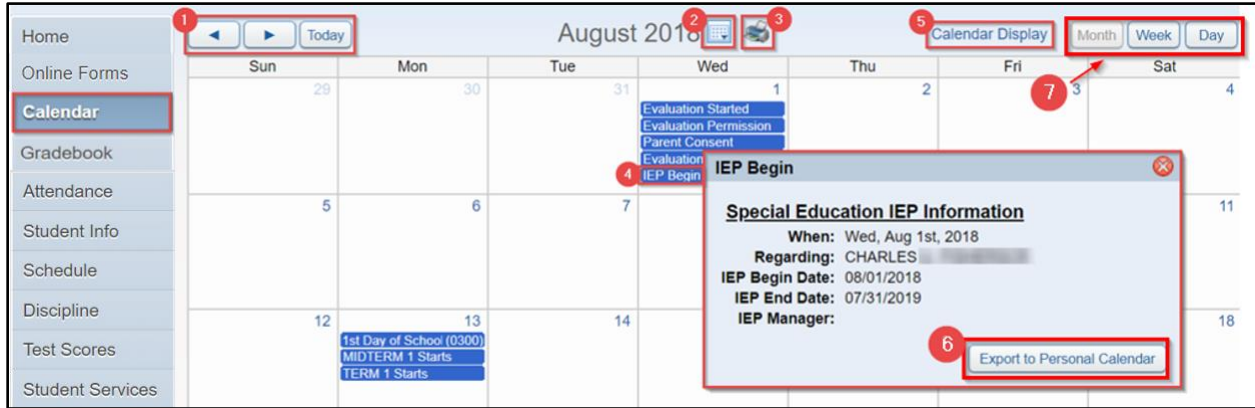


Table 3A. Calendar Tab

Description	Description
1. Calendar Tab	Offers month, week, and day views and includes color coded assignments and events. Toggle through each month with arrows. The "Today" button will return users to the current date.
2. Calendar Icon	Provides a calendar view.
3. Printer Icon	Prints the calendar.
4. Calendar Event	Calendar event links show more information on student's schedule.
5. Calendar Display	Link allows user to set colors for the events, change default calendar display, and hide weekends. <i>Reference Table D. 2 Calendar Display</i>
6. Export to Personal Calendar	Allows families and students to link the calendar event to their own personal electronic calendar.
7. Month, Week, Day Tabs	User can view calendar by Month, Week, or Day.

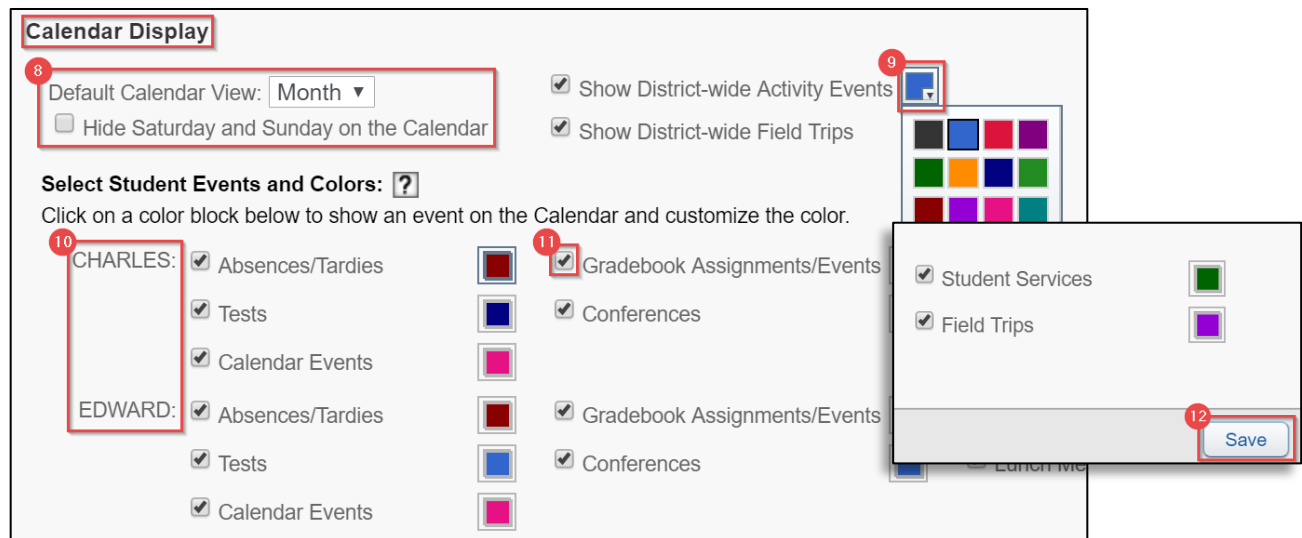


Table 3B. Calendar Display

Navigation	Description
8. View Options	Change default calendar view option and hide weekends.
9. Color Box	Select the color box drop down arrow to access the color palette and choose new color option.
10. Student Events	Allows families to select a color for each student.
11. Check Box	Check box to show event on calendar.
12. Save Button	Families must select Save button to save changes.

E. Gradebook

The *Gradebook* tab displays a student’s semester/final grades, progress reports, citizenship scores, missing assignments, homework, and grade point average (GPA). Students who attend multiple schools will have multiple gradebooks. Both high school and middle school students will have a GPA. *Reference Table 4 Gradebook Tab.*

Table 4. Gradebook Tab

Navigation	Description
1. Students	Use the drop down arrow to select a specific student if there is more than one in the household.
2. Missing Assignments	<i>Missing Assignments</i> area shows date, class info, and teacher. This area displays the number of assignments missing as marked by the teacher in the gradebook.
3. Class Grades	Class information is viewed in the Class table with the course information, meeting times, assignments, teacher’s name, and a grade for a specific term. A missing assignment will appear at the top of the Gradebook area in the <i>Missing Assignments</i> area once marked by the teacher.
4. Printer Icon	Use the printer icon to print gradebook.
5. Display Options Link	<i>Display Options</i> area is used to view <i>All Grades</i> , <i>Current Grades</i> , or <i>Previous and Current Grades</i> .
6. Course Tabs	The course tabs label citizenship scores, progress reports, report cards and semester grades. The last tab shows the final grade for each course. Hovering over the tab with the cursor will allow a label to appear with the tab description.

F. Attendance

The *Attendance* tab displays absences and tardies for the current date displayed, as well as for prior dates. Absences will be displayed by periods and classes missed. Families will select on the course to view additional information regarding the class, such as the meeting time. *Reference Table 5 Attendance Tab.*

Date	Attendance	Period	Class
Thu Sep 6, 2018	School Tardy	1	M/J Exploring Two-Dimensional Art
Thu Sep 6, 2018	Suspended	5	M/J Exploring Two-Dimensional Art
Wed Sep 5, 2018	Abs Unexcused	1 & 5	View Classes

Table 5. Attendance Tab

Navigation	Description
1. Today's Attendance	Shows current date of attendance and tardies.
2. Attendance Details	Provides student's name, school, past dates, type of attendance, period, and class.
3. YTD Period Totals	(Year-to-Date Period Totals) Provides a chart of the <i>Excused</i> and <i>Unexcused</i> Absences and/or <i>Tardies</i> .

G. Student Info

The *Student Information* tab shows the student's demographic information, community service hours (for high school only), homeroom (for elementary students only), family information, and emergency contacts. Reference Table 6 Student Info Tab.

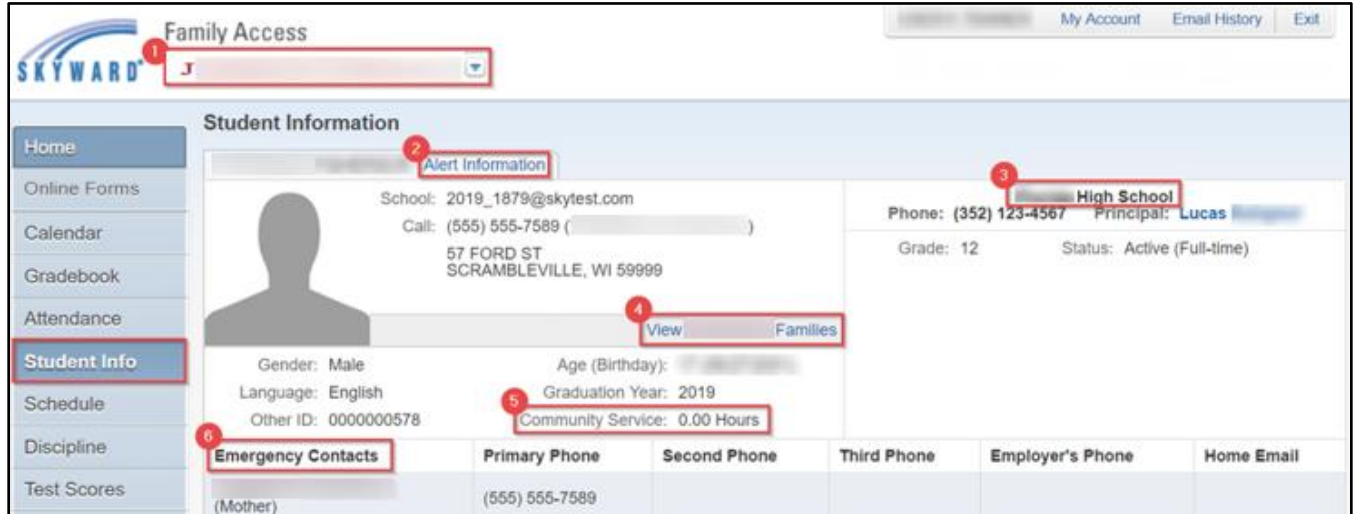


Table 6. Student Info Tab

Navigation	Description
1. Student	Use the drop down arrow to select a specific student if there is more than one in the household.
2. Critical Alert	<i>Alert Information</i> will display your student's allergies or other critical information.
3. Student's School	The student's school information is provided in this area. Only elementary school students will see homeroom information.
4. Family Information	The student's family information is shown in the link.
5. Community Service	<i>Community Service</i> hours are displayed for high school students only.
6. Emergency Contacts	<i>Emergency Contacts</i> for student are displayed.

H. Schedule

The *Schedule* tab provides information about a student's schedule of classes. *Reference Table 7 Schedule Tab.*

Table 7. Schedule Tab

Navigation	Description
1. Current Schedule	Displays currently scheduled class.
2. Display Options	Display options allow families to view current or all terms (grading periods).
3. Views	Families will view schedule by weekday or by term (Matrix).
4. Print Schedule	Families can print student schedules.
5. Class Information	Displays the class details.

I. Discipline

The *Discipline* tab displays a student's offense and assigned action once the specific data has been entered. *Reference Table 8 Discipline Tab.*

Table 8. Discipline Tab

Navigation	Description
1. Today's Discipline	Displays student's current discipline offense(s).
2. Offenses	Displays all offenses by date, type of offense, location, and officer (school administrator).
3. Action Taken	Displays the date and action taken for the offense(s).
4. YTD Offense Totals	(Year-to-Date Offense Totals) Provides a chart of the year-to-date offense totals.

J. Test Scores

The *Test Scores* tab displays test and detailed scores completed by the student. *Reference Table 9 Test Scores Tab.*

Table 9. Test Scores Tab.

Navigation	Description
1. Test Scores	Displays all test taken by student.
2. Show Scores Link	Displays detailed score information about test.

K. Student Services

The *Students Services* tab displays the student’s current IEP and Section 504 exceptionalities and accommodations. Families are able to view Previous IEP and Section 504 information for students. Selecting **Display Options** provides student’s *Evaluation Information* with student’s IEP and 504 accommodations. *Reference Table 10 Student Services Tab.*

Table 10. Student Services

Navigation	Description
1. Evaluation Information	Displays the student’s <i>Evaluation, Evaluation Start Date, Evaluation Completed, and Next Evaluation.</i>
2. Consent Information	Displays students <i>Evaluation Permission, District Received, Placement Consent, and dates.</i>
3. Exceptionalities	<i>Exceptionalities</i> will display in this location.
4. Display Options	Select <i>Display Options</i> to View IEP from previous years.

L. Graduation Requirements

The *Graduation Requirements* tab of *Family Access* allows Families to view student’s progress for either *Middle School Academic Plans* or *High School Graduation Plans*. Reference *Table 11 Graduation Requirements*.

High School

Graduation Requirements								
Home		- 24 Credit Standard Grad Plan View All Courses						
Online Forms	1	Coursework Requirement Area	Required	Complete	In Progress	Scheduled	Remaining	Status
Calendar		Total	24.000		6.000		24.000	In Progress
Gradebook		English View Courses 3	4.000		1.000		4.000	In Progress
Attendance		Mathematics	4.000		1.000		4.000	In Progress
Student Info		Algebra I View Courses	1.000		1.000		1.000	In Progress
Schedule		Geometry	1.000				1.000	
Discipline		Mathematics Electives	2.000				2.000	
Test Scores		Science	3.000		1.000		3.000	In Progress
Student Services		Biology 1 View Courses	1.000		1.000		1.000	In Progress
Graduation Requirements		Equally Rigorous Science	2.000				2.000	
Academic History		World History	1.000				1.000	
Portfolio		US/American History	1.000				1.000	
		US/American Government	0.500				0.500	
		Economics	0.500				0.500	
		Fine and Performing Arts	1.000				1.000	
		HOPE/Physical Education	1.000				1.000	

Middle School

Graduation Requirements							
1		- Middle School Academic Plan View All Courses 2					
Coursework Requirement Area		Required	Complete	In Progress	Scheduled	Remaining	Status
Total		12.000	8.000	4.000		4.000	In Progress
Language Arts View Courses 3		3.000	2.000	1.000		1.000	In Progress
Math View Courses		3.000	2.000	1.000		1.000	In Progress
Science View Courses		3.000	2.000	1.000		1.000	In Progress
Social Studies View Courses		3.000	2.000	1.000		1.000	In Progress

Table 11. Graduation Requirements

Navigation	Description
1. Coursework Requirement Area	Displays the student’s <i>Required Coursework</i> , <i>Completed Requirements</i> , <i>In Progress Requirements</i> , <i>Scheduled (Current Year)</i> , <i>Remaining Requirements</i> , and <i>Status</i> .
2. View All Courses	Displays student’s <i>Current</i> and <i>Historical Coursework</i> , along with credits <i>Attempted</i> and <i>Earned</i> .
3. View Courses	Displays student’s specific <i>Coursework Progress</i> .

N. Portfolio

The *Portfolio* tab displays a student’s Report Cards and Attendance Letters. Families have the option to print duplicate report cards and attendance letters from this area.

Portfolio - Attachments			
	Description	Type	Created
Home	7023-2019-2020 Report Card 4	Report Card 4	Mon Jun 15, 2020 9:08am
Online Forms	0111-2019-2020 Report Card 4	Report Card 4	Mon Jun 15, 2020 7:37am
Calendar	7023-2019-2020 Progress Report 4	Progress Report 4	Tue May 5, 2020 8:32pm
Gradebook	0111-2019-2020 Progress Report 4	Progress Report 4	Tue May 5, 2020 6:41pm
Attendance	7023-2019-2020 Report Card 3	Report Card 3	Mon Mar 30, 2020 8:10am
Student Info	0111-2019-2020 Report Card 3	Report Card 3	Mon Mar 30, 2020 6:54am
Schedule	7023-2019-2020 Progress Report 3	Progress Report 3	Tue Feb 11, 2020 8:44pm
Discipline	0111-2019-2020 Progress Report 3	Progress Report 3	Tue Feb 11, 2020 5:57pm
Test Scores	0111-2019-2020 Report Card 2	Report Card 2	Wed Jan 15, 2020 8:42pm
Student Services	0111-2019-2020 Progress Report 2	Progress Report 2	Mon Nov 18, 2019 5:20pm
Graduation Requirements	0111-2019-2020 Report Card 1	Report Card 1	Tue Oct 29, 2019 3:14pm
Academic History	0111-2019-2020 Progress Report 1	Progress Report 1	Mon Sep 16, 2019 11:32pm
Portfolio	0131-2019-2020 Report Card 4	Report Card 4	Mon Jun 15, 2020 8:31am
Health Info	0131-2019-2020 Progress Report 4	Progress Report 4	Tue May 5, 2020 7:42pm
Login History	0131-2019-2020 Report Card 3	Report Card 3	Mon Mar 30, 2020 7:36am
	0131-2019-2020 Progress Report 3	Progress Report 3	Tue Feb 11, 2020 8:14pm

O. Health Information

The *Health Information* tab provides health information related to the student. Families can click on View Details to see *Health Conditions* and *Hearing/Vision Tests*. Reference *Table 13 Health Information*.

Health Information							
	Health Condition	School Year	School	Status	Treatment	Examined By	Referred By
Home	Seizure Disorder	2017-2018	Florida Elementary School	Active			
Online Forms							
Calendar							
Gradebook							
History							
Portfolio							
Health Info							

Table 13. Health Information

Navigation	Description
1. Display Options	Provides a link to view a student’s hearing and vision test results.
2. Show Tests	Displays the test result details including <i>School Year</i> , <i>Date</i> , <i>School</i> , <i>Test</i> , <i>Examined By</i> , and <i>Referred By</i> .
3. Results	This hyperlink provides detailed results.

P. Login History

The *Login History* tab provides the family’s login history. The history information displays *Date*, *Time*, *IP Address*, and *Areas Viewed*. Reference *Table 14 Login History*.

Login History					
	Date	Time	IP Address	Product	Areas Viewed
Home	Tue Aug 18, 2020	7:36pm	99.	Family Access	View Areas
Online Forms	Fri Aug 14, 2020	4:28pm	99.	Family Access	View Areas
Calendar	Fri Aug 14, 2020	4:26pm	99.	Family Access	View Areas
Gradebook	Sun Aug 9, 2020	10:55am	99.	Family Access	View Areas
Attendance	Sat Aug 8, 2020	8:11pm	99.	Family Access	View Areas
Student Info	Sat Aug 8, 2020	8:01pm	99.	Family Access	View Areas
Schedule	Sat Aug 8, 2020	7:57pm	99.	Family Access	View Areas
Discipline	Thu Jul 23, 2020	2:50pm	99.	Family Access	View Areas
Test Scores	Mon Jul 13, 2020	2:03pm	99.	Family Access	View Areas
Student Services	Thu Jul 9, 2020	2:57pm	99.	Family Access	View Areas
Graduation Requirements	Wed Jun 24, 2020	2:26pm	99.	Family Access	View Areas
Academic History	<div style="text-align: center;"> ⏪ ⏩ ⏴ ⏵ </div>				
Portfolio					
Health Info					
Login History					

Table 14. Login History

Navigation	Definition
1. Login History Sections	Provides <i>Date</i> , <i>Time</i> , <i>IP Address</i> , <i>Product</i> , and <i>Areas Viewed</i> .
2. View Areas	Provides the Area, Time, Student Name, and students School.