FAMILY ACCESS FOR

SARASOTA COUNTY SCHOOLS

KEEP CONNECTED USING FAMILY ACCESS

CLASS ASSIGNMENTS

CURRENT GRADES

EMAIL TEACHERS

STUDENT SCHEDULE
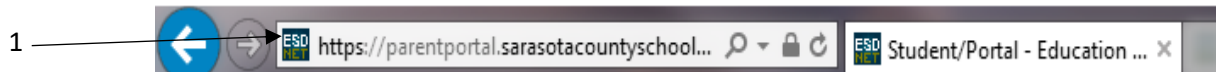
ATTENDANCE
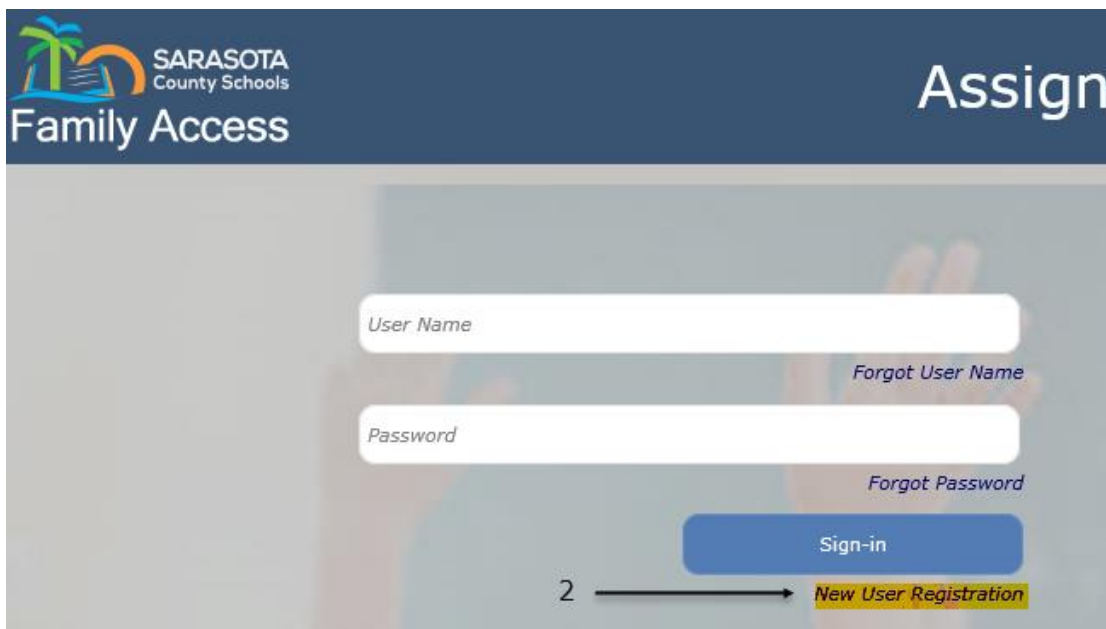
REPORT CARD

TRANSCRIPTS

FL TEST SCORES

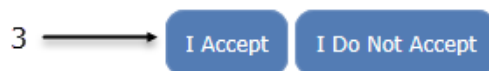# FAMILY ACCESS FOR
SARASOTA COUNTY SCHOOLS

	New User Registration for Family Access
1	Using your Internet connection (Comcast, Frontier, Bright House… etc.) web browser, enter the Family Access Web address. https://parentportal.sarasotacountyschools.net • The School Office is not able to address service provider issues or computer hardware/software problems. • If you follow the below instructions and still cannot create an account, call or contact the School Office where your student attends.

2	Select "*New User Registration*"
3	Read the Acceptable Use Guidelines for Computers, Networks and Information Systems Technologies agreement. Select the "I Accept" button at the bottom of the page to continue the registration process. If you select "I Do Not Accept" you will be returned back to the Family Access login screen.

4	Select "Yes" or "No" to the question "Are you a student?" If you are a parent, select No. If you are a student, select Yes.
5	Enter a "User Name". This name will be a student or parent's "User Name" when signing into Family Access. It can be any combination of both letters and numbers. Pick something you will remember. **Parents and students should have separate accounts with different user names.** (e.g. – supermom)

6	Enter the user's "Last Name" and then enter the user's "First Name". This name must match the name given as the contact on the Student Registration forms for the school.
7	Create a "Password". Passwords are case sensitive. "Confirm Password" by typing password in again.
8	Enter the "Email" address that should be used by this system to confirm this account's security. "User Name" account and password changes/notices will be sent to this email address. Also, this will be the email address provided to the teacher to be used to contact you. "Confirm Email" by typing email in again.
9	To "Add Students" - Enter the "Student Id" (N number). The N number or Student Id is provided by the school. - The Student Id will start with an N and is followed by a 6 digit number. **Do not enter the N –** only enter the number. If there is a leading zero after the N, do not enter the zero. - Next enter the" Last Name", "First Name" and "Birth Date" of the student. The name and birth date must match what is on the student's birth certificate as that is how the student was registered into the database. Repeat this process if you are a parent and have additional students. *The red X can be used to delete student information that was entered incorrectly or needs to be removed from the Family Access registration.
10	Left mouse click on "Save" to complete the Family Access account creation.
11	A student or parent access confirmation number will be emailed to the address you provided in step number 8. You will need this information to login and complete the registration process.

This is an example of a new user creating a Family Access account:

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SARASOTA COUNTY SCHOOLS

	Signing into your Family Access Account
1	Using your Internet connection (Comcast, Verizon, Bright House… etc.) web browser, enter the Family Access Web address. https://parentportal.sarasotacountyschools.net
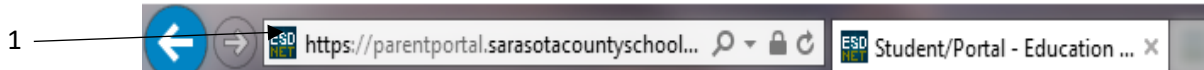
| 2	Once the Sign-in screen appears, enter your Family Access User Name in the top white box
3	Then enter the account password in the 2nd white box
4	Left mouse click on the "Sign-In" button
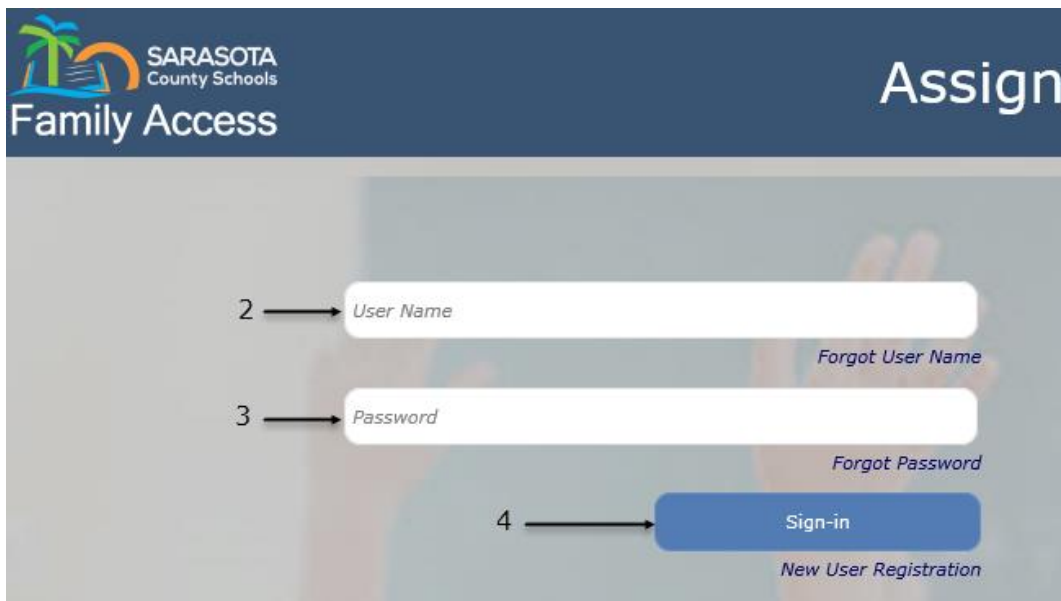
FAMILY ACCESS FOR
SARASOTA COUNTY SCHOOLS

Retrieving a Forgotten Family Access "Password"	
1	On the Sign-In page click "Forgot Password"
2	On the Forgot Password screen, enter your "User Name" and "Email" address.
3	Click "Submit". Your password will be automatically emailed to the account used when you registered.
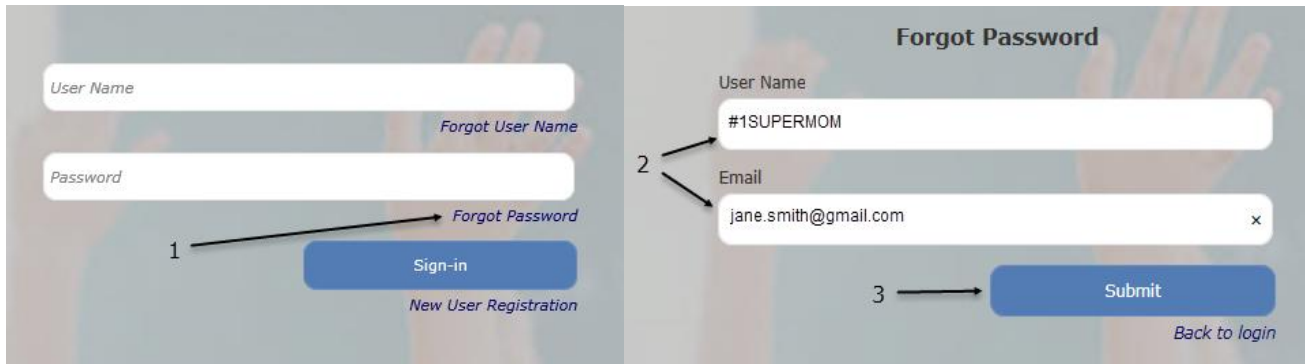
Retrieving a Forgotten Family Access "Username"	
1	On the Sign-In page click "Forgot Username"
2	On the Forgot Username screen, enter your "First Name" and "Last Name" and "Email" address.
3	Click "Submit". Your username will be automatically emailed to the account used when you registered.
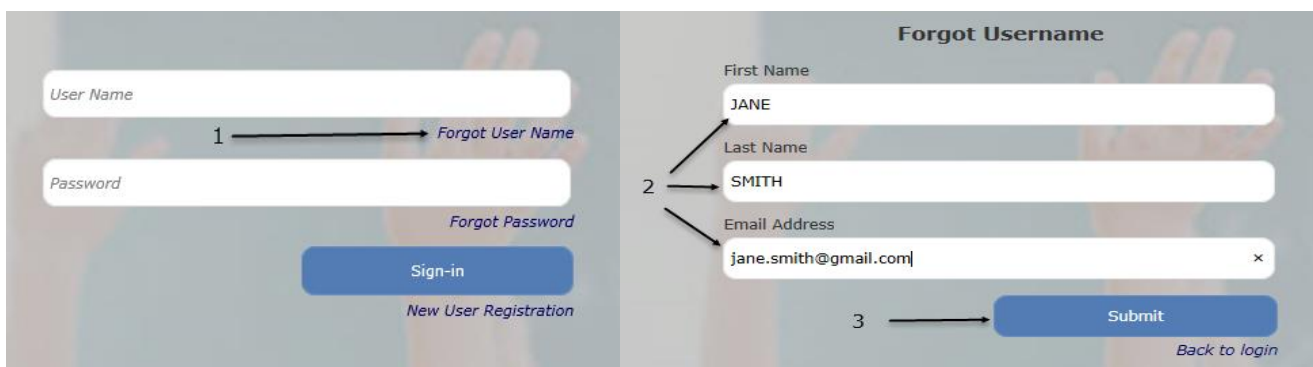
NOTE: If you have forgotten your password and/or username and the online password reset feature does not work, call or contact the School Office where the student attends.
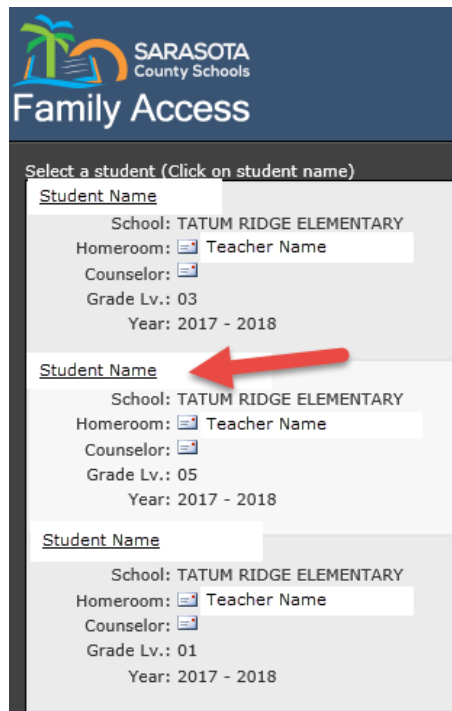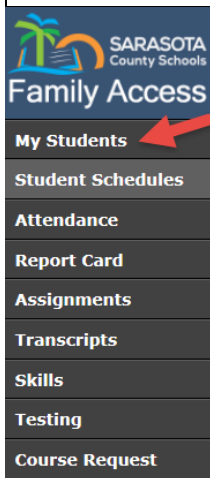
FAMILY ACCESS FOR
SARASOTA COUNTY SCHOOLS

Navigating & Using Family Access
NOTE: If you have more than one student in your Family Access account, you will need to select one of your students to move forward. Family Access can be navigated using the menu on the left side of the web page.

My Students
• Use the My Students link to select or change the student's records you wish to view. • To select a student, click on the student name.

FAMILY ACCESS FOR

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Student Schedules

- *Student Schedules – Defaults to show a student's current schedule – "Week" view.
  - Period: Class Period
  - Mon – Fri: Days of the week
    - Each box gives the course and section #
    - Course Name
    - Teacher Name
    - Time course is taught

- To see the all the courses based on Semester 1 and Semester 2 change the view to "Year"
  - Period: Class Period
- *Time: Time of day the class meets
- Pattern: Days of the week the class meets
- Qtr: If only offered one quarter it will list which quarter - 1-4
- Title: Course Title
- Course - Section: Course Number
- Teacher: The name of the teacher teaching the course – with option to email teacher
- Emailing Teachers – At various points in the program you may see an email icon next to a teacher's name. (📧) By clicking on this icon/picture you can compose and send an email to that teacher automatically.
- School: The school the student is enrolled in for the course

*Elementary Student Schedules represent the correct courses and the name of the teacher for a student, but the period and time of the class is not necessarily correct. If you need to find out the time a subject is taught to your student, please contact the school.

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Schedule for Year 2018

	Week	Year

Semester: 1

Period	Time	Pattern	Qtr	Title	Course-Section	Teacher	School
1	07:30 AM - 08:23 AM	MTWRF		WORLD HIST HON 1	2109320 - 1000	FIELD, MICHELLE L	RIVERVIEW HIGH SCHOOL
2	08:28 AM - 09:16 AM	MTWRF		ENG 2-PRE IB 1	1001810 - 2007	WALKER, AIMEE LEA	RIVERVIEW HIGH SCHOOL
3	09:21 AM - 10:09 AM	MTWRF		FOUND OF PROGRAMMING 1	9007210 - 3000	BORASCH, JEANNINE M	RIVERVIEW HIGH SCHOOL
4	10:14 AM - 11:02 AM	MTWRF		MARINE SCI 1 HON 1	2002510 - 4000	ALTOMARE, PATRICIA A	RIVERVIEW HIGH SCHOOL
5	11:07 AM - 11:55 AM	MTWRF		ADV TOPICS IN MATH 1	1298310 - 5600	DETOTA, TAMMY	RIVERVIEW HIGH SCHOOL
6	11:57 AM - 12:30 PM	MTWRF		LUNCH 1	00LNCHX - 6000	RHS, LUNCH	RIVERVIEW HIGH SCHOOL
7	12:32 PM - 01:20 PM	MTWRF		DIGITAL INFO TECH 1	8207310 - 7000	OLIMPIYUK, YURIY	RIVERVIEW HIGH SCHOOL
8	01:25 PM - 02:15 PM	MTWRF		SPANISH 2 1	0708350 - 8000	BLISS, SHEILA C	RIVERVIEW HIGH SCHOOL

Semester: 2

Period	Time	Pattern	Qtr	Title	Course-Section	Teacher	School
1	07:30 AM - 08:23 AM	MTWRF		WORLD HIST HON 2	2109320 - 1000	FIELD, MICHELLE L	RIVERVIEW HIGH SCHOOL
2	08:28 AM - 09:16 AM	MTWRF		ENG 2-PRE IB 2	1001810 - 2007	WALKER, AIMEE LEA	RIVERVIEW HIGH SCHOOL

Attendance
• Attendance – Defaults to "Summary" view
• View the number of student's absences and tardies Year to Date
• To see absences and tardies by date, change the view to "Detail"
• Attendance questions should be directed to the School Office where the student attends.

SARASOTA COUNTY
Family Access

Student:
School: **RIVERVIEW HIGH SCHOOL**
Grade Lv.:   ID:

Counselor:
Homeroom:
Year-Term: **2018 - 1**

Messages   Settings   Help   Logout

Summary	Detail

Absences Year to Date		**Tardies Year to Date**	
Excused	1.0	Excused	0.0
Unexcused	0.0	Unexcused	0.0
Total	**1.0**	**Total**	**0.0**

Report Card

- To view the student's current report card grades
- **To print the official Sarasota County Report Card click on the "Download Official Report Card" link**
- Any questions about grades should be directed to the teacher

My Students	Download Official Report Card							
Student Schedules	SEMESTER1							
Attendance				Qtr 1		Qtr 2		
Report Card	Period	Course	Teacher	Dur	Crd	Quarter 1	Quarter 2	Exam	Semester 1
Assignments	1 - 1	WORLD HIST HON	FIELD, MICHELLE	Y	1.000				
Transcripts	2 - 2	ENG 2-PRE IB	WALKER, AIMEE	Y	1.000				
Skills	3 - 3	FOUND OF PROGRAM...	BORASCH, JEAN...	Y	1.000				
Testing	4 - 4	MARINE SCI 1 HON	ALTOMARE, PAT...	Y	1.000				
Course Request	5 - 5	ADV TOPICS IN MATH	DETOTA, TAMMY	Y	1.000				
	7 - 7	DIGITAL INFO TECH	OLIMPIYUK, YU...	Y	1.000				
	8 - 8	SPANISH 2	BLISS, SHEILA	Y	1.000				

				Qtr 3		Qtr 4			
SEMESTER2				Quarter 3	Quarter 4	Exam	Semester 2	Final Grade	
Period	Course	Teacher	Dur	Crd					
1 - 1	WORLD HIST HON	FIELD, MICHELLE	Y	1.000					
2 - 2	ENG 2-PRE IB	WALKER, AIMEE	Y	1.000					
3 - 3	FOUND OF PROGRAM...	BORASCH, JEAN...	Y	1.000					
4 - 4	MARINE SCI 1 HON	ALTOMARE, PAT...	Y	1.000					
5 - 5	ADV TOPICS IN MATH	DETOTA, TAMMY	Y	1.000					
7 - 7	DIGITAL INFO TECH	OLIMPIYUK, YU...	Y	1.000					
8 - 8	SPANISH 2	BLISS, SHEILA	Y	1.000					

Assignments

- Assignments – Defaults to the current grading period (GP)
- Select Day or Week to view assignments assigned during that time
- Click Expand Details to view details of the assignments, includes grades
- Assignment view can be adjusted to a timeframe by using the date range available
- Click on the arrow ◢ ▶ in front of the course period to expand the list of assignments from summary to detail
- Click on the envelope 📧 to compose and send an email to that teacher automatically

SARASOTA County Schools Family Access	Student: School: RIVERVIEW HIGH SCHOOL Grade Lv.: ID:	Counselor: Homeroom: Year-Term: 2018 - 1		
Student Schedules				
Attendance	Display Assignments Due ‹ Aug 14 - Oct 13 › Day Week Q1 Display Missing Assignments Only ☐ Expand Details ☐			
Report Card	▶ 1-1 IB FILM STUDIES 2	MTWRF	Teacher Name 📧	Course Grade:
Assignments	▶ 2-2 THEORY/KNWLG IB	MTWRF	📧	Course Grade:
Transcripts	▶ 3-3 ENG 4-IB	MTWRF	📧	Course Grade:
Skills	▶ 4-4 IB CALCULUS/DESC STA	MTWRF	📧	Course Grade:
Testing	▶ 5-5 ECON 2-IB	MTWRF	📧	Course Grade:
Course Request	▶ 7-7 SPANISH 5-B-IB	MTWRF	📧	Course Grade:
	▶ 8-8 BIO 3-IB	MTWRF	📧	Course Grade:

Qtr average course grades will display here

Page Notes

*** Grading Period Changeover: To view a previous grading periods assignment information use the date selector located at the top of the Assignments page.

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Transcripts
• Transcripts – View a student's past Sarasota school years' courses and final grades. For courses that have earned High School credit, the number of credits and cumulative GPA are shown. Skills grades for KG and 1st will not show. • This page cannot be printed as an "Official" transcript. Please see the school registrar if an "Official" transcript is needed.

Skills
• Skills – Students in KG and 1st grade receive skill grades as quarter grades. These are shown on this tab.

Testing
• State standardized test scores are available if taken in Sarasota County • Test Score = the Achievement level • Tests included - FCAT, FSA, EOCs

Course Request
• Each Middle and High School will determine if this feature will be used by their school • Parents will be notified if they need to view this tab

Setting Preferences for FAMILY ACCESS
Settings
• Password – Place to change your password • My Students – Place to add or remove students from your account • Contacts – Displays a list of the contacts that are listed for your student. If you need to make a change, please contact the school's registrar. Some changes can be made in InfoSnap. • Alerts – Set automatic academic email alerts (attendance, grades…etc.).   o On this page you can select if you need the school to provide you with a paper copy of the report card each quarter. Otherwise, you can view and print your **Student Report Card** from the Family Access portal.