

## **Instructions** **Using Family Access**

### **Calendar**

A careful examination of the Calendar will provide you with most of the information you require to monitor your student's performance. This includes attendance, assignments, tests, grading periods, etc. In most cases, you will simply need to drag and hold your cursor over a particular date in the calendar or a particular entry and focus on the information that you want or double click for more information. If you want further details after looking at the information, open one of the other Menu's located on the left side of the screen under General Information.

### **Student Information**

Review your student's information. If you note any errors, or have made any changes, please use the "Contact Us" button to send an email to the school. Your email will automatically be directed to the correct person to make only these student information changes.

If you need to contact any of your student(s) teachers, click on the Contact Us tab and then on the Contact Us button. Start entering the last name of the teacher & a list of teacher's names will appear. Choose the correct teacher, type your message & click the send button. The system will automatically send the email to the teacher.

### **Missing Assignments**

Please allow a minimum of two days for the posting of daily assignments.

### **Attendance**

Double click on highlighted dates to receive specific information regarding absences or tardies.

### **Question & Answer Session**

School personnel will be available in the main office daily and/or during Parent/Teacher Conferences to answer any questions regarding Family Access.