Family Access will allow you as a parent/guardian to monitor your child’s academic progress online. You will have access to grades as they are posted in real time, along with attendance records, test scores, homework assignments and important district documents, such as the student code of conduct. You can also receive email alerts and download a Family Access mobile app for your smartphone or tablet, please see page 5 of this document.

There are two ways to activate your account. Complete the form on page 2 of this document, and:

1) Bring it to your child’s school with your picture ID for verification, or
2) Get it notarized and have your child bring it to school.

Your child’s privacy is very important to us. Access to information is restricted by a secure parent log-on and password encryption technology that scrambles the information as it is transferred to your computer via the internet.

Once you have received your secure parent log-on information from your child's school, please follow the instructions on pages 3 and 4 of this document. Please contact your child’s school if you need assistance or have questions.

Other ways to stay informed about what’s happening in Lake County Schools:

Facebook.com/LakeSchools
Twitter.com/lakeschools
Web site: lake.k12.fl.us

If you have any questions, please contact your child’s school between 8 a.m. and 3 p.m.
LAKE COUNTY SCHOOLS
Family Access Enrollment Form

Please print:

<table>
<thead>
<tr>
<th>Legal Parent/Guardian Name: Last</th>
<th>First</th>
<th>Middle</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Residential Guardian: Y/N</th>
<th>Email Address (for email alerts):</th>
<th>Primary Phone Number</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Street Address</th>
<th>City/State</th>
<th>Zip Code:</th>
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</table>

Please list all LCS students in grades K-12 in the household.

<table>
<thead>
<tr>
<th>Student Full Legal Name: (Last, First, MI)</th>
<th>DOB: (MM/DD/YYYY)</th>
<th>Current Grade:</th>
<th>Your relationship to Student</th>
<th>School</th>
</tr>
</thead>
<tbody>
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</table>

Option 1: Parent or guardian must bring form to school in person with ID.

<table>
<thead>
<tr>
<th>Parent or Legal Guardian Signature:</th>
<th>Date:</th>
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<tbody>
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</table>

Option 2: Student may bring notarized copy of form to school.

<table>
<thead>
<tr>
<th>Notary Public:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of: __________________ County of: __________________</td>
</tr>
</tbody>
</table>
| Sworn to and subscribed for me this ___________ day of ____________________________, _________.

__________________________
NOTARY PUBLIC – STATE OF FLORIDA

__________________________
(Print Name of Notary Public) (Serial/Commission Number)

Personally Known _____ or Produced Identification _____ Type of Identification Produced:________________________
My Commission Expires: ____________________________

OFFICE USE ONLY

Verified by: ____________________________________________________
(Employee Name – Print)

__________________________
(Employee Signature) (Date)
Parents/guardians of students that attend Lake County Schools have the ability to create a **Family Access** account. **Family Access** provides parents/guardians with the ability to view grades, attendance, and other valuable data for their student(s). Please see the steps below to verify and complete the set-up process for your **Family Access** account.

1. From your personal email account, open the email titled *Lake County Schools Family Access Account Information*. The email is sent from [do.not.reply@lake.k12.fl.us](mailto:do.not.reply@lake.k12.fl.us).
2. Read the text of the email and make note of your login information. Then **click the link** to begin the account set-up process.
3. On the **Forgotten Login/Password Assistance** screen:  
   a. Type in the CAPTCHA information  
   b. Type in your login information  
   c. Press the **Submit** button
4. You will receive this message. Click the **OK** button.
5. Go back to your personal email account and open the **Forgotten Login** email from [do.not.reply@lake.k12.fl.us](mailto:do.not.reply@lake.k12.fl.us).
6. With the email open, **click the link** to reset your account:
7. From the **Forgotten Login/Password Assistance** screen:  
   a. Enter and confirm your new password (must be 8 characters long)  
   b. Press the **Submit** button
8. Once you have entered a sufficient password, you will receive this message. Click the **OK** button.

**Need Additional Assistance?**
Please call your child’s school for assistance.
9. You will be taken to the log in page for the Family Portal:
   a. Enter your login information for the username (email address)
   b. Enter the new password that you just set
   c. Press the Sign In button

10. Click the Retry button if you get a message about the Pop-up blocker or click the link to adjust your Pop-up blocker settings.

11. Once inside Family Access:
   a. Click on My Account to verify your personal information
   b. If you have multiple students, click on the drop down menu to ensure your student(s) are connected to your Family Access account
      i. If you have multiple students, you can click on a child’s name to view the student individually
      ii. If you want to see all of your children at one time, click on the All Student option

12. Use the blue menus along the left hand side of Family Access to navigate to your student(s) data. Click on the blue Gradebook menu to view grade and assignment information for each class. Any item in blue text is a hyperlink and you can click on it to get more information.

13. Click on the blue Attendance menu for attendance information. Any item in blue text is a hyperlink and you can click on it to get more information.

14. Click on the blue Student Info menu to view family and emergency contact information. Any item in blue text is a hyperlink and you can click on it to get more information.

15. Click on the blue Login History menu to view your recent login history. Any item in blue text is a hyperlink and you can click on it to get more information.

16. When you are ready, click the Exit button in the top right corner of Family Access to log out of the portal.

Note: To access the Family Access portal in the future, visit www.lake.k12.fl.us and click the A+ Grades icon near the top right corner:

Need Additional Assistance?
Please call your child’s school for assistance.
Parents and guardians have the ability to view their student’s grade and attendance information in Skyward, using the Skyward Mobile Access App. Please see the steps below to get started:

1. From your personal cell phone and/or mobile device, download the Skyward Mobile Access App from the App Store.

2. Open the App and search for Lake County School District using the by Postal Code option and enter 32778. Next, choose Lake County School District, Tavares, FL.

3. Select School Management and then enter the username provided by your child’s school for Family Access and the password you created for your Family Access account. If you have any issues with your username/password, please contact your child’s school. Then press the Save button in the top right corner.

4. Next, enter a 4 digit code to secure your App. You will have to enter this number twice. Ensure that you select a code that you can remember. Note, if you forget this passcode, you will have to delete the App and go through the set-up process again.

5. Tap the mobile account option to open your Family Access account.

6. Tap the menu icon in the top right of the App to navigate to the full menu. Tap on any of the desired options to view detailed information. Tap the drop down menu to select a different student.

   a. Attendance: displays attendance data by date

   b. Calendar: displays assignments by due date

   c. Gradebook: displays grade and assignment information for each class. Scroll down to the Breakdown by Class area, then tap on the class to get detailed information

   d. Schedule: displays a schedule of current classes

   e. Student Information: displays general student information

   f. Portfolio: display student progress reports and report cards

Notes:
If you have any questions about the data you see in your Family Access App or need assistance with your account, please speak with the appropriate school personnel (teachers and/or front office).