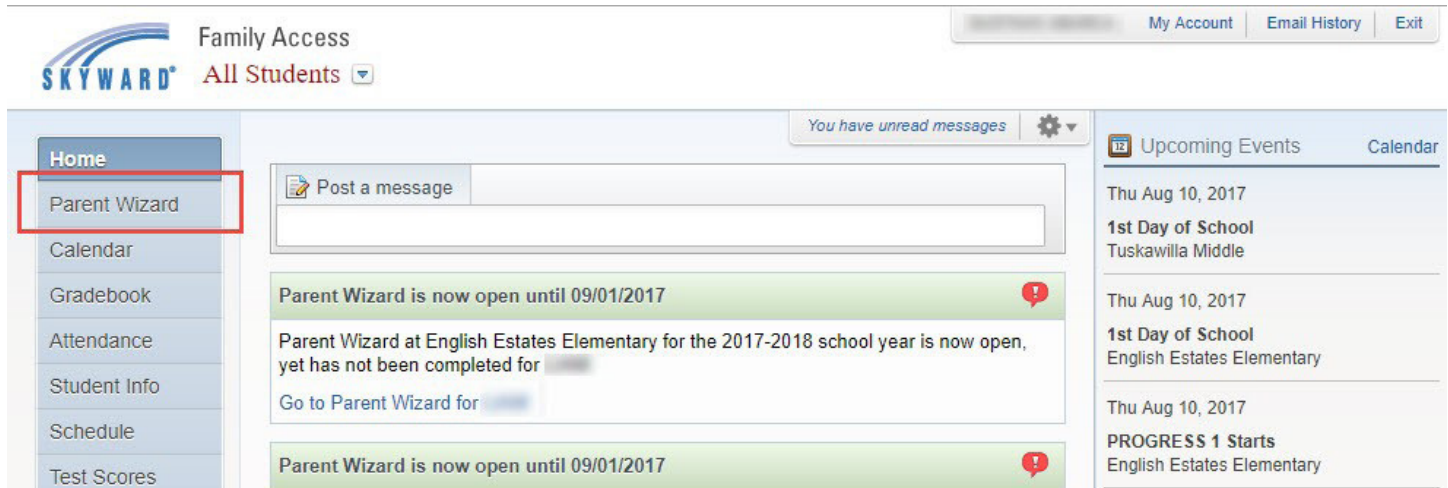


HOW TO:

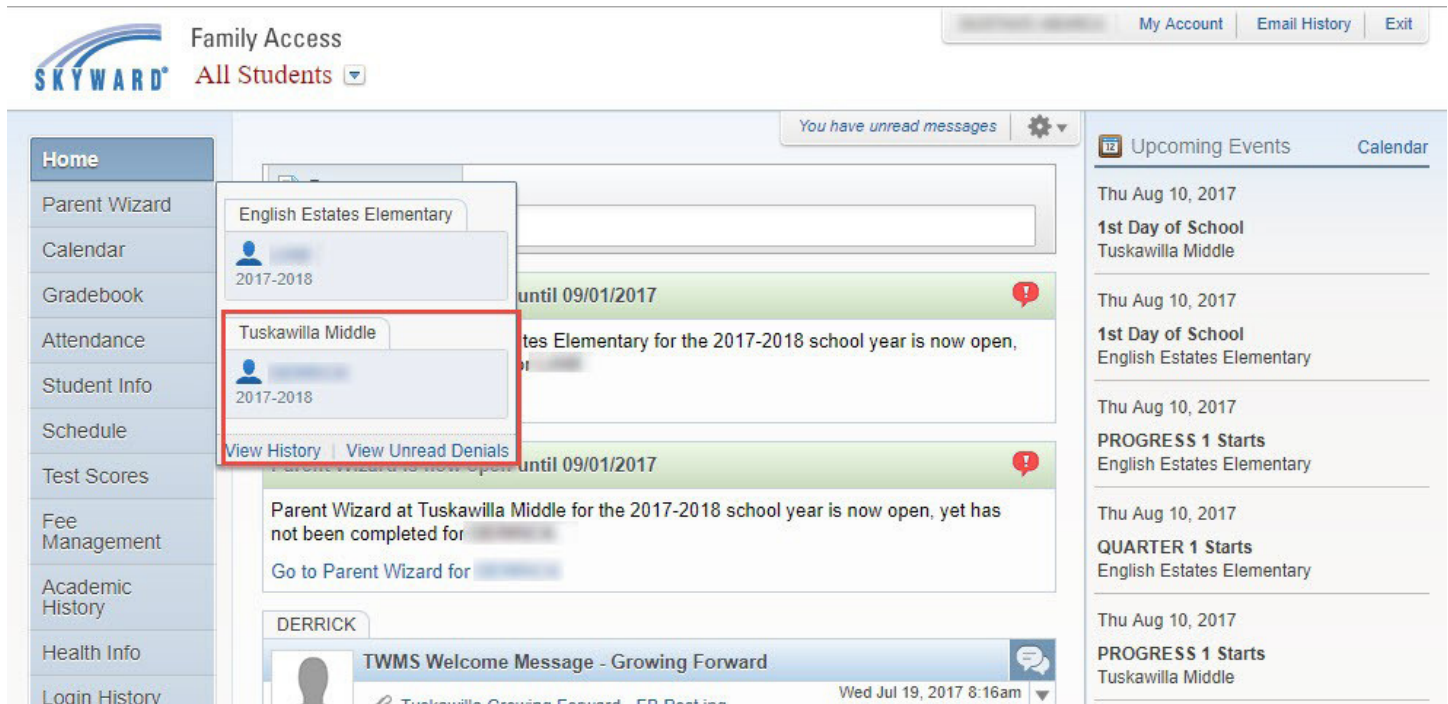
FILL OUT THE PARENT WIZARD IN FAMILY ACCESS

STEP 1: After logging into Family Access, **select Parent Wizard** from the left.



The screenshot shows the Family Access web application interface. At the top left is the SKYWARD logo and the text 'Family Access All Students'. On the right, there are links for 'My Account', 'Email History', and 'Exit'. A notification bar says 'You have unread messages'. The left sidebar contains a menu with 'Home' selected and 'Parent Wizard' highlighted with a red box. Other menu items include Calendar, Gradebook, Attendance, Student Info, Schedule, and Test Scores. The main content area features a 'Post a message' box and two green banners with red exclamation marks: 'Parent Wizard is now open until 09/01/2017' and 'Parent Wizard at English Estates Elementary for the 2017-2018 school year is now open, yet has not been completed for [redacted]'. A 'Go to Parent Wizard for [redacted]' link is visible. On the right, an 'Upcoming Events' calendar shows events for August 10, 2017, including '1st Day of School' at Tuskawilla Middle and English Estates Elementary, and 'PROGRESS 1 Starts' at English Estates Elementary.

STEP 2: Select the student for which you want to complete the Parent Wizard.



This screenshot shows the same Family Access interface as the previous one, but with a dropdown menu open over the 'Parent Wizard' notification. The dropdown lists two schools: 'English Estates Elementary' and 'Tuskawilla Middle', both for the '2017-2018' school year. The 'Tuskawilla Middle' option is highlighted with a red box. Below the dropdown are links for 'View History' and 'View Unread Denials'. The main content area now shows a notification for 'Tuskawilla Middle' with the text: 'Parent Wizard at Tuskawilla Middle for the 2017-2018 school year is now open, yet has not been completed for [redacted]'. A 'Go to Parent Wizard for [redacted]' link is also present. At the bottom, a message from 'DERRICK' titled 'TWMS Welcome Message - Growing Forward' is visible, dated 'Wed Jul 19, 2017 8:16am'. The right sidebar remains the same, showing the 'Upcoming Events' calendar.

STEP 3: Fill out all required information. Then, click on the box in the bottom center on the screen. **Complete Step 1a Only.** Once this box is selected the box **Next Step** on the right navigation menu will activate. Repeat for steps 1a-1e.

Family Access My Account Email History Exit

KYWARD

Parent Wizard

Elementary 2018-2019

Step 2. 18-19 Release Form (Field Trip) (Required)

Print View Full Screen

Elementary School Release Form
2018-2019

School Name: Student D.O.B:

Student's Name: Grade:

Student's Address:

Parent/Guardian:

Home: Work: Mobile:

District Message

1. Verify Student Information
Completed 07/26/2018 3:01pm
- a. Student Information
- b. Family Address
- c. Family Information
- d. Emergency Information
- e. Emergency Contacts

2. 18-19 Release Form (Field Trip)
3. 18-19 Security Form
4. Complete Parent Wizard

Previous Step Next Step

Close and Finish Later

STEP 4: Review the information. Scroll to the bottom of the screen, use your electronic signature by **selecting I Agree or I Disagree**, and enter today's date. Select Complete step 2 and move to step 3.

Individual consent forms will be sent home for each field trip.

I/We acknowledge that the School Board of Seminole County, Florida, is not liable for hospital expenses, or other such charges incurred for such services as may be rendered to my/our child as a result of injury or sickness. I/We understand that if my/our child becomes sick, the School Board of Seminole County, Florida, will not be liable unless there is negligent conduct on the part of an employee of the School Board of Seminole County, Florida.

Signature: I agree Enter date: 8/3/2018

Complete Step 2 Only

Complete Step 2 and move to Step 3

STEP 5: Review the information. Scroll to the bottom of the screen, use your electronic signature by **selecting I Agree or I Disagree**, and enter today's date. Select Complete step 4 and move to step 4.

Signature: I agree ▾ Enter date: 8/3/2018

Complete Step 3 Only Complete Step 3 and move to Step 4

STEP 6: Now you will see that **Complete Step 4 Only** is an option to select. Click on the box then proceed to **Next Step**. After completing step 4, **select Submit Parent Wizard**.

Family Access My Account Email History Exit

Home Parent Wizard Print

Step 4. Complete Parent Wizard (Required)
By completing Parent Wizard, you are confirming that the Steps below have been finished. Are you sure you want to complete Parent Wizard for ERIC?

Review Parent Wizard Steps

Step 1)	Verify Student Information	Completed 07/26/2018 3:01pm
No Requested Changes exist for Step 1.		
Step 2)	18-19 Release Form (Field Trip)	Completed 08/03/2018 8:03am
Step 3)	18-19 Security Form	Completed 08/03/2018 8:04am

Guardian Name: Guardian Address:

Submit Parent Wizard

District Message

- 1. Verify Student Information
✓ Completed 07/26/2018 3:01pm
 - ✓ a. Student Information
 - ✓ b. Family Address
 - ✓ c. Family Information
 - ✓ d. Emergency Information
 - ✓ e. Emergency Contacts
- 2. 18-19 Release Form (Field Trip)
✓ Completed 08/03/2018 8:03am
- 3. 18-19 Security Form
✓ Completed 08/03/2018 8:04am
- 4. Complete Parent Wizard**

Previous Step Next Step
Close and Finish Later