



## Grapevine-Colleyville ISD Family Access

Family Access gives parents and guardians online access to their child's grades, assignments, attendance, schedules, emergency information, and more! This access is made possible through our student information system with Skyward Family Access.™

Please read through the following sections to see how Family Access can benefit you and your child.

### **What is Family Access?**

Family Access is a web-based application that gives you access to information about your child or children. Family Access is organized by families so even if you have more than one child attending GCISD schools, you will need only one login to see information on all your children.

### **What information is available through Family Access?**

Here's the information that is currently available through Family Access:

#### **All Students**

- Student information (name, birth date, grade, locker, etc.)
- Parent/Guardian Information (names, addresses, phone numbers, and email)
- Emergency contact information
- Student attendance and schedules
- Student Gradebook showing posted grades, missing assignments, and current class grade
- Immunization records and other health-related information
- Message center where teachers may post class or individual messages

#### **Secondary Students**

- Report cards
- Next year course selections (available in the Spring only)
- Activities (school-based extracurricular activities such as NHS, clubs, etc.)
- Fee Management (high school only)

### **Does Family Access cost money or is there a fee that I have to pay?**

Family Access is provided free as a service by Grapevine-Colleyville ISD.

### **How do I sign up for Family Access?**

For the initial enrollment period, you may enroll in August during Registration and Residency Verification at your child's campus. You will need to complete Family Access Enrollment Form. Only one form is required per guardian. If you have more than one child, it doesn't matter at which school you choose to submit the enrollment form.

When you turn in your completed Family Access Enrollment Form, campus staff will verify the information and you will receive your login and password. Login and password information will only be given to guardians with picture ID. This is to verify that access is given to the correct person.

### **What if I didn't get my Login & Password during Registration & Residency Verification?**

During this initial enrollment period, we will also offer enrollment during your campus' Open House.

You may also register at any time during the school year. Simply complete the Family Access Enrollment Form and return it to your child's campus. Once the school receives your form, they will verify the information and generate a login and password. You may pick up your login and password at the school where you submitted the application. Please allow 7 school days from the time you return the application.

### **Where do I find the Family Access Enrollment Form?**

The Family Access Enrollment Form is available online at the [www.gcisd-k12.org](http://www.gcisd-k12.org) for your convenience. You may also pick up a copy of the form at your school's office.

### **Why do I pick up my password and user name at the School?**

For security and confidentiality reasons, we are requesting that all parents and guardians pick up their login and password at a central location. Login and passwords sent home with students, despite our best intentions, are often misplaced or can become compromised. In addition, it is important we know that those parents responsible for educational decision making receive the right login and password. Be prepared to show identification when picking up your login and password.

### **With all the talk about Internet safety and security, how do I know Family Access is safe?**

Family Access will use Secured Socket Layer (SSL) encryption as the security layer for data presented on the Web. This is the same encryption system used by sites that accept credit card numbers and other personal data that must be secure. Each individual, whether student, parent, or staff member, must be given a login and password and be designated as a member of a household linked to a student in order to view Family Access information.

### **Can other people see my child's personal information on Family Access?**

Family Access is password protected. As long as you keep your password safe it is highly unlikely that anyone else will be able to access or view your child's personal information.

### **I have children at different schools. Will I need a login for each child?**

No, under most circumstances, one login and password will provide you with access to information for all your children. If you do not see all your children once you log in to Family Access, contact one of your children's campuses for assistance.

### **What should I know about the Family Access Gradebook?**

The Gradebook section of Family Access lets you view assignments and grades in each of your child's subjects. Please note that this tool is provided to give you a *general idea* of how your child is doing in class.

As in any profession, teachers have different work styles and schedules. Some teachers enter grades all at once while others enter them on a regular basis. You may see assignments listed without grades or as missing because the teacher is still grading the assignment.

You should always ask your child about grades and missing assignments before contacting the teacher.