



SKYWARD FAMILY ACCESS

Family Access

Parental forms that used to be sent home in a packet during the first week of school are now online, through Skyward Family Access.

Parental Consent Form - PCF (Required)

- The PCF provides parents/legal guardians with the right to make important decisions involving how their child can use available technology resources, how the district uses available media of their child, what personally identifiable information is released about their child, and whether students will participate in school clinic services, health screenings, and mental health services.
- This form **MUST** be completed by each parent/guardian to access clinic services, health screenings, and other student services.
 - o A parent must elect to opt in to each individual service.
 - o For example, if the Skyward Parent Consent Form were not completed to supply consent for the school's clinic services, and your child needs to visit the school clinic, then the school clinic will be unable to treat your child and the parent/guardian will be contacted, except in the case of an emergency. In the case of an emergency, the parent/guardian and appropriate emergency personnel will be contacted.

Device Refusal form (Optional)

- Should be used by any parent/guardian who does not want to accept a district laptop or tablet for their student.

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Skyward Family Access — LaunchPad Directions

Use the following directions to access LaunchPad (Class Link) to log into Skyward Family Access.

You will first need to register for a LaunchPad account. Once your account is established in LaunchPad, you can then get to Skyward Family Access by clicking on the Skyward icon. LaunchPad is essentially a portal that will control your access to Skyward, Canvas and other OCPS parent software systems. As additional software systems are added to LaunchPad, additional icons will appear.

NOTE: The parent data is updated nightly from Skyward into LaunchPad, so it will take at least one night after your data is entered in Skyward before you can establish a LaunchPad account. You can contact your school to verify your data has been entered in Skyward.

Directions:

If you have already successfully established your LaunchPad account, go to Step #5. If you have not yet established your LaunchPad account, proceed with Steps #1- #4 below.

Step #1:

- a) Go to <https://Parents.classlink.com/ocps>
- b) Select **Using Email** to establish your account using the email you have provided to the school.
OR
- c) Select **Using Phone** to establish your account using the cell phone number you have provided the school.

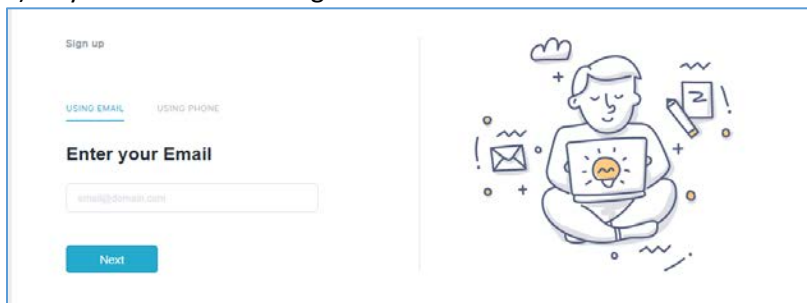
Note: *If your current email or cell phone number do not allow you to establish a LaunchPad account, please contact your school. This means your contact information needs to be updated in Skyward.*

Horizon HS
Water Spring MS

martha.guido@ocps.net
karen.bukowski@ocps.net

Step 2: Enter either your email address on file with the school, or your cell phone number on file with the school.

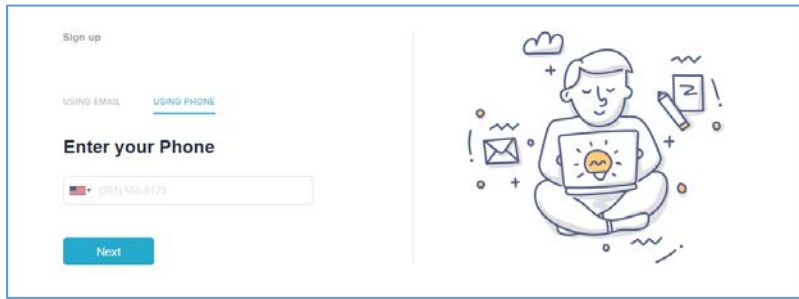
- a) By Email: Select “Using Email”



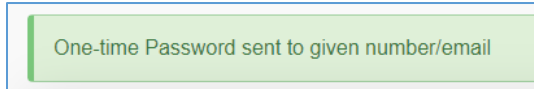
The screenshot shows a web form titled "Sign up". At the top, there are two options: "USING EMAIL" (which is selected and underlined) and "USING PHONE". Below these options, the heading "Enter your Email" is displayed. There is a text input field containing the email address "gtr@ocps.net". At the bottom left of the form is a blue button labeled "Next". To the right of the form is a cartoon illustration of a person sitting cross-legged, holding a tablet with a lightbulb icon, surrounded by various icons like a mail envelope, a pencil, and a notepad.

OR (do not establish 2 different accounts using both email and cell phone number)

- b) By Cell Phone: Select “Using Phone”



- c) A confirmation message will then appear momentarily. This indicates that a one-time password has been sent either to your email or cell phone.

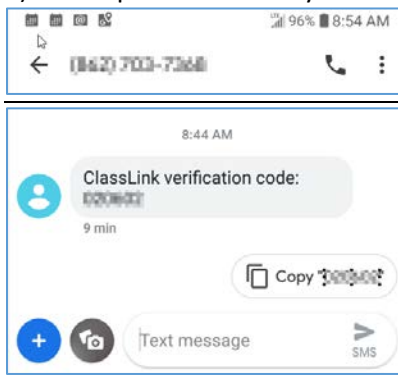


Step #3:

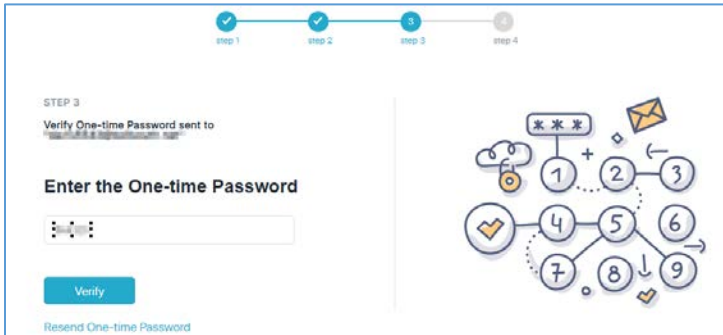
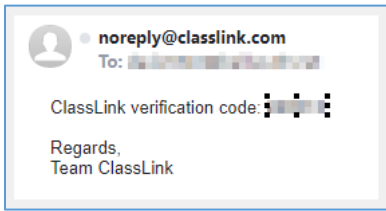
- a) If you are registering using your Cell Phone, enter the one-time password sent to your cell phone.



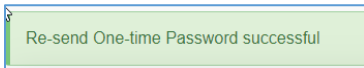
- b) Example text sent to your cell phone with one-time password:



- c) If you registered by email, enter the verification code sent to your email.

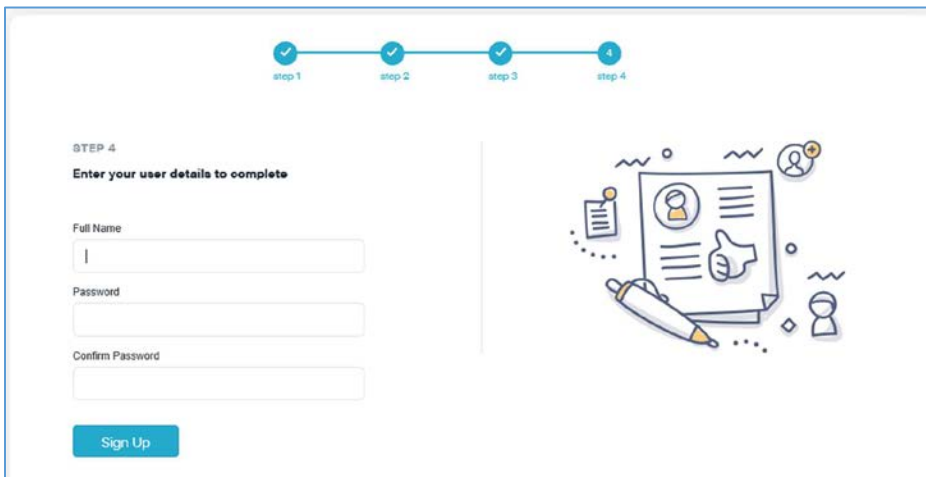


- d) Click **Verify**. **Do not click Verify more than once** - it will then take a few seconds for the system to establish your LaunchPad account.
- e) If you need the code resent, click on **Resend One-Time Password**. A confirmation message will then appear momentarily.



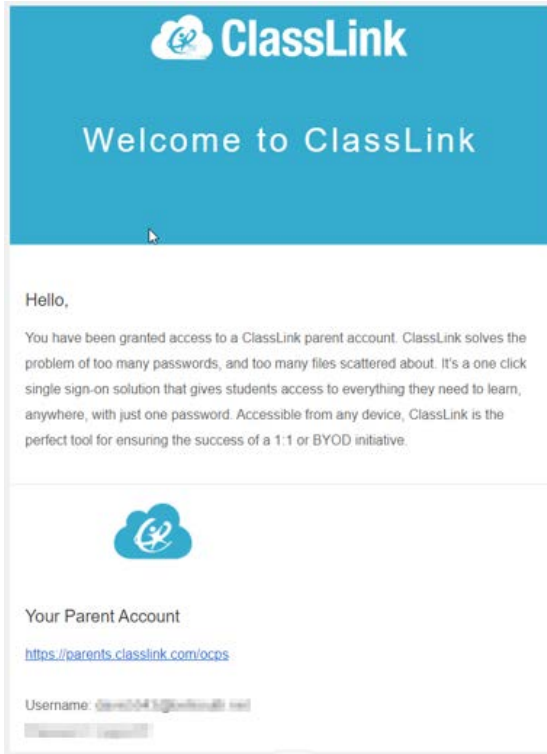
Step #4:

- a) Enter your **Full Name** and create a password. This is not your user ID, but just the name that appears in LaunchPad.
Enter your name in the following format: first name, space, middle initial, period, space, last name (EX: Jane A. Doe).



Note: Please make sure you record the password you have entered in a secure location.

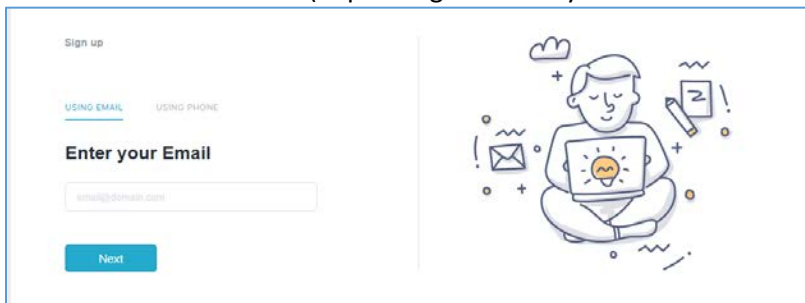
- b) Registration for LaunchPad will now be complete.
- c) If you registered by email, you will then receive an email confirming that your LaunchPad account was created established.
- d) Example email confirming your account creation.



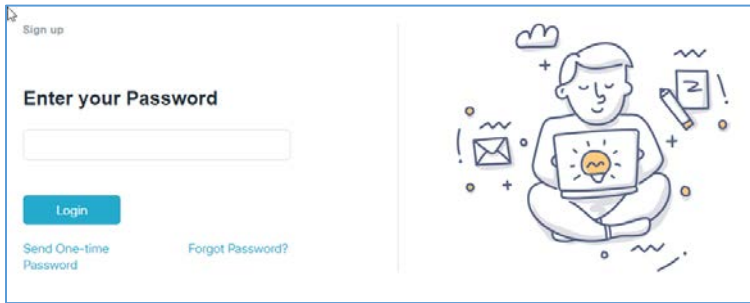
- e) You will then see, and have access to all of the OCPS parent systems available in LaunchPad. Go on to **Step #6** (skip **Step #5**).

Step #5:

- a) If you have already successfully established your LaunchPad account, enter your cell phone number or email address (depending on which you used to establish your account).



- b) Enter your password that you entered when you established your LaunchPad account.

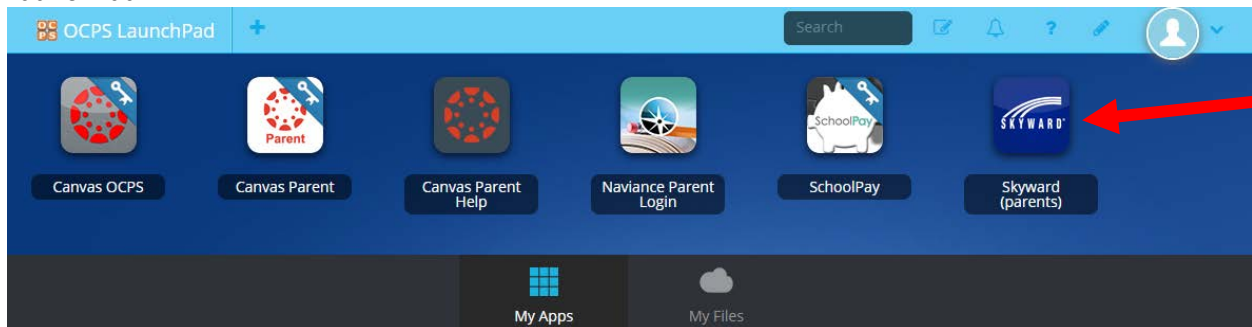


- c) If you have forgotten your password, click on the **Send One-Time Password**. An email or text will then be sent as shown in Step #3 above. Enter that one-time password and you will be logged into LaunchPad.

Step #6:

- a) To log into Skyward Family Access, click on the Skyward icon.

LaunchPad



- b) You will then be automatically logged into the Skyward Family Access system. Please refer to the Skyward Family Access documentation for use of Skyward Family Access. This documentation is located on the OCPS website > Students and Parents > Skyward > Documentation > [Skyward Family Access Documentation](#).

PLEASE USE THE FOLLOWING INSTRUCTIONS TO ACCESS AND COMPLETE THE ONLINE FORMS FOR YOUR STUDENT(S).

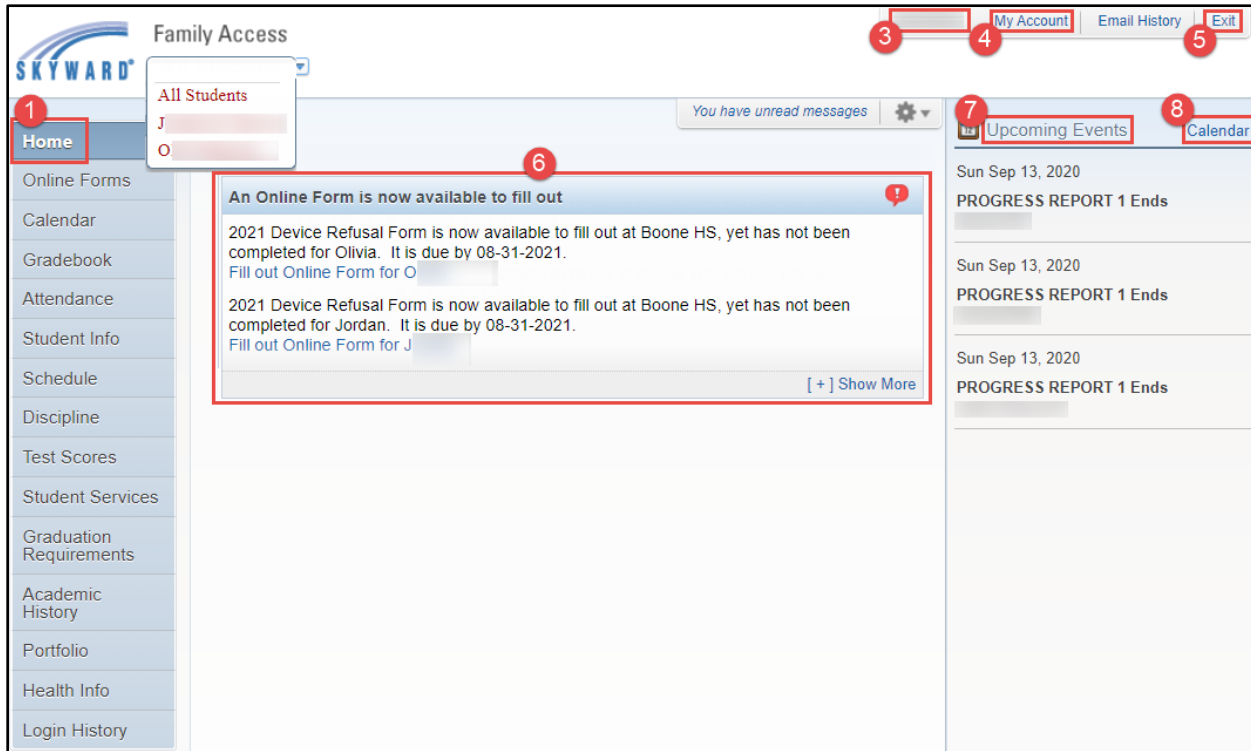
THE PARENT CONSENT FORM IS REQUIRED AND SHOULD BE COMPLETED AS SOON AS POSSIBLE.



Skyward Family Access Completing Online Forms

I. Overview of Family Access

The *Family Access* Portal is created and maintained for families to view students' educational progress. The portal provides demographic information, schedule, assignments, calendar events, grades, attendance, discipline, test scores, and graduation requirements. Families will be able to view student details and monitor progress.



A. Home Page

The Family Access portal is organized into 16 tabs which displays important information about the student. Tabs include *Home, Online Forms, Calendar, Gradebook, Attendance, Student Info, Schedule, Discipline, Test Scores, Student Services, Graduation Requirements, Academic History, Portfolio, Health Info, and Login History*. Parents/guardians will select a tab to show more information about the student. *Home* is the default tab which displays *All Students, Upcoming Events, Calendar, User Name, My Account, and Exit*.

Table 1 Home Tab

Navigation	Description
1. Home	Displays the default page.
2. All Students	View one or all students in household.
3. Family Name	Displays the user's name.
4. My Account	Provides the contact information of the family. Changes must be processed at the student's school.
5. Exit	Closes Family Access.
6. Wall	Displays District Announcements, Online Forms, Unread Messages, and other alert information.
7. Upcoming Events	Displays the district dates for each student.
8. Calendar	Provides a daily, weekly or monthly view.

B. Online Forms

The *Online Forms* tab allows Guardians to complete district forms for their student(s). *Online Forms* can also be accessed from the *Wall*. Reference *Table 2A Online Forms Tab*.

The top screenshot shows the 'Online Forms' tab in a sidebar. A red box labeled '1' highlights the 'Online Forms' tab. A red box labeled '2' highlights the student name 'HS'. A red box labeled '3' highlights the form entries: '2021 Device Refusal Form Open Fill Out Form' and '2021 PTMDCF Open Fill Out Form'. The main content area shows a message from the district regarding technology use consent forms.

The bottom screenshot shows a notification on the 'Wall' page. A red box labeled '4' highlights the notification text: 'An Online Form is now available to fill out' followed by details for the '2021 Device Refusal Form' and '2021 PTMDCF'. A red box labeled '5' highlights the '[-] Show Less' button at the bottom right of the notification.

Table 2A Online Forms Tab

Navigation	Description
1. School	<i>Online Forms</i> will be organized by School and Student.
2. Student Name	Student Name will display next to available forms.
3. Form Information (Online Forms tab)	<i>Online Form</i> details and status (Open or View).
4. Form Information (Home Page)	Hyperlink to complete each District Form.
5. Show More / Less	Expand and collapse the messages on the <i>Wall</i> .

2024 PCF – PARENTAL CONSENT FORM (REQUIRED)

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

Schedule

Discipline

Hamlin ES

The Wall is not available for Jack.

An Online Form is now available to fill out

2024 PCF is now available to fill out at Hamlin ES, yet has not been completed for Jack. It is due by 06-30-2024.

[Fill out Online Form for Jack](#)

Optional 2024 Device Refusal Form is now available to fill out at Hamlin ES, yet has not been completed for Jack. It is due by 06-30-2024.

[Fill out Online Form for Jack](#)

Click to Open Form

Home

Online Forms

Calendar

Gradebook

Attendance

Student Info

Schedule

Discipline

Test Scores

Student Services

Graduation Requirements

Jack (Hamlin ES)

District Message

Parent Consent Forms

Orange County Public Schools respects that families have the right to make educational decisions for their child. The forms consolidated below provide parents/legal guardians with the right to make important decisions involving how their child can use available technology resources, how the district uses available media of their child, what personally identifiable information is released about their child, and parental opt in to school clinic services, health screenings, and mental health services. Please carefully read the information below, complete the information, and make the appropriate choices for your child. Information collected in this form will be available to schools through the district's Student Information System to guide your child's education.

Thank you

District Message

1. 2024 Student Technology Acceptable & Responsible Use Agreement
2. 2024 Model Release Form - Consent, Waiver, and Release
3. 2024 Public Notice of Parent Rights - Student Records
4. 2024 Health Services Consent Form
5. 2024 Library Access Form
6. Complete 2024 PCF

Next

Close and Finish Later

Click to Begin

Section 1 – Technology Agreement

2024 PCF

Jack (Hamlin ES)

Step 1. 2024 Student Technology Acceptable & Responsible Use Agreement (Required)

Print

View Full Screen

OCPS Orange County Public Schools

PS Student Technology Acceptable & Responsible Use Agreement

OCPS is committed to providing a safe, positive, productive, and nurturing educational environment. OCPS believes that all students should have access to technology (e.g. software, Internet, and network access) when they act in a responsible, efficient, courteous, and legal manner.

Educational Purpose

Technology access has been established for educational purposes and will be consistent with the district's curriculum and the Florida Standards. The term "educational purpose" includes academic activities that directly improve upon 21st century skills such as creativity, innovation, critical thinking, problem solving, communication, and collaboration

As a student, I will:

- Use technology for educational purposes
- Follow the Code of Student Conduct Rules

- Report anyone who tries to use or other OCPS employee
- Tell a teacher or other OCPS employee if I feel uncomfortable

As a student, I will **not**:

- Log in to any account other than my school account
- Use OCPS technology to engage in a drug sale, the purchase of or threatening the safety of another person
- Cyber-stalk or cyberbully another person
- Coerce or extort another person
- Makes threats of violence or harm

Inappropriate Language

District Message

1. 2024 Student Technology Acceptable & Responsible Use Agreement
2. 2024 Model Release Form - Consent, Waiver, and Release
3. 2024 Public Notice of Parent Rights - Student Records
4. 2024 Health Services Consent Form
5. 2024 Library Access Form
6. Complete 2024 PCF

Previous Step

Next Step

Close and Finish Later

Scroll to the bottom

Scroll to bottom

PARENT/LEGAL GUARDIAN AGREEMENT

Your child reads and signs the agreement above each time they log on to a district computer.

I understand that individuals and families may be held liable for violations. I understand that some material is objectionable and that, even though OCPS uses a filtering system to block as many of these sites as possible blocking 100% of the inappropriate material on the Internet.

I consent to the use of approved social media platforms for the purpose of educational activities (HS ONLY)

Complete Step 1 and move to Step 2

Click to go to Section 2

Section 2 – Model Release

2024 PCF

Jack (Hamlin ES)

Step 2. 2024 Model Release Form - Consent, Waiver, and Release (Required)

Print View Full Screen

Orange County Public Schools
Model Release Form Consent, Waiver, and Release

Note to parents/legal guardians: We promote Orange County Public Schools ("OCPS") student videos, on Facebook, on our website, in the newspaper, and by any other means available. This for your child to be in OCPS informational or promotional sites or materials for current or future use.

For and in consideration of benefits to be derived from the furtherance of the educational program of Orange County, Florida (the "Board"), (I) (We), personally and on behalf of Jack Danger Tu do hereby consent, authorize and grant permission to the Board and OCPS and their respective employees, and representatives of each to take photographs, video, footage, or likenesses with "Images") of the Student, and do further consent that such images may be broadcast or published in any media now known and in the future including, but not limited to, local newspapers, the Internet, or any other type of social media or any duplication of same for any purposes the Board and OCPS may determine.

In granting such permission, (I) (We) give to the Board and OCPS all right, title, and interest in and to the negatives, reproductions, or copies of the Images and waive any and all right to approve of the right to compensation for the publication or other use of the Images. The parent or legal guardian agrees not to sue, indemnify, and holds harmless the Board and OCPS and the respective members, employees, and representatives and assigns of each (collectively, the "Released Parties") from any and all claims, damages, or property, causes of action, threats of litigation, loss, costs, expenses (including attorney's fees) of any nature whatsoever arising from or in any way related to the use of the Images.

PARENT/LEGAL GUARDIAN AGREEMENT

I consent to student's photographs, video, footage, or likenesses with or without sound in promotional materials for current or future use. Yes ▾

Complete Step 2 and move to Step 3

District Message

- 2024 Student Technology Acceptable & Responsible Use Agreement
Completed 08/06/2023 12:17pm
- 2024 Model Release Form - Consent, Waiver, and Release**
- 2024 Public Notice of Parent Rights - Student Records
- 2024 Health Services Consent Form
- 2024 Library Access Form
- Complete 2024 PCF

Previous Step Next Step

Close and Finish Later

Choose Yes or No

Click to go to Section 3

Section 3 - Student Records

2024 PCF

Jack (Hamlin ES)

Step 3. 2024 Public Notice of Parent Rights - Student Records (Required)

Print View Full Screen

Orange County Public Schools
Public Notice of Parent Rights – Student Records

PARENT RIGHTS: STUDENT RECORDS

As a parent, The Family Educational Rights and Privacy Act (FERPA) affords you certain rights regarding your child's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day you request access. You must submit a written request to the principal that identifies the record(s) you wish to inspect. You will make arrangements for access and notify you of the time and place where the records will be made available to you.
- The right to request the amendment of the student's education record that you believe is inaccurate or misleading. To request this amendment, you must write the principal, clearly identify the part of the record you want changed, and specify why you believe it is inaccurate or misleading. If the school decides not to amend the record, as requested, the school will notify you of this decision and your right to a hearing regarding the request for amendment.
- The right to consent to disclosure of personally identifiable information contained in the student's education records to the extent that FERPA authorizes disclosure without consent. One exception, which pertains to the release of directory information, is discussed below.

PARENT/LEGAL GUARDIAN AGREEMENT

I do not want my child's directory information released as described above. Yes ▾

If this form is not received by the school principal within ten (10) calendar days, it will be assumed that you consent to the release of directory information for the remainder of the school year.

Complete Step 3 and move to Step 4

District Message

- 2024 Student Technology Acceptable & Responsible Use Agreement
Completed 08/06/2023 12:17pm
- 2024 Model Release Form - Consent, Waiver, and Release
Completed 08/06/2023 12:18pm
- 2024 Public Notice of Parent Rights - Student Records**
- 2024 Health Services Consent Form
- 2024 Library Access Form
- Complete 2024 PCF

Previous Step Next Step

Close and Finish Later

Scroll to the bottom

Scroll to the bottom

PARENT/LEGAL GUARDIAN AGREEMENT

I do not want my child's directory information released as described above. Yes ▾

If this form is not received by the school principal within ten (10) calendar days, it will be assumed that you consent to the release of directory information for the remainder of the school year.

Complete Step 3 and move to Step 4

Choose Yes or No

Click to go to Section 4

Section 4 – Health Services

2024 PCF

Jack (Hamlin ES)

Step 4. 2024 Health Services Consent Form (Required)

Print

View Full Screen



Orange County Public Schools Health Services Consent Form

School Health Services

Orange County Public Schools provides health care services throughout the district, delivered by registered nurses, licensed practical nurses and school health aids/health room assistants. Districts provide education and monitoring of school personnel. OCPS provides basic school health services designed to appraise, protect and promote the health of our students as well as emergency school-based health services.

Section 1014.06, Florida Statutes: Parental consent for health care services:

I hereby opt in my child to participate in at least one portion of the School Health Services Program:

- School Clinic Services (including basic first aid), in case of an emergency parent and child will be treated
- Vision Screening
- Hearing Screening
- Growth and Development Screening (Height, Weight, Body Mass Index)
- Scoliosis Screening (6th Grade Only)

District Message

1. 2024 Student Technology Acceptable & Responsible Use Agreement
Completed 08/06/2023 12:17pm

2. 2024 Model Release Form - Consent, Waiver, and Release
Completed 08/06/2023 12:18pm

3. 2024 Public Notice of Parent Rights - Student Records
Completed 08/06/2023 12:24pm

4. 2024 Health Services Consent Form

5. 2024 Library Access Form

6. Complete 2024 PCF

Previous Step

Next Step

Close and Finish Later

Choose Yes or No for each item

Scroll down

Medicaid

I give permission to Orange County Public Schools each time Medicaid is accessed to release information with the Medicaid fiscal agent for the purpose of determining Medicaid eligibility services.

Medicaid Consent

Choose Yes or No

Click to go to Step 5

Complete Step 4 and move to Step 5

Step 5. 2024 Library Access Form (Required)

Print

View Full Screen



Orange County Public Schools Library Access Form

ACCESS: In accordance with Florida Statute, a parent or guardian can limit his or her student materials in the school or classroom library. Parents and guardians may choose from the following:

Unlimited Library Access: is the default access level and means that the student may have and age-appropriate books that are available in their school's library, to include some grade-level classroom libraries, as well as all digital library materials.

Limited Library Access: indicates the student may check out materials from the library libraries, but there are specified books the student may not have access to. The student will select digital library collections and/or select iPad applications, whichever is applicable. The parent/guardian titles they do not wish the student to access below and directly provide the list of titles to be blocked.

No Library Access: indicates the student is not permitted to access materials in the library libraries, identified digital library collections, and/or select iPad applications, whichever is applicable.

I select:

Choose Unlimited or Limited

Scroll down

Please complete the additional information below ONLY if Limited Library Access is selected.

Please complete the additional information below ONLY if Limited Library Access is sel

Limited Book Titles (enter up to 4)	

If LIMITED access is selected, list books that student can NOT check out

Complete Step 5 and move to Step 6

Click to go to Step 6

Review - Check for completion

Review 2024 PCF Steps

Step 1) 2024 Student Technology Acceptable & Responsible Use Agreement	Completed 08/06/2023 12:17pm
Step 2) 2024 Model Release Form - Consent, Waiver, and Release	Completed 08/06/2023 12:18pm
Step 3) 2024 Public Notice of Parent Rights - Student Records	Completed 08/06/2023 12:24pm
Step 4) 2024 Health Services Consent Form	Completed 08/06/2023 12:34pm
Step 5) 2024 Library Access Form	not completed

Incomplete, cannot be submitted

Completed - Can be Submitted

2024 PCF

Jack (Hamlin ES) Print

Step 6. Complete 2024 PCF (Required)

By completing 2024 PCF, you are confirming that the Steps below have been finished. Are you sure you want to complete 2024 PCF for Jack?

Review 2024 PCF Steps	Completion Status
Step 1) 2024 Student Technology Acceptable & Responsible Use Agreement	Completed 08/06/2023 12:17pm
Step 2) 2024 Model Release Form - Consent, Waiver, and Release	Completed 08/06/2023 12:18pm
Step 3) 2024 Public Notice of Parent Rights - Student Records	Completed 08/06/2023 12:24pm
Step 4) 2024 Health Services Consent Form	Completed 08/06/2023 12:34pm
Step 5) 2024 Library Access Form	Completed 08/06/2023 12:40pm

Guardian Name: Debra Turner Guardian Address: 1419 Williams Rd
WINTER GARDEN, FL 34787

[Submit 2024 PCF](#)

District Message

- 2024 Student Technology Acceptable & Responsible Use Agreement
✓ Completed 08/06/2023 12:17pm
- 2024 Model Release Form - Consent, Waiver, and Release
✓ Completed 08/06/2023 12:18pm
- 2024 Public Notice of Parent Rights - Student Records
✓ Completed 08/06/2023 12:24pm
- 2024 Health Services Consent Form
✓ Completed 08/06/2023 12:34pm
- 2024 Library Access Form
✓ Completed 08/06/2023 12:40pm
- 6. Complete 2024 PCF**

Previous Step Next Step

[Close and Finish Later](#)

Click Submit

Jack (Hamlin ES)

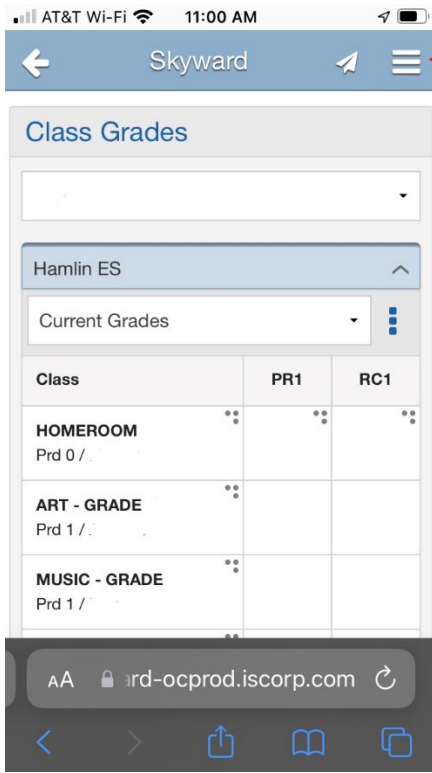
✓ 2024 PCF was successfully completed and submitted to the district for Jack on Sun Aug 6, 2023 12:42pm by

[Go back to review completed steps](#)

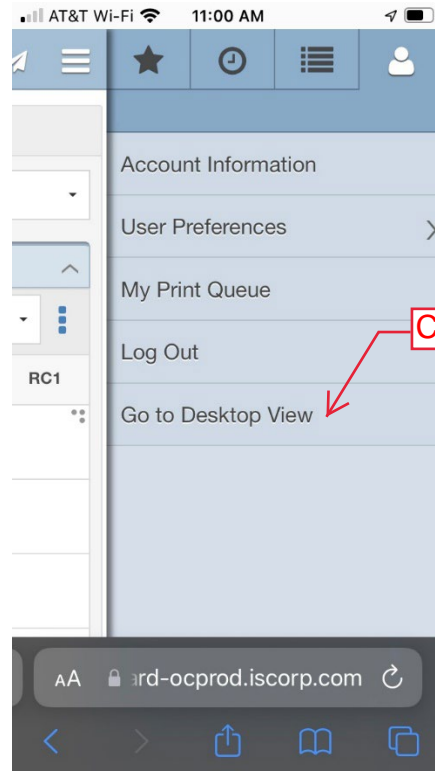
[Mark 2024 PCF as not completed and make changes](#)

Click here to make changes

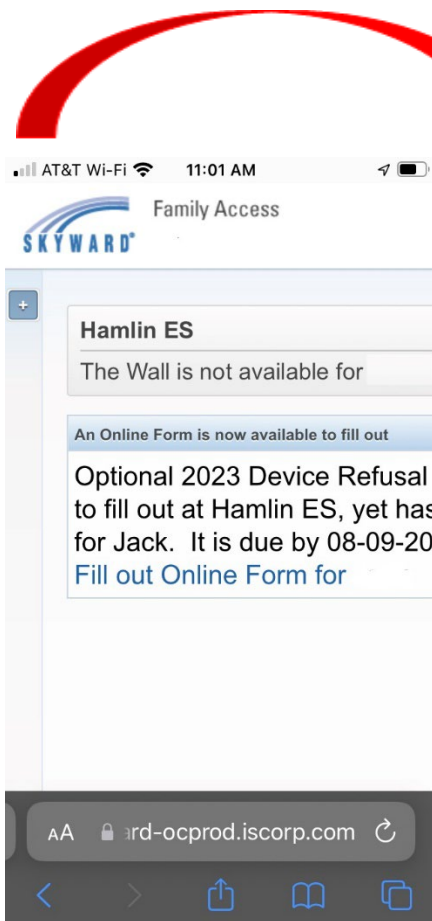
Completing Forms on Phone



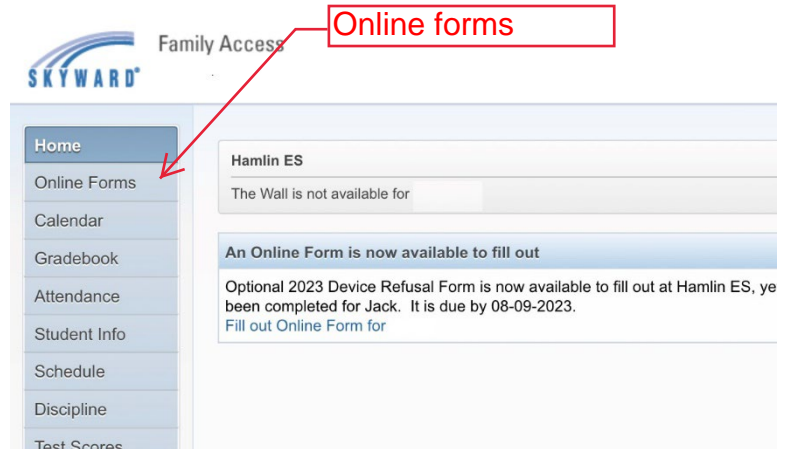
Click here to open menu



Click here



Turn phone sideways



Online forms