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 participant 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.

Orange County Public Schools

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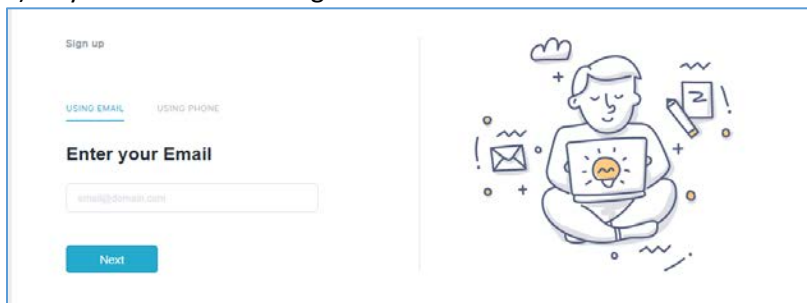
Note: *If your current email or cell phone number do not allow you to establish a LaunchPad account, please contact your school. This means your contact information needs to be updated in Skyward.*

Horizon HS	*martha.guido@ocps.net*
Water Spring MS	*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.
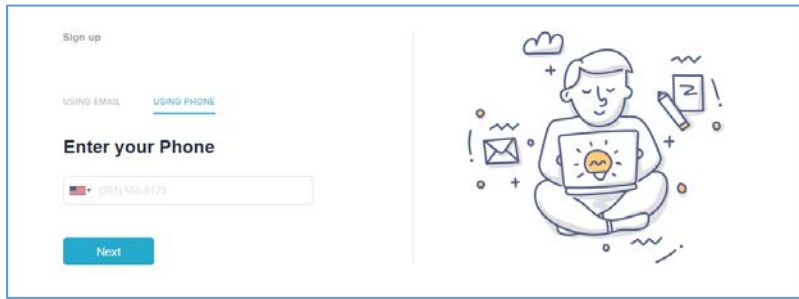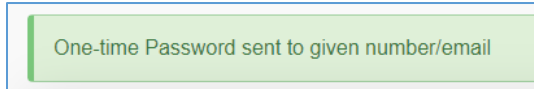 a) By Email: Select "Using Email"

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.
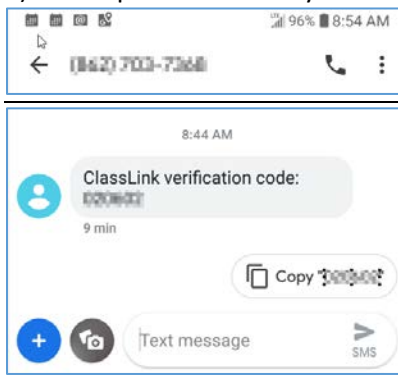

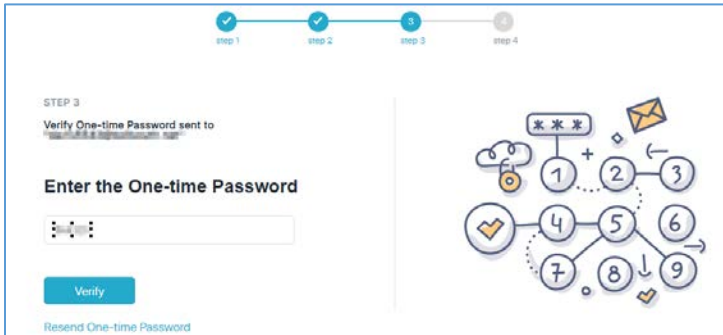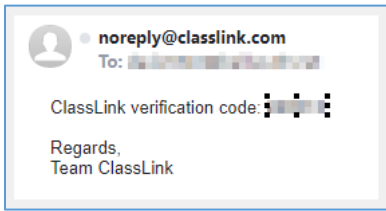One-time Password sent to given number/email

Step #3:

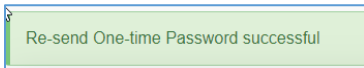a) If you are registering using your Cell Phone, enter the one-time password sent to your cell phone.

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

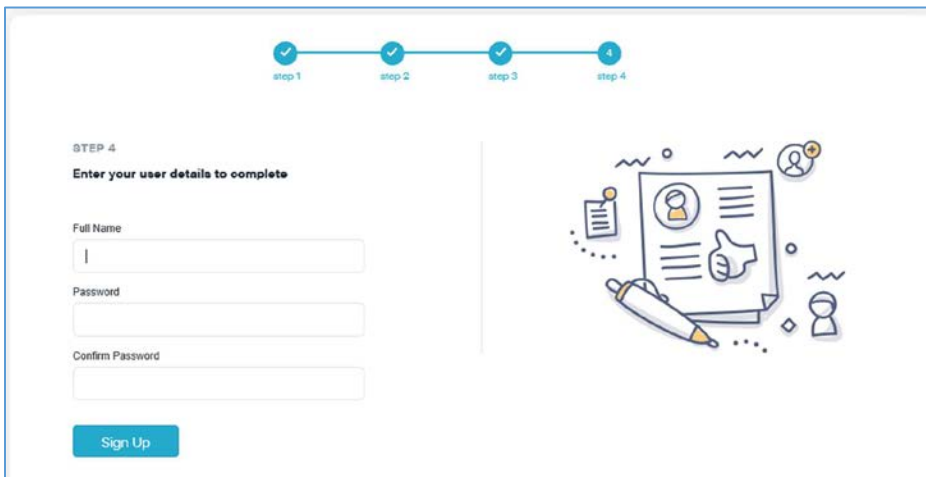c) If you registered by email, enter the verification code sent to your email.

noreply@classlink.com
To:

ClassLink verification code:

Regards,
Team ClassLink

STEP 3

Verify One-time Password sent to

Enter the One-time Password

Verify

Resend One-time Password

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.
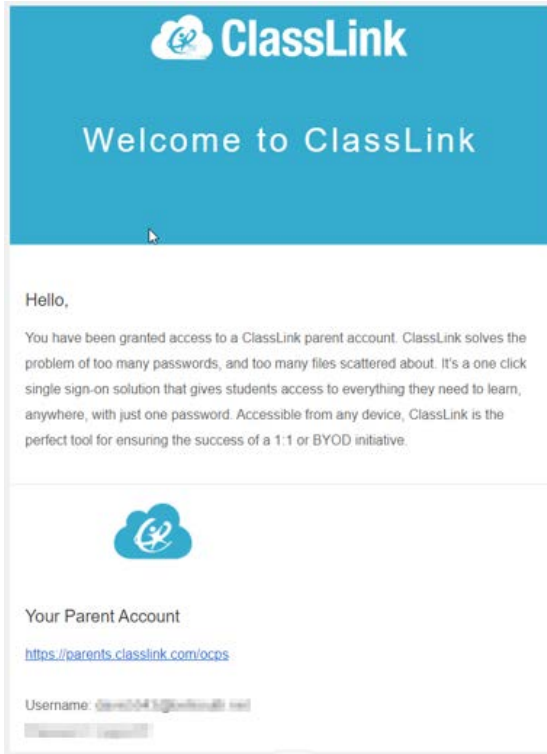
Re-send One-time Password successful

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).

STEP 4

Enter your user details to complete

Full Name

Password

Confirm Password

Sign Up

Note: *Please make sure you record the password you have entered in a secure location.*
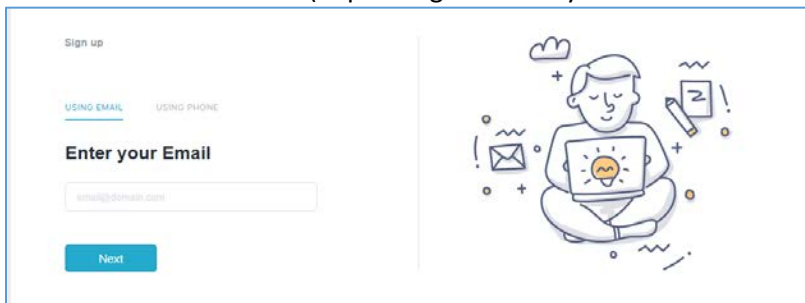
b) Registration for LaunchPad will now be complete.

c) If you registered by email, you will then receive an email confirming that your LaunchPad account was created established.
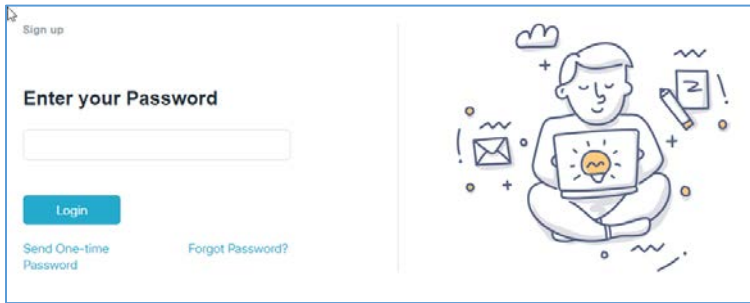
d) Example email confirming your account creation.

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).

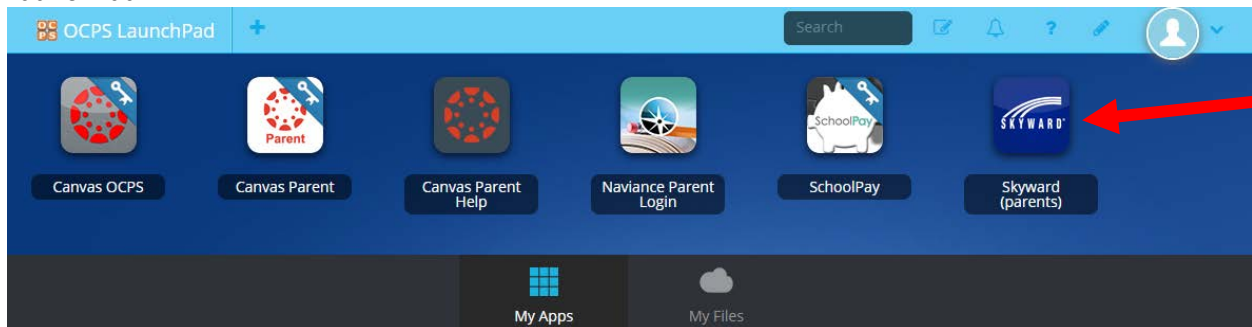b) Enter your password that you entered when you established your LaunchPad account.

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.

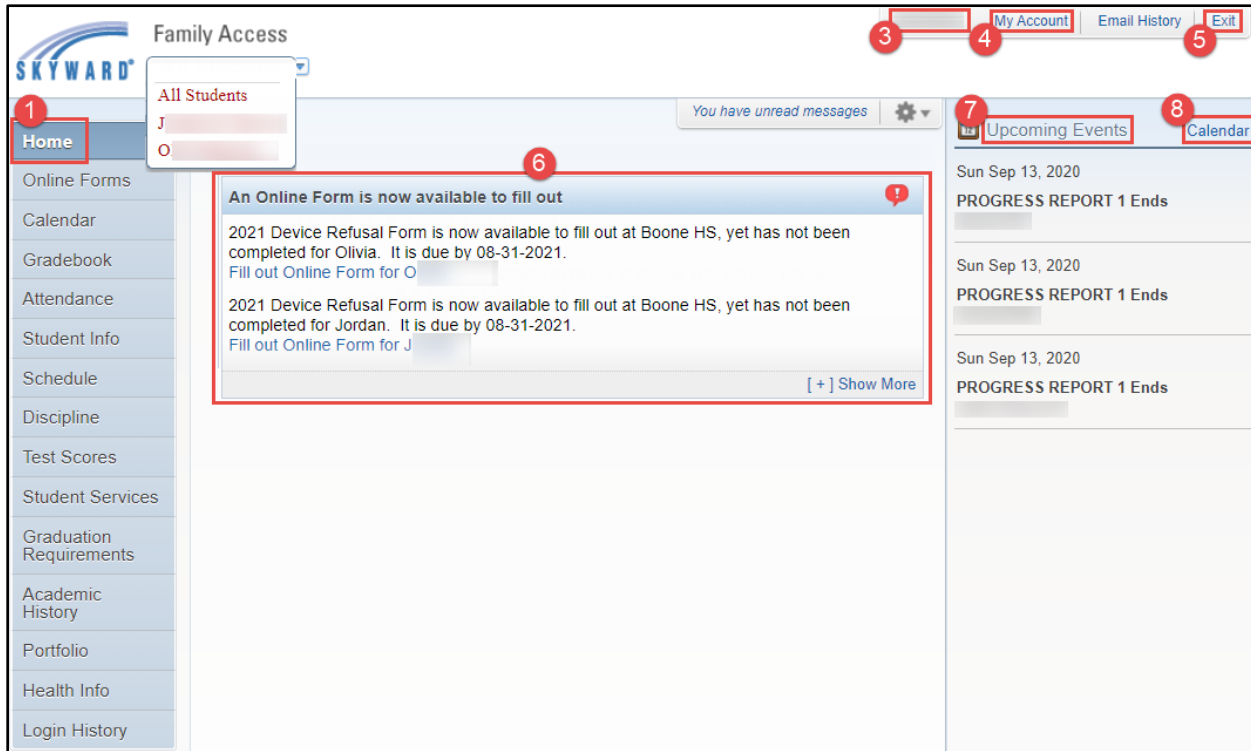> **PLEASE USE THE FOLLOWING INSTRUCTIONS TO ACCESS AND COMPLETE THE ONLINE FORMS FOR YOUR STUDENT(S).**
>
> **THE PARENT CONSENT FORM IS REQUIRED AND SHOULD BE COMPLETED AS SOON AS POSSIBLE.**

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*.

Table 2A Online Forms Tab

Navigation	Description
1. School	*Online Forms* will be organized by School and Student.
2. Student Name	Student Name will display next to available forms.
3. Form Information (Online Forms tab)	*Online Form* 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 *Wall*.

2024 PCF – PARENTAL CONSENT FORM (REQUIRED)

Click to Open Form

Click to Begin

Section 1 – Technology Agreement

Scroll to the bottom

Scroll to bottom

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

![OCPS Logo] **Orange County Public Schools**
Model Release Form Consent, Waiver, and Release

Note to parents/legal guardians: We promote Orange County Public Schools ("OCPS") studen[t] videos, on Facebook, on our website, in the newspaper, and by any other means available. Thi[s] for your child to be in OCPS informational or promotional sites or materials for current or fut[ure]

For and in consideration of benefits to be derived from the furtherance of the educational prog[ram] Orange County, Florida (the "Board"), (I) (We), personally and on behalf of Jack Danger Tu[rner] 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 wit[h] "Images") of the Student, and do further consent that such images may be broadcast or publish[ed] media now known and in the future including, but not limited to, local newspapers, the Interne[t] any other type of social media or any duplication of same for any purposes the Board and OCP[S]

In granting such permission, (I) (We) give to the Board and OCPS all right, title, and interest (I[n] 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 guardi[an] not to sue, indemnifies, and holds harmless the Board and OCPS and the respective members, and representatives and assigns of each (collectively, the "Released Parties") from any and all [of] persons or property, causes of action, threats of litigation, loss, costs, expenses (including attor[ney] 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

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

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

> **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

![OCPS Logo] **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 righ[ts] education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day access. You must submit a written request to the principal that identifies the record(s) yo[u] will make arrangements for access and notify you of the time and place where the record[s]
2. The right to request the amendment of the student's education record that you believe is i[n] write the principal, clearly identify the part of the record you want changed, and specify [why] If the school decides not to amend the record, as requested, the school will notify you of [the] your right to a hearing regarding the request for amendment.
3. The right to consent to disclosure of personally identifiable information contained in the [?] to the extent that FERPA authorizes disclosure without consent. One exception, which pe[rmits]

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

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 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 assu[med] may be released 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
registered nurses, licensed practical nurses and school health aids/health room assistants. Distr
provide education and monitoring of school personnel. OCPS provides basic school health ser
health services are designed to appraise, protect and promote the health of our students as well
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.

[No ▾] Medicaid Consent

Choose Yes or No

[Complete Step 4 and move to Step 5]

Click to go 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 follow

Unlimited Library Access: is the default access level and means that the student may h
and age-appropriate books that are available in their school's library, to include same gra
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 w
digital library collections and/or select iPad applications, whichever is applicable. The p
titles they do not wish the student to access below and directly provide the list of titles to

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

I select: [Unlimited Library Access ▾]

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

Choose Unlimited or Limited

Scroll down

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

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

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
✓ Completed 08/06/2023 12:34pm

5. 2024 Library Access Form
✓ Completed 08/06/2023 12:40pm

6. Complete 2024 PCF

Previous Step   Next Step
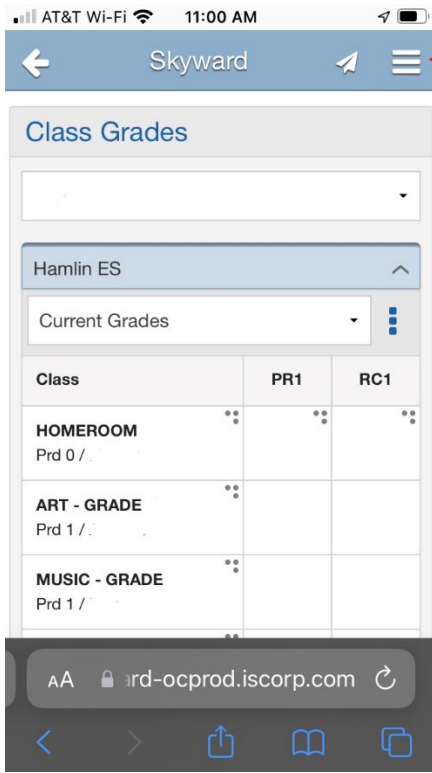
Close and Finish Later

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
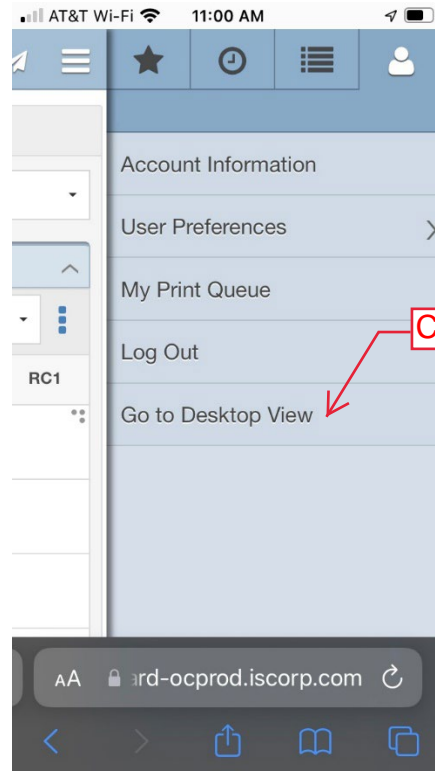
Go back to review completed steps

Mark 2024 PCF as not completed and make changes

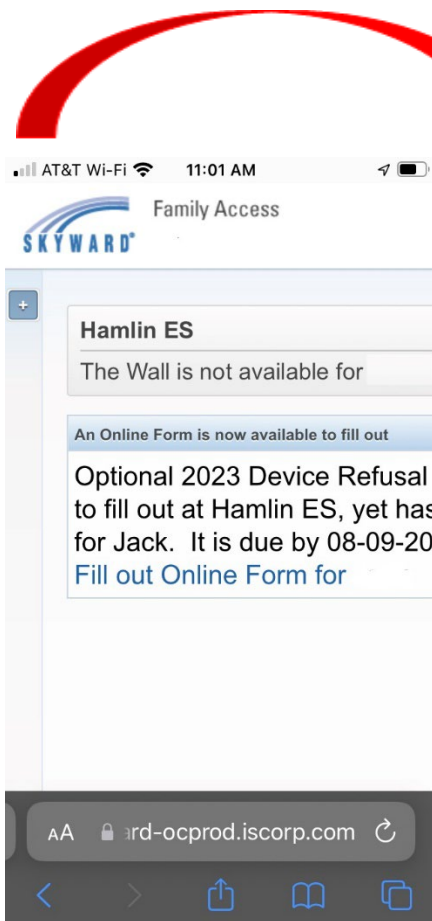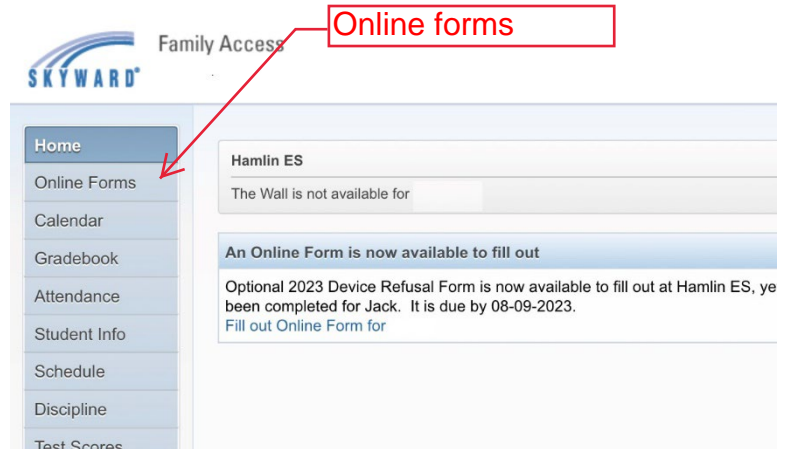Click here to make changes

Completing Forms on Phone

Click here to open menu

Click here

Turn phone sideways

Online forms