



## FAMILY ACCESS

### Frequently Asked Questions

- 1) **How do I obtain an account?**
  - Go to the schools website click on the link for Family Access.
  - Complete the form.
  - Go to the student's school with a photo id and completed form.
  - An email will be sent to you with your username and password.
- 2) **Do I have to apply each year?**

No, once you have an active account you do not have to reapply each year.
- 3) **Why do my spouse and I both need a login and password?**

Security and a sign-in are maintained by Family Access
- 4) **Do I need a different password if I have students on different campuses?**

No, your username and password will allow access to information for all your students.
- 5) **I have forgotten my password and/or username. How do I get another one?**

You can request your username/password through Family Access by email, or you can contact your designated person at the campus see below for list.
- 6) **How often do teachers update their grade books?**

Grade reporting is a campus/department decision. We ask that parents be understanding but also that our teachers be responsible.
- 7) **How do I change my email address?**

Once you log in click on Account Info at the top of the screen. A new screen will appear and 2 buttons. The first button is to add/change your email address and the second is to change your password.

### Who to Contact:

Boswell High School	Patricia Hill	817-237-3314
Saginaw High School	Lori Galler	817-306-0914
Chisholm Trail High School	Gloria Harvey	817-232-7112
Wayside Middle School	Candace Rosson	817-232-0541
Highland Middle School	Monica Moreno	817-847-5143
Creekview Middle School	Melody Daniell or Suzy Regan	817-237-4261
Prairie Vista Middle School	Jennifer Anders	817-847-9210
Ed Willkie Middle School	Jennifer Mobley or Grace Hernandez	817-237-9631
All Elementary Schools	Jean Guadalupe	817-847-2990
	EMSISD Central Administration,	
	Building 5	
	1200 Old Decatur Road	
	Fort Worth, TX 76179	
	817-847-2990	

- Once we receive the completed form and photo id an email will be sent to you with your username and password.

**THE DIFFERENCE BETWEEN FAMILY ACCESS AND STUDENT ACCESS (STUDENT ACCESS IS FOR STUDENTS IN HIGH SCHOOL AND MIDDLE SCHOOL). FAMILY ACCESS HAS SOME EDIT CAPABILITIES, DISCIPLINE, EMAIL NOTIFICATION, ALL STUDENT INFORMATION (EMERGENCY CONTACTS).**

**Staff Use Only**

**Photo ID verified by:** \_\_\_\_\_

**Date:** \_\_\_\_\_



**FAMILY ACCESS REQUEST TO PARTICIPATE**

Parent/Guardian Name(s): \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

E-mail Address Head of Household: \_\_\_\_\_

E-mail Address Spouse: \_\_\_\_\_

**\*\*\*\*\*IMPORTANT INFORMATION BELOW\*\*\*\*\***

**\*\*\*UPON SUBMITTING THIS FORM A PHOTO ID IS REQUIRED**

**If you already have an active account DO NOT complete this form.**

List <u>All</u> Student's Legal Name	Birth date	Grade	School
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

By completing the application for this account(s), you allow Eagle Mountain ISD to make your student's schedule, attendance record, grade information, demographic information, and other school information available to you by means of Internet on a website that is secure and accessible by a login and password. Only you will be able to see your student's records with your unique login and password. Other guardians will be provided their own unique login and password to access the student information. Therefore, your login and password should not be shared with anyone.

EMS-ISD will not make your username/password publicly available. The records for your student posted on the website can only be accessed by guardians who currently have access to the student's written school records and have applied for a valid username and password. You may cancel this service at any time by contacting the school or Jean Guadalupe at 817-847-2990 or [jguadalupe@ems-isd.net](mailto:jguadalupe@ems-isd.net).

Be aware, however, that disclosure by EMS-ISD, including the contents of the website, may occur in the event such information is required by a court subpoena order, a decision or directive from the Attorney General's office, or other reason required by law.

You understand and agree that EMS-ISD is not responsible for unauthorized Internet access to your student's records by persons who do not have your consent. By signing the signature line below, you confirm that you understand and accept the guidelines and conditions for access to your student's records and you waive any claims or causes of action that you may have against EMS-ISD by reason of such unauthorized access.

\_\_\_\_\_  
*Parent/Guardian Signature and Date*

\_\_\_\_\_  
*Parent/Guardian Signature and Date*