



## 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 Jean Guadalupe.
- 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) **What do I do if the demographic information in Family Access is wrong?**

Family Access will make some data correction buttons available. If you are still unable to get items corrected then contact your student's campus.
- 8) **Who is the contact person for Family Access?**

Your contact person is Jean Guadalupe 817-306-5624 ext 281 or [jguadalupe@ems-isd.net](mailto:jguadalupe@ems-isd.net). She can answer any questions you may have.

### \*\*\*If you are interested in participating in the Eagle Mountain-Saginaw ISD Family Access program, the following needs to be completed:

- Fill out this Family Access Request Form completely. If any information is left off then the form will not be processed.
- When submitting this form please have your drivers license or picture id available. We will need to make a photo copy. This is to ensure we are giving the correct person access to your student's information.
- We will not accept any forms by fax.
- You may turn in your forms with id's to your students campus or to:
  - Jean Guadalupe
  - EMSISD Central Administration, Building 5
  - 1200 Old Decatur Road
  - Fort Worth, TX 76179
  - 817-306-5624 ext 281
- If you have an active Parent Connection Account then you do not have to reapply. Try your previous username and password from Parent Connection if they do not work contact Jeannie Guadalupe.
- Once we receive the completed form and photo id an email will be sent to you with your username and password.



**EAGLE MOUNTAIN ★ SAGINAW**  
INDEPENDENT SCHOOL DISTRICT

**FAMILY ACCESS REQUEST TO PARTICIPATE**

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

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

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

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

**FORMS MUST BE TURNED IN TO:**

**JEAN GUADLAUPE**  
EMSISD Central Administration, Building 5  
1200 Old Decatur Road  
Fort Worth, TX 76179  
817-306-5624 ext 281

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 Jean Guadalupe at 817-306-5624 ext 281 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*