

## Family Access Update

I am pleased to share that we will be opening the **Family Access Portal at 8:00 AM today!**

Attached to this email are revised step-by-step **"HOW TO"** instructions for finding all of the available information. Please note that you will need to toggle through a few different **"tiles"** within the portal to access everything.

A couple of highlights regarding the Family Access information:

1. **Bus Information:** Bus information is currently listed by **bus number rather than route number**. The pick-up and drop-off times shown in Family Access are correct.

During **Supply Drop-Off, Kindergarten Orientation, and Preschool Orientation**, we will have the actual route numbers printed and available for families. We are also working with Skyward to have route numbers displayed directly in Family Access. This requires a unique field to be added to the report, and we are hopeful this update can be completed in a timely manner.

2. **Schedules & Teacher Assignments:** All school schedules and teacher assignments are posted in Family Access in a matrix format. For an easier-to-read version, simply click **"Print Schedule List"** in the upper right-hand corner. Step-by-step directions for doing this are included in the attached **"HOW TO"** guide.

During **Supply Drop-Off**, we will also have printed schedules available for **MCMS and Grant students**. Students should stop by and pick up their paper copy first. In addition to their class schedule, the printed copy will include their **locker information**.

We are excited to see all of our students and families during **orientations and Supply Drop-Off!**

If you have any questions, please reach out to **Olivia at 815-568-8323** or contact your child's school office:

- **Locust:** 815-568-7632
- **Grant Intermediate:** 815-568-7407
- **MCMS:** 815-568-5720
- **Transportation:** 815-568-0778

We look forward to welcoming everyone back and kicking off a great school year!

We appreciate your **patience and understanding as we work through this new process** and make Family Access as helpful and user-friendly as possible for our families. Thank you for partnering with us as we prepare for a great start to the school year!

*Dr. Lea Damisch*, Superintendent of Schools