

# Directions to View and Sign 2020-21 Parent-Student Handbook & Health & Safety Protocol Acknowledgment

Please note: After reviewing the handbook with your child(ren) **each parent** must sign the acknowledgment. Depending on your household situation, this can be on the same form or electronically in individual parent portals.

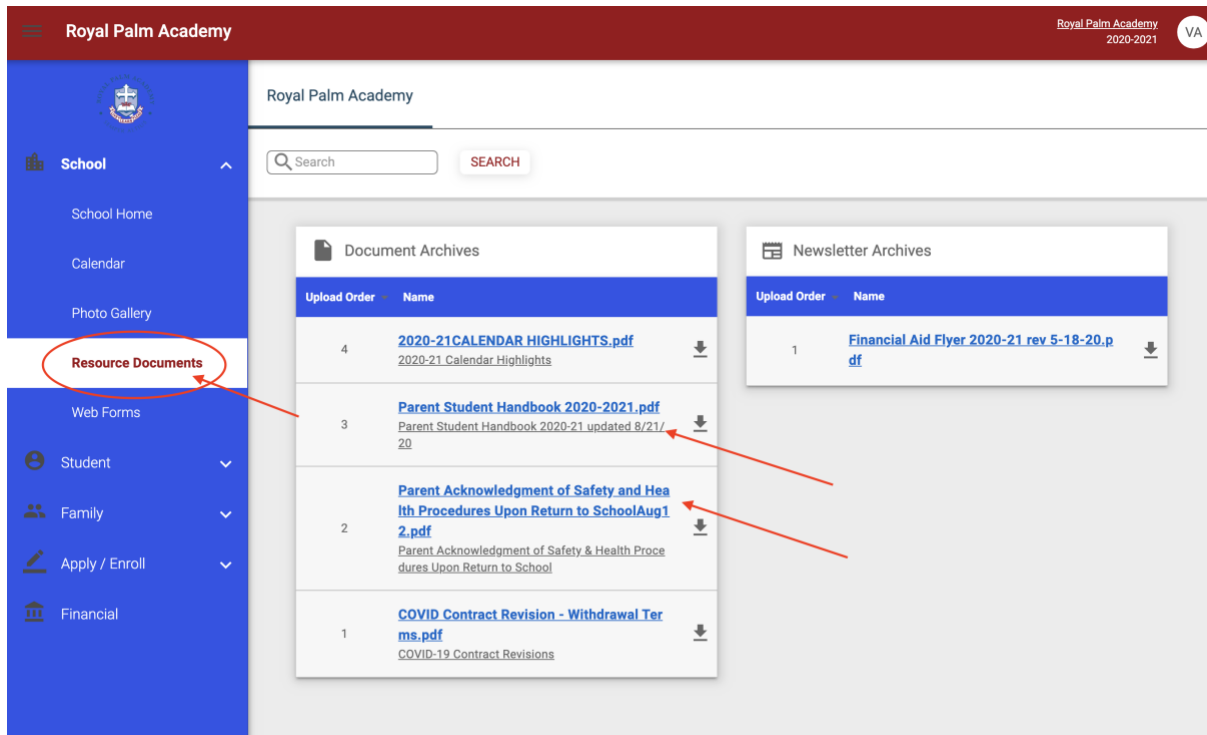
Click [HERE](#) to access your FACTS Family Portal. From Parent Log in, select FACTS Family Portal.

Enter district code: **rpa-fl**

Enter Username/password

(case-sensitive)

Select **Resource Documents** from the menu on the left. Click on the Parent Student Handbook and the Parent Acknowledgment to **view** the updated terms.



The screenshot shows the Royal Palm Academy website interface. On the left, a blue navigation menu is visible with the following items: School, School Home, Calendar, Photo Gallery, **Resource Documents** (circled in red), Web Forms, Student, Family, Apply / Enroll, and Financial. The main content area displays two document archives. The 'Document Archives' table is as follows:

Upload Order	Name	Download
4	<a href="#">2020-21 CALENDAR HIGHLIGHTS.pdf</a> 2020-21 Calendar Highlights	↓
3	<a href="#">Parent Student Handbook 2020-2021.pdf</a> Parent Student Handbook 2020-21 updated 8/21/20	↓
2	<a href="#">Parent Acknowledgment of Safety and Health Procedures Upon Return to School Aug 12.pdf</a> Parent Acknowledgment of Safety & Health Procedures Upon Return to School	↓
1	<a href="#">COVID Contract Revision - Withdrawal Terms.pdf</a> COVID-19 Contract Revisions	↓

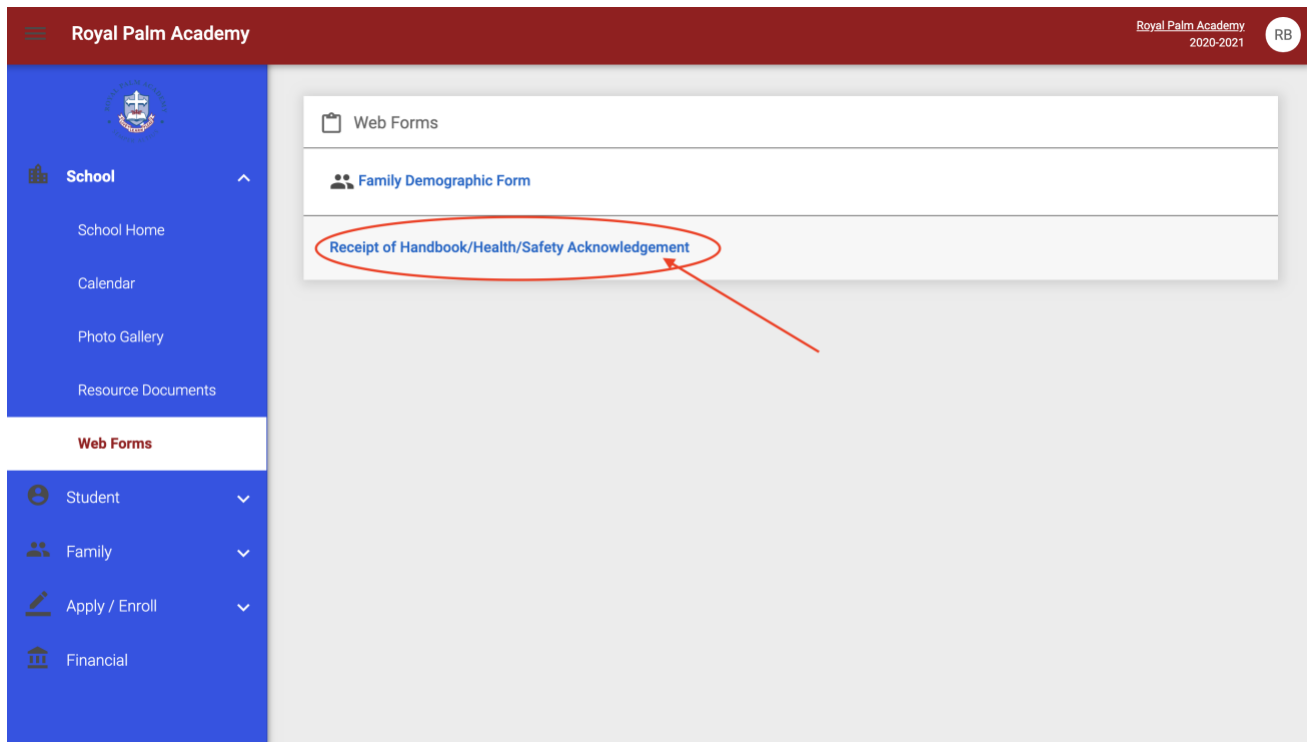
The 'Newsletter Archives' table is as follows:

Upload Order	Name	Download
1	<a href="#">Financial Aid Flyer 2020-21 rev 5-18-20.pdf</a>	↓

Red arrows point from the 'Resource Documents' menu item to the 'Parent Student Handbook 2020-2021.pdf' and 'Parent Acknowledgment of Safety and Health Procedures Upon Return to School Aug 12.pdf' entries in the Document Archives table.

**Parent Acknowledgement must be signed by Parent and student(s). This can be done electronically as shown below:**

Select “**Web Forms**” from the menu on the left. Click on **Receipt of Handbook/Health/Safety Acknowledgement**. By providing your electronic signature you are agreeing to the terms outlined in the Parent-Student Handbook. **CLICK SAVE.**



To Print out, sign and return: Select **Resource Documents** on the left menu. Download and print Parent Acknowledgement. Sign and return to RPA.

Royal Palm Academy

Royal Palm Academy 2020-2021 VA

School

- School Home
- Calendar
- Photo Gallery

Resource Documents

- Web Forms
- Student
- Family
- Apply / Enroll
- Financial

Royal Palm Academy

Search SEARCH

Document Archives

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Newsletter Archives

Upload Order	Name	
1	<a href="#">Financial Aid Flyer 2020-21 rev 5-18-20.pdf</a>	↓

DOWNLOAD

OPEN AND PRINT SIGN AND RETURN

Parent Acknowl...pdf Show All X

You may also print directly from the [RPA Website](#). Please sign and return to RPA.



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Thank you!