

Parent Login and Access Information for Skyward Family Portal



New families enrolling *before* the beginning of the school year will have full Skyward access in early August.

Once the school year has begun new families will have full Skyward access upon completion of a New Student Online Enrollment application.

You will receive an email regarding Skyward login instructions. This email provides your login and password. Please visit: www.skyward.scps.k12.fl.us

Contact the school for your login and password should you need to.

Please Note: If this url link is saved in your device you must delete and re-enter (new for 2025-2026 school year).

Family Access Overview

Open a new page on your web browser and navigate to <https://skyward.scps.k12.fl.us>

Step 1: Select “Family/Student Access” from the Login Area Dropdown Menu

Step 2: Enter your Login ID (Username) and Password

Step 3: Click the “Sign In” button

The image shows the Skyward login page for Seminole County Public Schools. It features a login form with fields for "Login ID:" and "Password:", a "Sign In" button, and a "Forgot your Login/Password?" link. Below the login form is a "Login with SCPS SSO" button. At the bottom, there is a "Login Area:" dropdown menu with options: "All Areas", "All Areas", "Enrollment Access", "Family/Student Access" (highlighted with a red box), and "Secured Access".

The image shows the Skyward Family Access dashboard. On the left is a sidebar menu with options: Home, New Student Online Enrollment, Online Forms, Calendar, Gradebook, Attendance, Student Info, Schedule, Test Scores, Fee Management, Graduation Requirements, Academic History, Portfolio, Health Info, and Login History. The main content area displays various notifications and links, including "An Online Form is now available to fill out", "Senior Off Campus Form is now available to fill out at Winter Springs High", "24-25 Student Service Forms is now available to fill out at Winter Springs High", "WSHS-Quarter 4 Exam Schedule", and "It's Not Too Late To Register! Hospitality Tourism Management".

Once you have logged into the Family Access portal, you can view information, create settings and communicate with teachers.

In the table on the left side of the screen, you can click on any of the tabs to view information such as current schedule, grades, test scores and other important information.



Overview of Tabs

- **Home**
- **New Student Online Enrollment (NSOE)** – enroll a new student in your family such as a new KG student
 - * Once students are enrolled there is no need to enroll each year.
 - Your student will remain active until you notify SCPS of a withdrawal.
- **Online forms**- Allows you to view and complete required forms for your student
- **Calendar**- View upcoming due dates and events related to your child
- **Gradebook**- View current grades and G.P.A.
- **Attendance**- View any absences that have been recorded
- **Student Info**- View Current Student information, address, parent contact details, etc.
- **Schedule**- View your student's current schedule and teachers
- **Test Scores**- View results of assessments (does not apply to in class specific tests/quizzes)
- **Fee Management**- View any fees or debts associated with your child
- **Academic History**- View all courses your student has taken in Seminole
- **Portfolio**- View Report Cards and Progress Reports or other documents for your student by clicking on the available links for documents
- **Health Info**- View Vaccinations and Health Information
- **Login History**- Review dates and information that you have accessed over time.

Updating Contact Information and Changing Your Password:

On the main page you can update your contact information by clicking on the “My Account” link at the top of the page.

You are also able to change your Login and password using the buttons on the right-hand side of the page.

Set up to receive email notifications based on your personal parameters for Attendance, Grading or receive a Progress Report.

**Please note that changes will be applied to all students in your family.*

Viewing Grades and Assignments

Viewing grades

To view grades and assignments for a class- click on the course name.

Viewing Grade Point Average (G.P.A.)

Click on the “GPA” hyperlink and a box will appear with your child's G.P.A.

GPA Type	Cumulative GPA	Cumulative Earned Credits	Cumulative Failed Credits
2024 - 2025 School Year			
Unweighted	3.583	6.000	0.000
Weighted	3.708	6.000	0.000

How To Make Changes And Complete forms

Update student changes

**Only primary guardians can make changes to student information.*

STEP 1: After logging into Family Access, Select Student Info tab

STEP 2: Select request changes for specific student.

STEP 3: Select the specific area to make a change to.

Completing required online forms:

STEP 1: Select Online Forms Tab

STEP 2: Select Fill Out Form for each student.

STEP 3: Select each form for each student and complete.

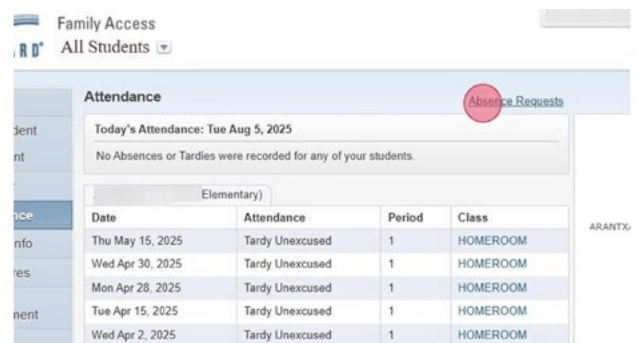
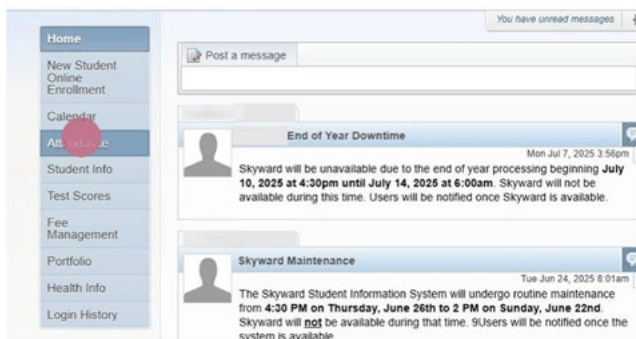
STEP 4: Review the information. Scroll to the bottom of the screen, use your electronic signature by selecting I Agree or I Disagree, and enter today's date. Select Complete step number move onto the next step.

STEP 5 : Select Submit

How to Submit a request to excuse a student absence online using a computer. To enter a request to excuse a student's absence using the family access mobile application, refer to the directions beginning on page 6.

This guide provides a straightforward, step-by-step process for submitting a request to excuse a student absence online, ensuring parents can efficiently communicate their child's absences to the school.

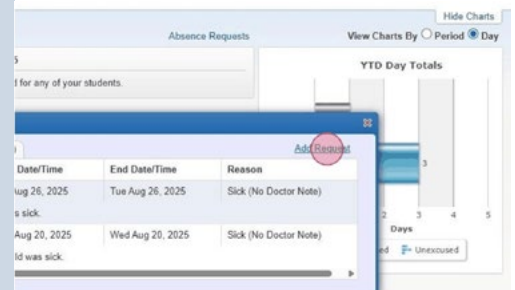
STEP 1: Navigate to: <https://skyward.scps.k12.fl.us/>



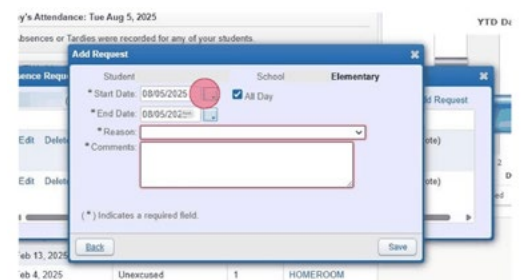
STEP 2: Click "Attendance" in the left menu.

STEP 3: Click "Absence Requests"

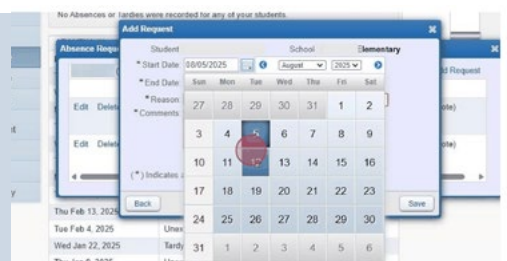
STEP 4: Click "Add Request". Reminder: Parents may excuse up to 10 school day absences per year for reasons that align with School Board Policy 5200. Other absences may require further documentation (ex. Medical appointments, court appearances, etc)



STEP 5: Click the calendar icon to select the start date of the absence. Then, repeat this step and the next for the end date.



STEP 6: Choose the appropriate dates for start and end. If the absence spans any non-student attendance day, 2 separate requests will have to be created (i.e. weekends or holidays).



STEP 7: If the absence is not for a full day, uncheck the “All Day” box and complete steps 8-10. If the absence is for a full day proceed to step 11.

STEP 8: Click the clock icon to select the start time of the absence. Repeat steps 8, 9, and 10 to set the time of the absence for start and end times.

STEP 9: Select the appropriate hour, minute, and AM/PM boxes.

STEP 10: Click “Set” to save the time.

STEP 11: Use the “Reason” drop down menu to select the reason that best describes your child’s absence.

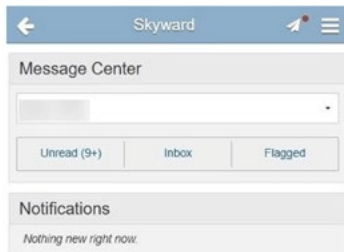
Note: If you select the “Court Appearance/Ordered” or “Medically Excused Absence” options, you will still be required to submit documentation to your child’s school to excuse the absence. Please direct questions about required documentation to your child’s school.

STEP 12: If a sibling is absent for the same reason, you can select the check box to copy the absence request to that child.

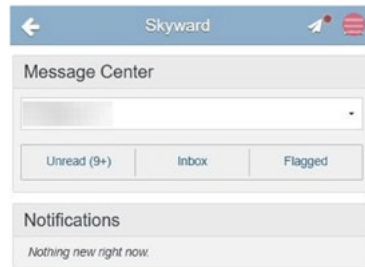
STEP 13: Use the “Comments” box to provide any additional details about this absence for school staff.

STEP 14: Click “Save” and your request is submitted.

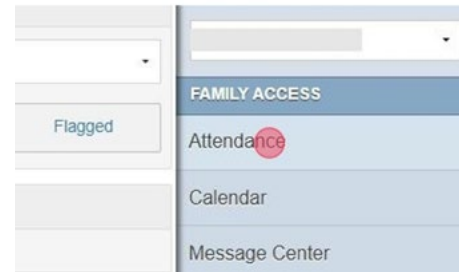
How to Submit a request to excuse a student absence using the Family Access Skyward mobile application.



STEP 1: Open the Skyward Family Access app.



STEP 2: Tap the menu icon in the top right corner of the screen



STEP 3: Tap “Attendance”



STEP 4: Tap “Add Absence Request”



STEP 5: Tap the “Start Date” field and select the first date of the absence.

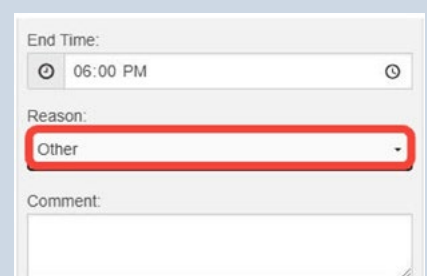


STEP 6: Click the “End Date” field and select the last date of the absence.

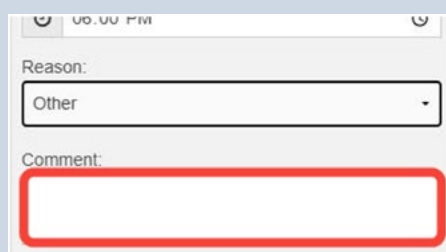
STEP 7: If the absence is only part of the day, turn off the “All Day” switch and select the beginning and end times of the absence.



STEP 8: Select the “Reason” drop down menu and select the option that most closely matches the reason for the absence.



STEP 9: Enter an explanation for the absence in the “Comment” field.



STEP 10: Tap “Submit”

