

Welcome to Family Access

The Wisconsin Rapids Public School District is excited about Family Access. What is Family Access? Family Access is a web-based service that will allow parents and authorized family of secondary students to view attendance records, schedule, assignments, report cards, and progress reports with a simple "point and click."

The first thing you need to do is email us at famaccess@wrps.org to obtain your login and password. Please include the following information in your email:

- Your name
- Your address
- Your telephone number
- Your student(s) name(s)
- Indicate whether they attend Wis. Rapids Middle School, Jr. High, or Lincoln
- Your email address



You will receive a confirming email from us with your login and password. After you receive this information, the next step is:

- 1) Start your internet browser
- 2) Go to our district website - www.wrps.org
- 3) Click on FOR PARENTS on the top toolbar, then Family Access (you may also click on the drop-down under Quick Links on the bottom right sidebar of our home page, then click on Family Access)
- 4) Click on the Family Access link and enter your login and password

Navigating the Site

Once on the site, click on the student's name in the drop-down box at the top of the screen next to Student. The school your student is currently enrolled in will show beside School on the top middle of the screen.

Now you may click on the various links on the left side of the screen.

◆ A **Calendar** displays with options to show assignments, absences, notes, and message center messages for each date.

◆ The **Student Information** link contains Student/Family Info as well as a Contact Us tab.

◆ Clicking on **Gradebook** shows your student's current grade in each class. You will be able to see detailed grade book information by clicking on the grade itself. (*Please note* - a * showing in the grade column is not a 0.) There is also a Missing Assignments tab on this screen with detailed assignment information. (*Please note* - if the date of an assignment is past and there is no grade entered, it does not mean the assignment is missing. It will show in Missing Assignments when it is missing!) The Teacher's Log tab is where teachers may log notes about a student. Also found here are the GPA/Class Rank tab and the Comments tab which displays the teacher comments from each grading period.

◆ There is a **Message Center** link where teachers may post messages regarding their class and schools may post special notices, school events, open houses, etc. A yellow exclamation point will appear next to the Message Center link to alert you of new messages.

◆ The **Notes** link allows Guardians and Students to add notes that will also display on the calendar if that option is clicked on the bottom of the calendar

screen. This can be used for reminders to bring certain materials to class, for example.

◆ On the **Attendance** screen, dates may be underlined and displayed in a different color. These are dates where attendance information has been entered. Click on the date to see more detail.

◆ Clicking on **Schedule** reveals your student's schedule for the current term. A tab at the top of the screen called Current Year allows you to take a look at the entire school year.

◆ You may click on any link on the **Report Cards** tab to view that particular report card.

Frequently Asked Questions



Do I have to apply for a new login and password every school year? No, once you receive the initial login information, it stays with your family until your youngest student graduates from high school.

What if I forget my password? Go to the Family Access login screen and click on the blue, underlined Forgot your login or password? On the screen that pops up, type in the Email Address that you used to create your Family Access account and click the Submit button. Our system will match up your email address and automatically email your login information back to you.

Can I change my password? Yes. After you log in, simply click on the Account Info button on the top right of your screen. After clicking on the Change My Password box, fill in the information on the bottom of the pop-up box to change the password. Be sure to click the Save button to exit.

What if I don't have Internet access at home? You can access the website from any computer, from work, at our local library, or from a friend's computer.

What about changes to my student's family information? When you have a change in address, workplace information, phone number, etc. you may click on the Student Information link on the left side of the screen. There is a Contact Us tab at the top of this section. Click on the Contact Us button to email us with the new information.

More Questions

How soon after a test/assignment due date will I be able to see my student's grade? There is a ten school day window between when the test/assignment is due and when you may be able to view the grade on Family Access. There may be exceptions to this window when large assignments (term papers and projects) are due. *Please note* - if the date of an assignment is past and there is no grade entered, it does not mean the assignment is missing. It will show in Missing Assignments when it is missing.

Will students be able to see information about themselves? Yes, they will. Students will receive their own login and password at school and be able to log into Student Access.

Why do the screens for my elementary school children look different? The elementary schools do not use Family Access to the same extent as the secondary schools. There will be limited information for those students.

What should I do if I have questions or concerns about my student's progress?

If you have concerns or questions about your son/daughter's progress or grades, talk to your child first. If you need further information, please contact the teacher, guidance department, or the main office where your student attends.



Lincoln High School - 715-424-6750

**Wisconsin Rapids Junior High
715-424-6730**

**Wisconsin Rapids Middle School
715-424-6740**

**Software Support - 715-424-6715,
extension 1037**

**Wisconsin Rapids
Public Schools**

**Family
Access**



For Grades 6 - 12

Home School



Together