

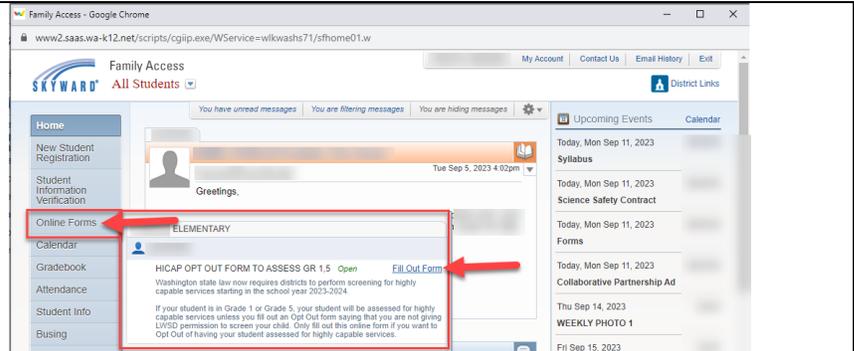
FAMILY ACCESS GUIDANCE

Highly Capable – Opt Out Form

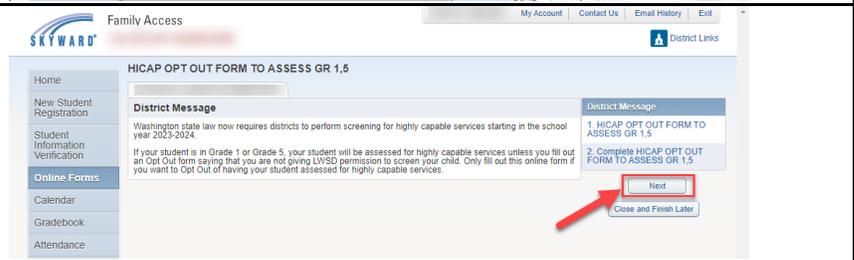
Grades 1 and 5

only complete if you are opting out of assessment

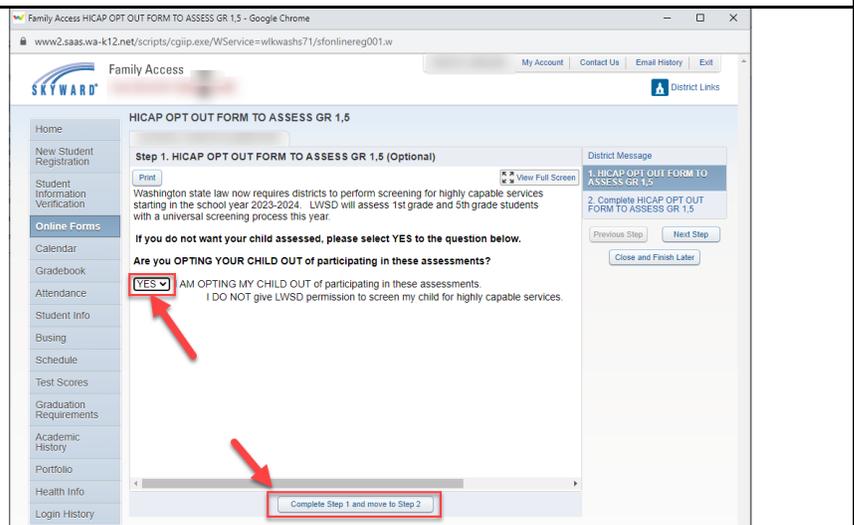
- 1) Open up your Family Access account.
- 2) Select “Online Forms” on the left.
- 3) Select “Fill out Form” for the form you want to complete.



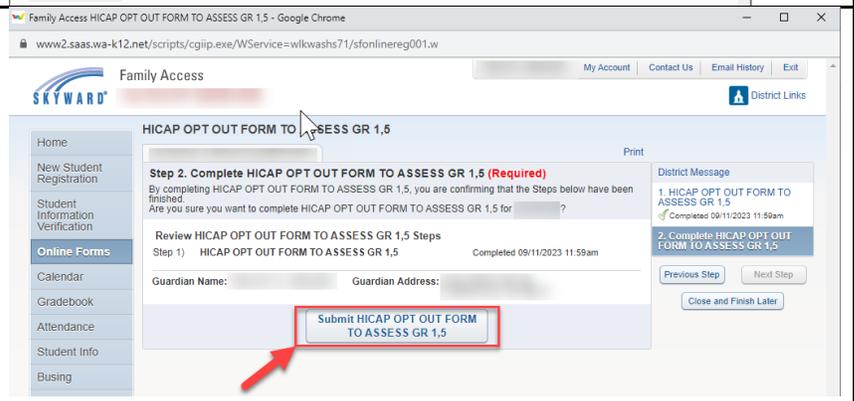
- 4) Review the District Message and select “Next”.



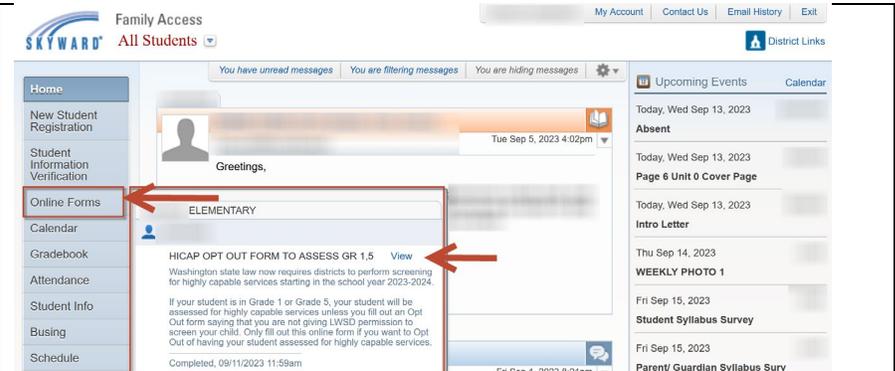
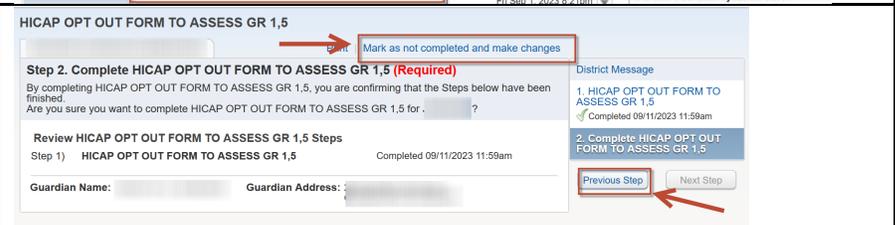
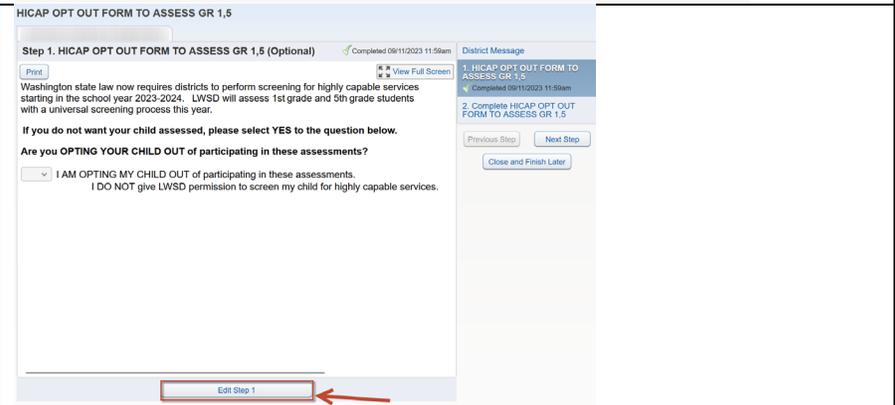
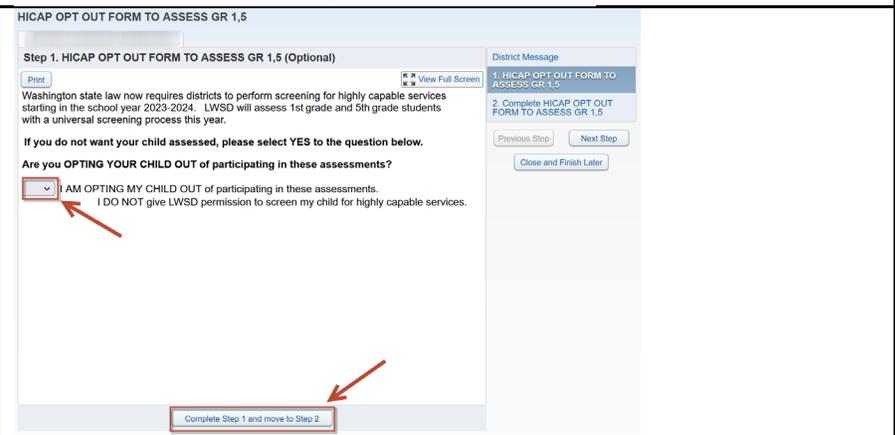
- 5) If you are opting out, then select “YES” and then select “Complete Step 1 and move to Step 2”



- 6) Select “Submit HICAP OPT OUT FORM TO ASSESS GR 1,5”



If you need to make changes after you have already submitted your form, follow the instructions below to edit your selection and resubmit your form.

<p>1) Open up your Family Access account.</p> <p>2) Select "Online Forms" on the left.</p> <p>3) Select "View" for the form you want to complete.</p>	
<p>4) Select "Mark as not completed and make changes"</p> <p>5) Select "Previous Step"</p>	
<p>6) Select "Edit Step 1"</p>	
<p>7) Make your changes then select "Complete Step 1 and move to Step 2"</p>	
<p>8) Select "Submit HICAP OPT OUT FORM TO ASSESS GR 1,5"</p>	