

FAMILY ACCESS GUIDANCE

Highly Capable – Permission to Assess

Grades K, 2, 3, 4, 6, 7, 8

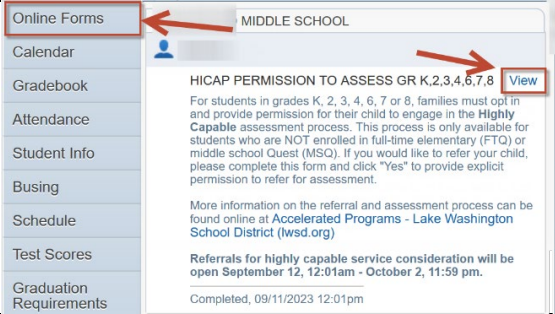
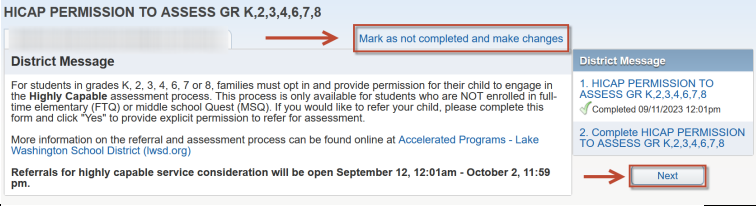
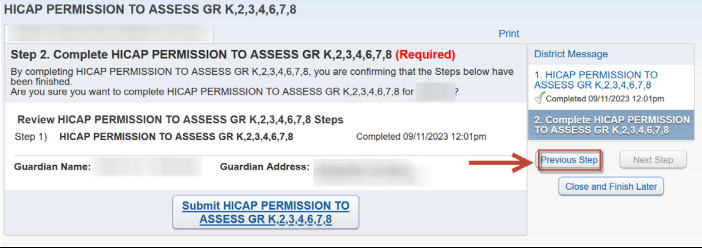
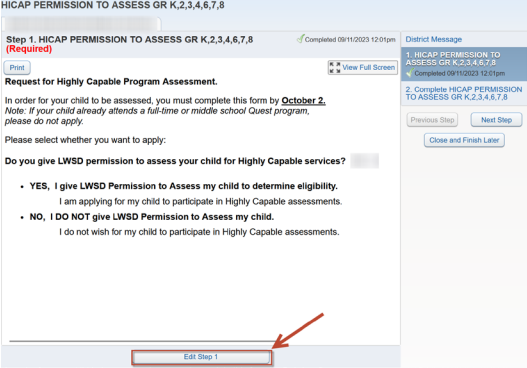
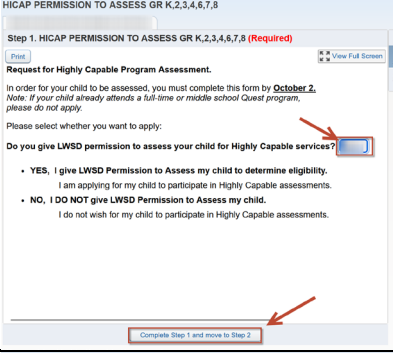
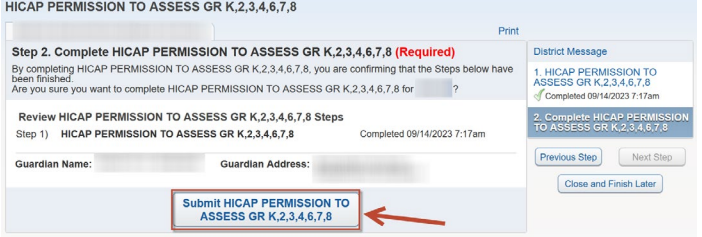
- 1) Open up your Family Access account.
- 2) Select “Online Forms” on the left.
- 3) Select “Fill out Form” for the form you want to complete.

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

- 5) Make your selection of “YES” or “NO” from the dropdown menu.
- 6) Select “Complete Step 1 and move to Step 2”

- 7) Select “Submit HICAP PERMISSION TO ASSESS GR K,2,3,4,6,7,8”

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.

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| <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 “Next”</p> |  |
| <p>6) Select “Previous Step”</p> |  |
| <p>7) Select “Edit Step 1”</p> |  |
| <p>8) Make your changes then select “Complete Step 1 and move to Step 2”</p> |  |
| <p>9) Select “Submit HICAP PERMISSION TO ASSESS GR K,2,3,4,6,7,8”</p> |  |