Completing the gifted and talented parent referral form in Family Access
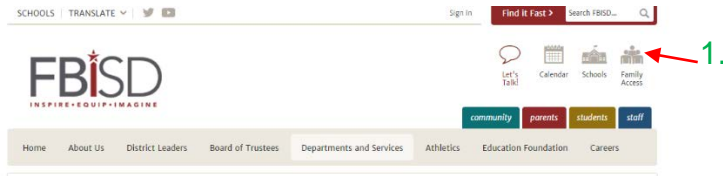
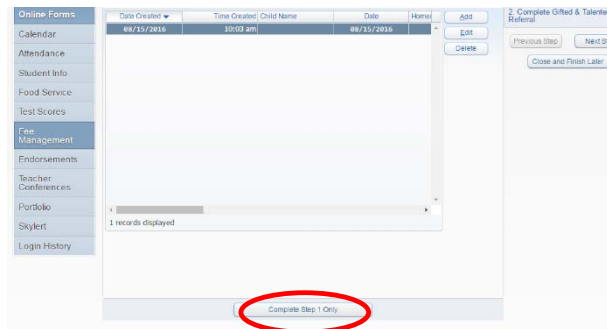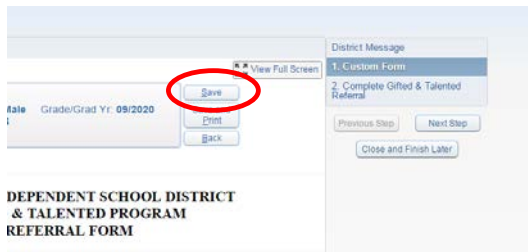1. Select Family Access at www.fortbendisd.com and login to your account.
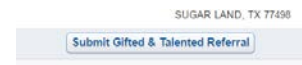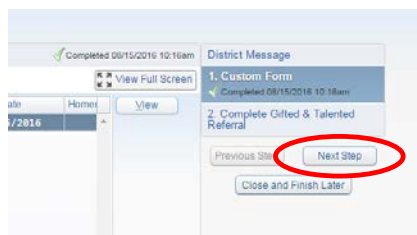

2. Select "Online Forms" from the left navigation pane.
3. Select "1. Custom Form" from the left. A pop up window will ask if you would like to complete the form, select "Yes".

4. Type in the missing information: Name of person completing the form, relation to student, phone, Signature *(type your name again)* and the date. There is a scroll bar at the bottom of the screen that will allow you to roll over to the right side of the form.

5. Select "Save" at the top of the screen and then select "Complete Step 1 Only" at the bottom of the screen. You will notice a green checkmark now appears next to step one.

6. Select "Next Step" which will then display a new screen where you can select "Submit Gifted & Talented Referral"

7. You have finished submitting your child's referral for GT testing once you see this screen.