

### **Family Access – Report Cards and Progress Reports**

Step 1 - Log in to Family Access at <http://www.fortbendisd.com/family-access>.

Then click on “Family Access” located in the lower right side.

Step 2 - Enter your login information and password \*\*\* (If you do not know your information, you can contact Laura Middleton at (281) 634-6452 or email her at [laura.middleton@fortbendisd.com](mailto:laura.middleton@fortbendisd.com).)

Step 3 – Click on “Portfolio” located on the left side of the screen. (If using a mobile device, click on the “+” sign and then click on “Portfolio”).

Step 4 – A list of documents or reports will appear. Click on the hyperlink with the title of the report (i.e. Term 2 Report Card) an electronic signature window will pop up, then click agree and hit submit and your signature will automatically be populated.

Step 5 – The report will be generated, and you will also have access to other reports about your child.

- If for any reason you would like a hard copy of the report, please contact Laura Middleton at (281) 634-6452 or email her at [laura.middleton@fortbendisd.com](mailto:laura.middleton@fortbendisd.com).

We appreciate your help and your assistance as we make this transition to electronic reports.

Best Regards,

Michael Hejducek

Principal – Fort Settlement Middle School