

Fort Bend Independent School District

Family Access Course Request Guide for Incoming & Current Secondary Students

Current **5th - 7th grade students** must complete a Middle School Course Request including Alternate courses for the next school year .

Current **8th grade students** must select their Endorsement, chose a Career Plan, and complete High School Alternate Course Request (only at selected campuses) for the next school year.

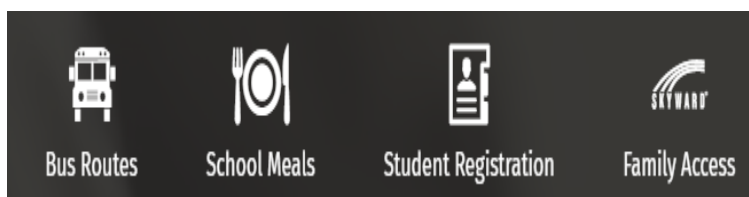
Current **9th - 11th grade students** will edit the courses in their plan and complete High School Alternate Course Request (only at selected campuses) for the next school year.

Students will complete course requests, endorsements, and career plans for the next school year online through **Family Access**.

Begin by clicking Skyward - **Family Access**, located at the bottom of your screen.

Then click on **Login to Family Access**

When the login screen opens, the students will type in their login and password, and click on the **Sign In**. *You will use your **student network login and password that you use at school**.*



SKYWARD FAMILY ACCESS

[Login to Family Access](#)



FORT BEND INDEPENDENT SCHOOL DISTRICT
FBISD PRODUCTION

Login ID:

Password:

Sign In

Forgot your Login/Password?

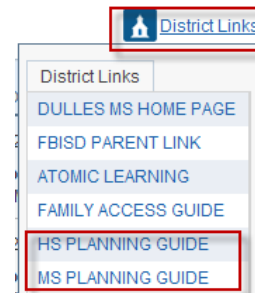
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Login Area: Family/Student Access

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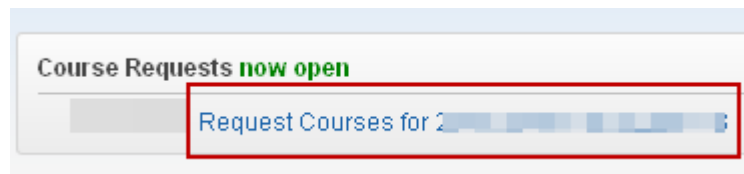
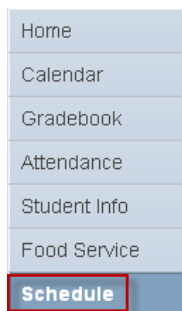
When students log into Student Access, helpful district links are located on the top right. The High School and Middle School planning guides are available online if you have a question about a course.



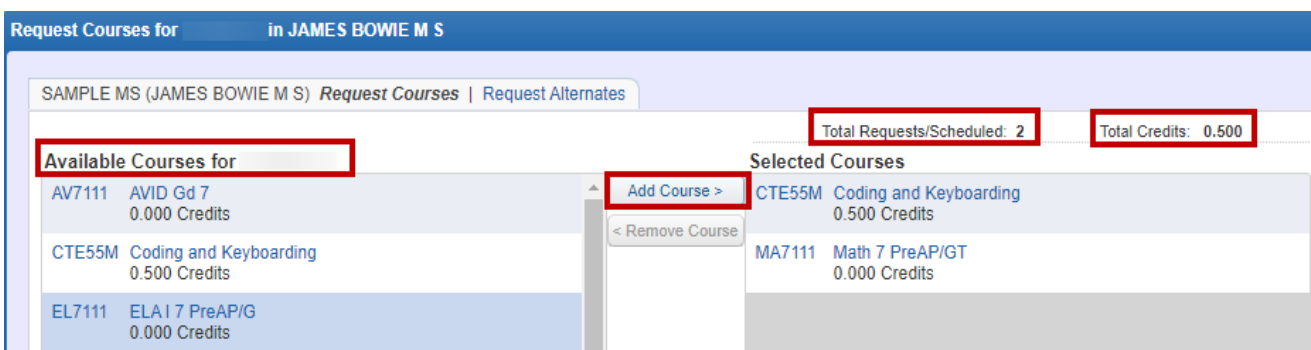
COURSE REQUEST

To access the Course Request link for the next school year:

- Click **Schedules**
- Click on the link Request Courses for xxxx-xxxx (future school year) in your next year school to start the process.



The **Available Courses** list is in alphabetical order on the left. Scroll down the list and highlight a course to request. After highlighting the course, click **Add Course**. The requested course then moves to the Selected Course column on the right side. Middle School students transitioning into high school for the next school year will need to review the **Total Credits** field to determine the number of courses selected. Your school will give you the appropriate number of courses to select.



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If you are having difficulty locating a course from the list, there is a search filter at the bottom left of the screen. To locate a course, you can enter a portion or all of the course **description**. Click the **Search** button. You do need to clear the field after use to display the entire list of courses again.

To view particulars of a course, click once on course name and a detail box will display.

ALTERNATE COURSE REQUEST

To add Alternate Course Requests:

- Click on **Request Alternates** at the top left of the screen.
- Select alternates as directed by your school.
- List them in the order of your preference by setting the priority (#1 being the highest).

Note: Click on the arrows and move it up and/or down in priority or remove it.

Selected Alternate Courses			
1	↓	9SA01	Organic Chemistry 1.000 Credits
2	↑	CFI02	Accounting I 1.000 Credits
R		EL142	Eng IV 1.000 Credits
R		FL231	French III Pre 1.000 Credits

Verify your selected **course requests (R)** and the **alternate course requests (numbers in the priority column)**.

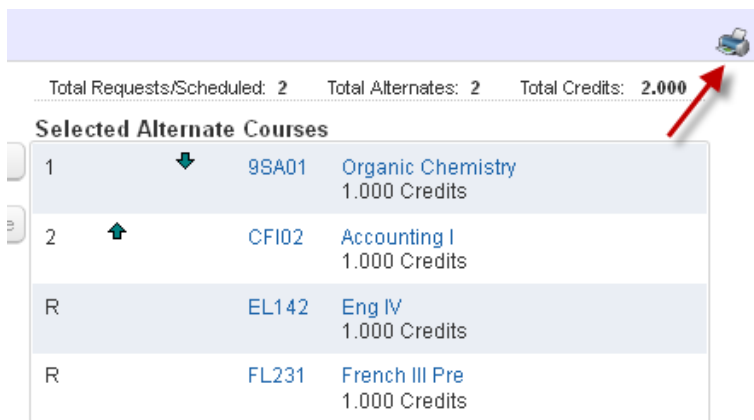
Selected Alternate Courses			
1	↓	9SA01	Organic Chemistry 1.000 Credits
2	↑	CFI02	Accounting I 1.000 Credits
R		EL142	Eng IV 1.000 Credits
R		FL231	French III Pre 1.000 Credits

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When the selection process is completed, you may print a copy of your selections by clicking on the **Printer Icon**.

(Be sure to be on the **Request Alternate Courses Screen** to see requests and alternate requests.)



The screenshot shows a web interface with a light blue header bar. In the top right corner of the header is a printer icon, which is pointed to by a red arrow. Below the header, there are three summary statistics: 'Total Requests/Scheduled: 2', 'Total Alternates: 2', and 'Total Credits: 2.000'. Below these is a section titled 'Selected Alternate Courses' which contains a table with four rows of course information.

Total Requests/Scheduled: 2			Total Alternates: 2	Total Credits: 2.000
Selected Alternate Courses				
1	↓	9SA01	Organic Chemistry	1.000 Credits
2	↑	CFI02	Accounting I	1.000 Credits
R		EL142	Eng IV	1.000 Credits
R		FL231	French III Pre	1.000 Credits

Click the **X** and then the **Logout** button when finished.

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Endorsements: Selecting and Signing Endorsements (HS Only)

Before starting their career plan (4 year plan) students must declare an Endorsement **AND** an Endorsement Option.

Home

Calendar

Gradebook

Attendance

Student Info

Food Service

Schedule

Endorsements

Academic History

Portfolio

Login History

After logging in to Student Access, the student will select **Endorsements** from the menu.

Select Endorsement and Endorsement Option by clicking on **Declare an Endorsement**

Endorsements

Declared

Endorsement

Option

Declare an Endorsement

Achieved

Endorsement

Option

No Achieved Endorsements

Declare Endorsement

* Endorsement

Option

Signature Req

Arts and Humanities

Business and Industry

Multidisciplinary Studies

Public Services

STEM

Under the Fe

Endorsement

following and

erceive Act, before you may electronically sign this

nation and you must affirmatively agree to the

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The student will sign the **Endorsement** by checking the box beside **I Agree**. The student's name and the date signed will then be displayed, then click on **Save**.

Declare Endorsement

* Endorsement: Option:

Signature Required

Under the Federal Electronic Signatures in Global and National Commerce Act, before you may electronically sign this Endorsement, you must be provided with certain of the following information and you must affirmatively agree to the following and thereafter not withdraw your agreement.

By clicking 'I Agree' and submitting this agreement via the internet, I acknowledge that:

- * I have read and understood the foregoing Electronic Signature Agreement and that I intend to be bound thereby.
- * I understand and agree that my electronic signature is the equivalent of a manual signature and that others may rely on it as such in connection with any and all agreements I may enter into, including but not limited to this Electronic Signature Agreement.

☐ I Agree

Signed By: Date Signed:

(*) Indicates a required field.

Save

On the Endorsement page under the selected information will be the message **Guardian Signature is Required**. Parents must sign the **Endorsement** page through **Family Access**.

When the student has made an Endorsement selection and signed it electronically, the parent will see the student's choice and the electronic signature.

By clicking on the word (**Sign**), the parent will be able to add an electronic signature by checking the box **I Agree**. The parent's name and the date signed will display and a **Submit Signature** button will appear.

Declared

Endorsement	Option
Multidisciplinary Studies	

Signed by [redacted] on 01/29/2015 at 9:08 AM.

Signed by [redacted] on 01/29/2015 at 9:24 AM.

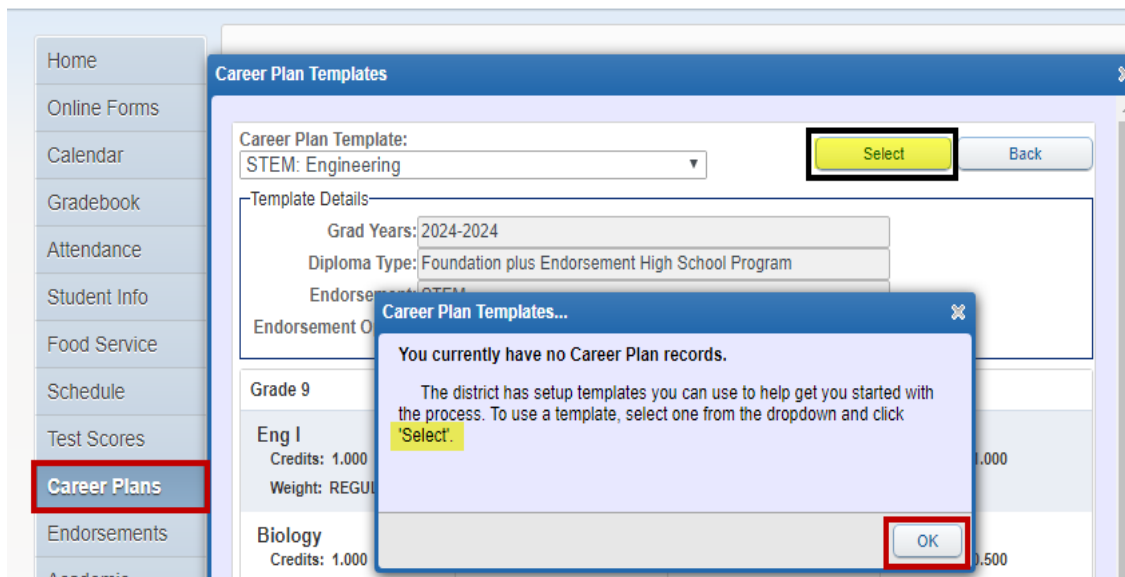
NOTE: Parents are not able to change the Endorsement after the student has made the selection. Changes must be made through the Counselor.

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Career Plans: Using Templates to Select Courses (HS Only)

After signing your endorsement, click on **Career Plans**. A pop-up box will appear with instructions on selecting a template. Once, you have read the notification, click "OK".

All templates are directly tied to endorsements and endorsement options. Choose your pathway option from the drop-down menu. Students may refer to the FBISD Universal Course Selection Sheet or High School Course Selection Guide to see all pathway options.



Once the template is selected, courses will automatically populate.

Career Plan for SAMPLE2 MS STUDENT
Student Signature is Required (Sign)

Grade 09	Grade 10	Grade 11	Graduation Requirements
Algebra I Credits: 1.000 Weight: REGULAR	Chem I Credits: 1.000 Weight: REGULAR	Algebra II Credits: 1.000 Weight: REGULAR	Area
Biology Credits: 1.000 Weight: REGULAR	Eng II Credits: 1.000 Weight: REGULAR	Civil Eng & Arch Credits: 1.000 Weight: AP	Total
Eng I Credits: 1.000 Weight: REGULAR	Engineering Science Credits: 1.000 Weight: REGULAR	Eng III Credits: 1.000 Weight: REGULAR	English Lang Arts 26.000 19.000
Intro to Eng Design Credits: 1.000 Weight: REGULAR	Geometry Credits: 1.000 Weight: REGULAR	Physics Credits: 1.000 Weight: REGULAR	English I 4.000 4.000
World Geo Credits: 1.000 Weight: REGULAR	World Hist Credits: 1.000 Weight: REGULAR	US Hist Credits: 1.000 Weight: REGULAR	English II 1.000 1.000
			English III 1.000 1.000
			Advanced English 1.000 1.000
			Mathematics 4.000 4.000
			Algebra I 1.000 1.000
			Geometry 1.000 1.000
			Advanced Mathematics 1.000 1.000
			Mathematics Electives 1.000 1.000
			Science 4.000 3.000
			Biology 1.000 1.000
			Integrated Phys & Chem... 1.000 1.000
			Advanced Science 1.000 1.000
			Science Electives 1.000 0.000
			Social Studies 3.000 3.000
			World History/World Ge... 1.000 1.000
			US History 1.000 1.000
			US Government 0.500 0.500
			Economics 0.500 0.500
			Physical Education 1.000 0.000
			Languages Other Than E... 2.000 0.000
			LOTE Level I 1.000 0.000
			LOTE Level 2 1.000 0.000
			Fine Arts 1.000 0.000
			Speech 0.500 0.000
			Requirements of Declared Endorsements
			STEM
			Option A: Engineering (CTE)

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Students may now edit their 4 year plan. The pencil icon on the top right hand corner of each course indicates the course may be edited. Once complete, changes will automatically save.

- Core courses for **English, Math, Science, and Social Studies**, along with the courses required for the selected endorsement option are automatically populated.
- All core courses in the template are “on-level”. Students may edit their courses if they wish to take PreAP or AP courses.
- Students may change the grade level a course is taken.
- **Eighth grade students should pay special attention to editing the courses in their freshman year first.** These courses will become their course requests.
- Students will edit their 4 year plan every year, if time allows, students should edit the courses for grades 10-12.

Course	Credits	Weight
Algebra I	1.000	REGULAR
Chem I	1.000	REGULAR
Algebra II	1.000	REGULAR
Biology	1.000	REGULAR
Eng II	1.000	REGULAR
Eng III	1.000	REGULAR
Eng I	1.000	REGULAR
Geometry	1.000	REGULAR
Human Growth & Development	1.000	REGULAR

At the top of each grade year column, there is a button to “Add Curriculum”. Students use this button to add additional classes to their career plan.

It is important to note that students may take a **maximum of 7 credits each year**.

Career Plan for SAMPLE2 MS STUDENT
 Student Signature is Required (Sign)

[Add From Template](#)

Grade	Course	Credits	Weight
Grade 09	Algebra I	1.000	REGULAR
Grade 10	Chem I	1.000	REGULAR
Grade 11	Algebra II	1.000	REGULAR

Graduation Requirements			
Area	Req	In Plan	
Total	26.000	19.000	
English Lang Arts	4.000	4.000	✓
English I	1.000	1.000	✓
English II	1.000	1.000	✓
English III	1.000	1.000	✓
Advanced English	1.000	1.000	✓
Mathematics	4.000	4.000	✓
Algebra I	1.000	1.000	✓

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Students may search for courses to by Graduation Requirement Area or Endorsement Requirements. Using “No Filter” will allow the student to search through all courses.

The screenshot shows a window titled "Curriculum Maintenance". At the top, there is a "Filter By:" section with three radio buttons: "Graduation Requirement Area" (selected), "Endorsement Requirement", and "No Filter". Below this is a "Requirement:" dropdown menu. To the right of the filter section are "Save" and "Back" buttons. Below the filter section is a "Grade:" dropdown menu set to "09" and a "Show Curriculums" button. The main area contains a table with three columns: "Key", "Description", and "Entity".

Key	Description	Entity
AD54	Ag Teacher	000
AD55	Tech Integration Champion	000
AD56	Professional Learning Lead	000
AD57	Compliance	000
AD58	Travel	000
AD59	Vertical Alignment	000
AV112	AVID I	000
AV122	AVID II	000
AV132	AVID III	000
AV142	AVID IV	000

At the bottom right of the table is a "Search:" input field.

The section on the right indicates Graduation Requirements and all required credits . A check mark means the student has a course in their plan the meets that particular requirement.

The screenshot shows a "Career Plan for SAMPLE2 MS STUDENT" with a note "Student Signature is Required (Sign)". It displays course plans for Grade 09, Grade 10, and Grade 11. Each grade section has an "Add Curriculum" button and a list of courses with their credits and weights. To the right, there is a "Graduation Requirements" table with columns for "Area", "Req", and "In Plan". A red box highlights this table.

Area	Req	In Plan
Total	26.000	19.000
English Lang Arts	4.000	4.000
English I	1.000	1.000
English II	1.000	1.000
English III	1.000	1.000
Advanced English	1.000	1.000
Mathematics	4.000	4.000
Algebra I	1.000	1.000
Geometry	1.000	1.000
Advanced Mathematics	1.000	1.000
Mathematics Electives	1.000	1.000
Science	4.000	3.000
Biology	1.000	1.000
Integrated Phys & Chem...	1.000	1.000
Advanced Science	1.000	1.000
Science Electives	1.000	0.000
Social Studies	3.000	3.000
World History/World Ge...	1.000	1.000
US History	1.000	1.000
US Government	0.500	0.500
Economics	0.500	0.500
Physical Education	1.000	0.000
Languages Other Than E...	2.000	0.000
LOTE Level 1	1.000	0.000
LOTE Level 2	1.000	0.000
Fine Arts	1.000	0.000
Speech	0.500	0.000

Below the graduation requirements table is a section for "Requirements of Declared Endorsements" with a dropdown menu showing "STEM" and "Option A: Engineering (CTE)".