# **ACHIEVE Family Portal**



If you are a parent or guardian of a student (learner) with an Individualized Education Program (IEP), the ACHIEVE Family Portal will give you 24/7 access to your learner's special education information. The portal helps you support your child's learning and be involved in the IEP process.

#### Why should I sign up for the ACHIEVE Family Portal?

Benefits for you:

- Access information to support your learner's development and learning electronically
- Receive the information you need to participate in IEP meetings
- Download and print your learner's records anytime
- See accomplishments and real-time progress towards your learners's goals
- Receive meeting notices and view a calendar of upcoming meetings
- View and sign consent forms
- Complete family engagement surveys

### What if I do not sign up for an account?

Families choose whether or not to create an account. You will still have access to records and information outside of the ACHIEVE Family Portal without an account. The portal does not replace person-to-person communication and collaboration with the IEP team.

## **Access Anytime from Anywhere**

There are no apps to download! You can access your learner's education records from your phone, tablet or computer anywhere you have internet access. Don't worry if you don't have internet access; you can still receive paper copies at your IEP meeting.

## Watch for your invitation!

Once you have provided consent to receive special education services and provided your email address to your IEP team, you will receive an email inviting you to create an account in the ACHIEVE Family Portal. Click the link in your email to start the registration process. Contact your learner's IEP facilitator if you did not receive an invitation or need to update your email address.



#### Need help getting started?

ACHIEVE operates within an internet browser and can be accessed using computers, laptops, tablets, and smartphones. The optimal screen size for viewing ACHIEVE is 1280px, though ACHIEVE will adjust the formatting to accommodate smaller screen sizes. ACHIEVE is compatible with the three most recent versions of Safari, Google Chrome, Firefox, and Microsoft Edge.

