

Home Access Center (HAC) – Instructions for Updating your FERPA Privacy Flags:

The link to HAC can be found on the Springfield School District website - HAC page: www.ssdcougars.org/HAC

A. Login to Home Access Center (HAC):

1. Enter your Username and Password
(If you experience problems logging in and using the “Forgot My Username or Password” link, please visit the HAC page on the Springfield School District website (www.ssdcougars.org/HAC) for further instructions.)
2. Click Login

Home Access Center

Login

Please note: all user passwords are Case Sensitive

This Home Access Center website is used by multiple districts to allow parents to view their students' schoolwork and other information.

If the website cannot determine your school district, a district selection box will display above the login box. If you see the district selection box, please be sure to select the correct district before logging in.

Please contact your school district if you experience any problems while accessing your student's information.

Please enter your account information for Home Access Center.

User Name:

Password:

[Forgot My Username or Password](#)

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B. You will be directed to your child's home page.

If you have multiple children in the District, you will need to update the FERPA flags for each child. Click the “Change Student” button in the top right hand corner to switch between children.

Springfield School District PA Home Access Center

Home Attendance Classes Grades Registration

Week View School Links

Monday September 01, 2014 - Friday September 05, 2014

Class	Monday 09/01	Day: N/A	Tuesday 09/02	Day: 1	Wednesday 09/03	Day: 2	Thursday 09/04	Day: 3	Friday 09/05	Day: 4
AP American Gov/Pol (245 - 1) Per: 1 Nelson, Robert			Summer Assignment #1 - "Hardball" Summer Assignment #2 - Chapter 2 Questions							
Functional Ceramics (811 - 1) Per: 1 Belton, Christine										

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C. FERPA information can be found on the Registration page:

1. Select the "Registration" icon to view the FERPA Privacy flags.
2. Click the "Edit" button in the FERPA header.

Springfield School District PA
Home Access Center

Student's Name [Change Student](#)

Home Attendance Classes Grades Registration

Demographic

Student Name: Building: Springfield High School Grade: 11
Birth Date: Gender: Language:
House/Team: Calendar: Regular Calendar Gr 9-11 Homeroom Teacher: [HR Teacher Name - Email Link](#)
Counselor: [Counselor Name - Email Link](#) Homeroom:

Emergency

Doctor: Insurance:
Phone: Ext: Group:
Hospital: ID:
Subscriber:

Transportation

To School

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Walking/Bicycle						

From School

Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Walking/Bicycle						

Contacts [Edit](#)

Student

Student Mailing Address

Child's Name
111 W Leamy Ave
Springfield, PA 19064
H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org

Student Address

Child's Name
111 W Leamy Ave
Springfield, PA 19064
H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org

Guardian

Guardian

Guardian 1 Name
111 W Leamy Ave
Springfield, PA 19064
H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org

Guardian

Guardian 2 Name
111 W Leamy Ave
Springfield, PA 19064
H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org

FERPA [Edit](#)

The Family Educational Rights and Privacy Act (a.k.a. FERPA) protects a student's right to privacy concerning their academic records and information.

Select the areas of identification that you would like withheld from use. Doing so will restrict your student's information/image from all publications and directories.

Student ID/Name Student Address Student Phone Student Photo

3. Select the areas of identification that you would like withheld from use. Doing so will restrict your student's information/image from all publications and directories.
4. Click the "Save" button.

HomeAccess - Microsoft Internet Explorer provided by SSD

https://hac.spihost.com/HomeAccess3.1/Content/Student/updateFERPA.aspx

Update FERPA Information [Save](#) [Cancel](#)

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Select the areas of identification that you would like withheld from use. Doing so will restrict your student's information/image from all publications and directories.

Student:

Student ID/Name Student Address
 Student Phone Student Photo

- Areas of restriction will display with a green checkmark on your Registration screen.

Springfield School District PA
Home Access Center

Logoff

Student's Name

Change Student

Home

Attendance

Classes

Grades

Registration

Demographic

Student Name: Birth Date: House/Team: Counselor: Counselor Name - Email Link	Building: Springfield High School Gender: Calendar: Regular Calendar Gr 9-11 Homeroom:	Grade: 11 Language: Homeroom Teacher: HR Teacher Name - Email Link
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Emergency

Doctor: Phone: Ext: Hospital:	Insurance: Group: ID: Subscriber:
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Transportation

To School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Walking/Bicycle						

From School							
Days	Description	Bus Number	Bus Route	Stop Number	Stop Time	Stop Description	Shuttle Stop
M, T, W, R, F	Walking/Bicycle						

Contacts Edit

Student	
Student Mailing Address Child's Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org	Student Address Child's Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org
Guardian	
Guardian 1 Guardian 1 Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org	Guardian 2 Guardian 2 Name 111 W Leamy Ave Springfield, PA 19064 H: 610-938-6100 SSD Email: Child.Name@ssdstudent.org

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Student ID/Name
 Student Address
 Student Phone
 Student Photo

Home Access Center
a PLUS 360 Application

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If you do not complete this process, we will assume that you permit your child to be identified, interviewed and/or photographed for publications and directories. Please note that your child's image may appear in occasional group or candid photos without any type of name identification; the use of these candid/group photos of your child is permissible according to our Family Educational Rights and Privacy Act (FERPA) policy (to review the policy, please visit the district website). Also, this release does not apply to photographs taken during extra-curricular activities or events sponsored by quasi-school organizations (i.e.: home & school, athletic booster clubs).

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