



FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

My Florida Schools Handbook

for K-12 Schools



My Florida Schools Handbook

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Welcome to My Florida Schools! The Florida Department of Education (FLDOE) has created a searchable online directory of more than 10,000 K-12 public and private schools in the state. Schools can provide detailed information about their institutions, allowing families to make well-informed decisions about educational options.

We are excited that you are joining the Florida Department of Education in improving family access to educational choices. This guide will provide you with step-by-step instructions for claiming your listing and some best practices so you can get the most out of the platform.

Creating Your Account

The first thing you will need to do is create a **My Florida Schools** account. These steps will guide you through claiming your listing and creating your account.

1. If your contact information is registered with the Florida Department of Education (FLDOE), you will receive an email with instructions for claiming your provider listing. Open the email and select the **Accept invitation** link/button in the email. *If you have not received this email or have trouble accessing your account, please contact My Florida Schools at myfloridaschools@fldoe.org.*



You're invited!

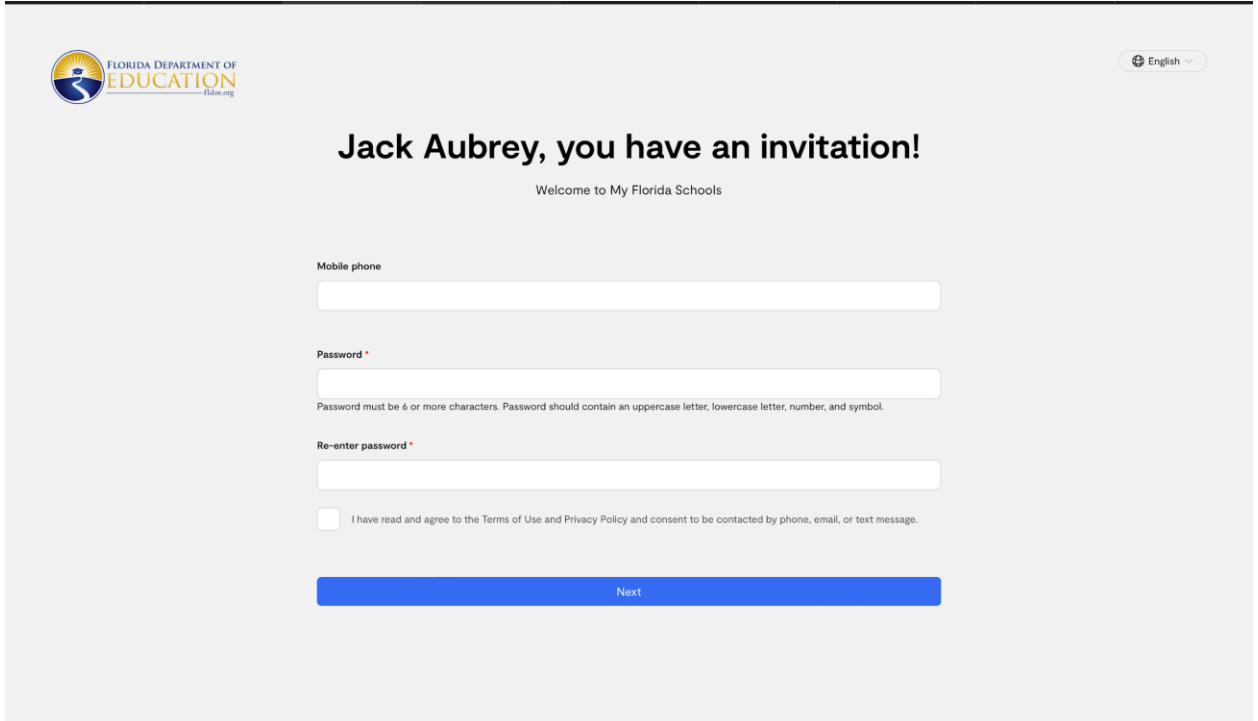
Hi [Provider user name],

[Network Actor or Provider] has invited you to sign up for a My Florida Schools account. Accept the invite to start updating your website and managing tours.

Florida Department of Education

[Accept invitation](#)

2. You will be directed to a welcome page for **My Florida Schools**. Enter your mobile phone number (optional) and create a password. After you review the **Terms of Use** and **Privacy Policy**, check the box indicating you have read and agree to these policies, then select **Next**.



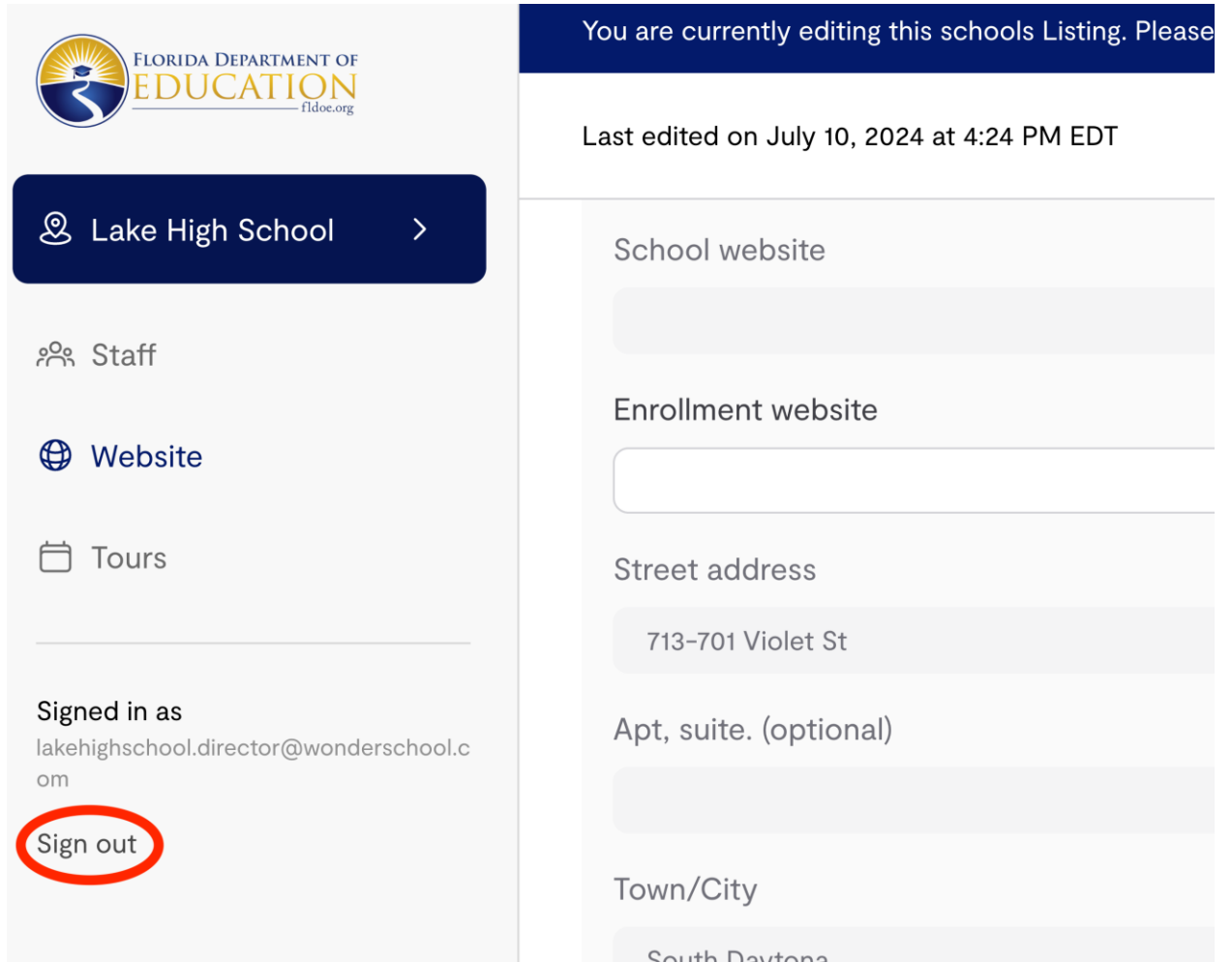
The screenshot shows a web page for the Florida Department of Education. At the top left is the logo, and at the top right is a language dropdown menu set to "English". The main heading reads "Jack Aubrey, you have an invitation!" followed by "Welcome to My Florida Schools". Below this are three input fields: "Mobile phone", "Password *", and "Re-enter password *". A note below the password field states: "Password must be 6 or more characters. Password should contain an uppercase letter, lowercase letter, number, and symbol." Below the input fields is a checkbox with the text "I have read and agree to the Terms of Use and Privacy Policy and consent to be contacted by phone, email, or text message." At the bottom is a blue button labeled "Next".

It's just that simple! For future logins, you will use the email on file with FLDOE and this password to access your account.

Resetting Your Password


Resetting your password is easy:


1. If you need to reset your password but are still signed in, first log out of your **My Florida Schools** account.





You are currently editing this schools Listing. Please


Last edited on July 10, 2024 at 4:24 PM EDT

 FLORIDA DEPARTMENT OF
EDUCATION
fldoe.org

 Lake High School >

 Staff

 Website

 Tours

Signed in as
lakehighschool.director@wonderschool.c
om

Sign out

School website

Enrollment website

Street address

713-701 Violet St

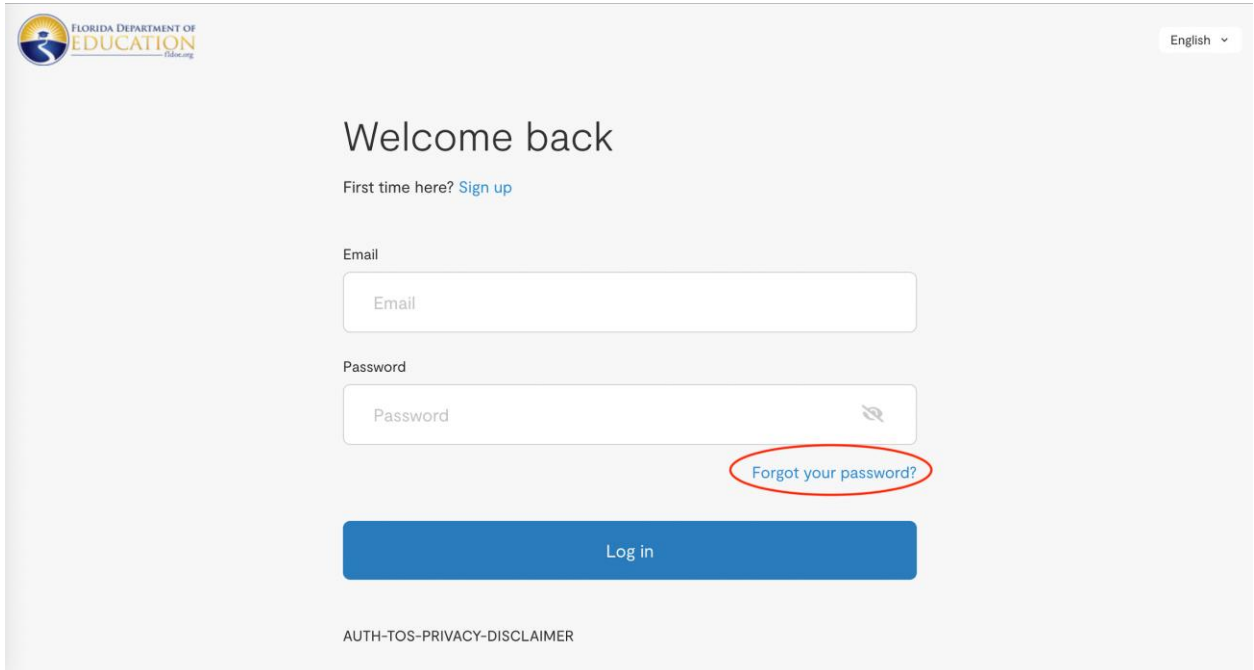
Apt, suite. (optional)

Town/City

South Daytona

2. You will be redirected to the login screen. Alternatively, you can navigate directly to this screen at fldoe.org/myfloridaschools/schoolslogin. Directly beneath the fields for

username and password, select **Forgot your password?**




English ▾

Welcome back

First time here? [Sign up](#)

Email

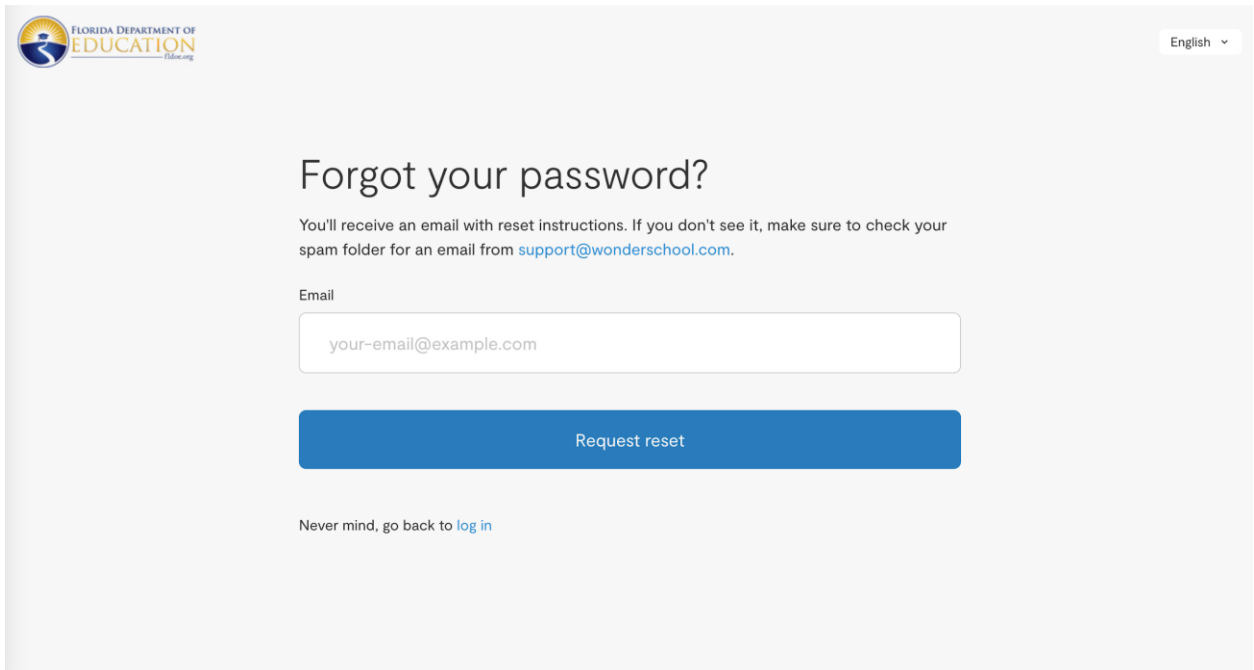
Password

 
[Forgot your password?](#)

[Log in](#)

[AUTH-TOS-PRIVACY-DISCLAIMER](#)

3. In the new window, enter your email address and select **Request reset** to request a link to reset your password.



English ▾

Forgot your password?

You'll receive an email with reset instructions. If you don't see it, make sure to check your spam folder for an email from support@wonderschool.com.

Email

[Request reset](#)

Never mind, go back to [log in](#)

4. When you receive the email, follow the link to the password reset page. Enter your new password and save. You will be redirected to the login screen to sign in with your new

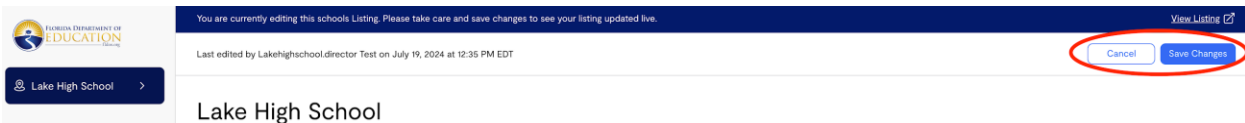
password. If you need more help logging in or resetting your password, please reach out to our team at myfloridaschools@fldoe.org.

Customizing and Editing Your Listing

Customizing and editing your listing is easy to do and can be done at any time from your **My Florida Schools** dashboard by signing in to your account. Use the following information to guide you through your initial customization or any future changes you'd like to make. Don't forget to save your changes!

Saving Your Changes

Please note that any time you add something to or change your listing, you **MUST** select **Save Changes** in the upper right corner of the page for those updates to appear in your public listing. To discard changes or exit without saving, select **Cancel**. As you are building or updating your listing, you can see how your current listing looks by selecting **View Listing** in the bar at the top of the page.



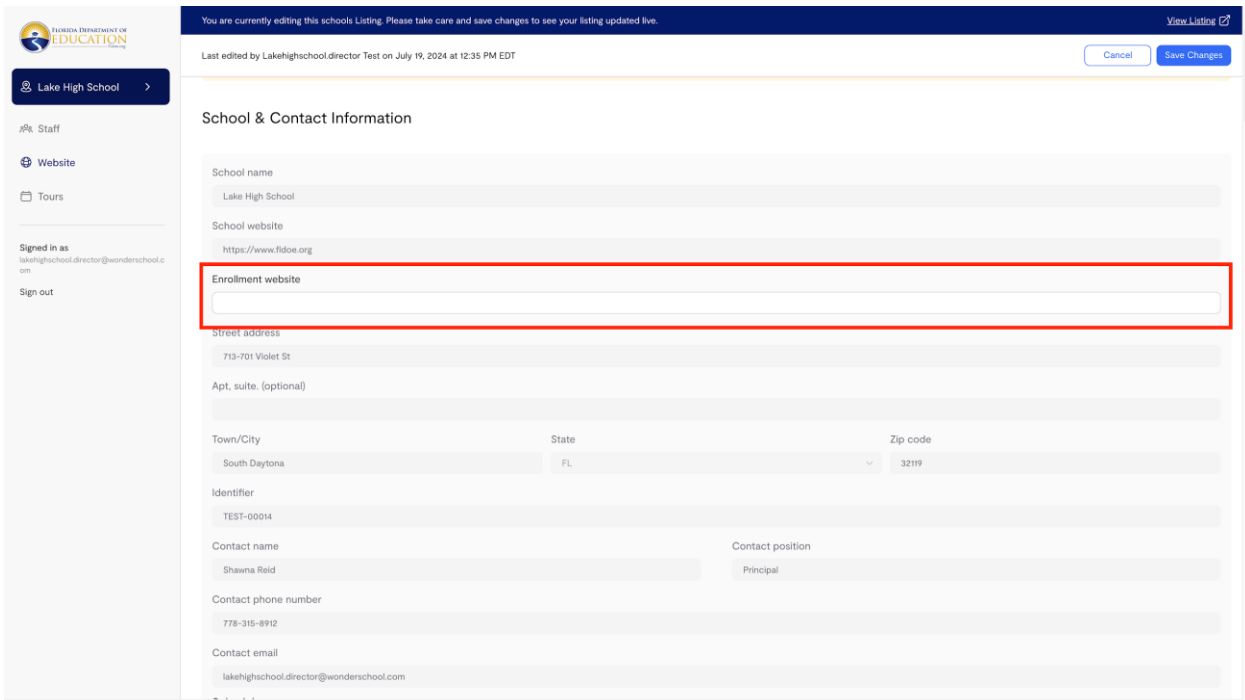
School Listing

Parents or guardians will use the information in your listing to help them find the best educational options for their children, so it's important to keep it accurate and up to date. The more information you customize in this listing, the more likely a family will be able to find you with their own filtered searches. School listings can be customized and edited in these areas:

- Enrollment Information
- School Hours
- Tuition and Fees
- Student Body
- Academic Philosophy
- Academic Programs
- Career Clusters
- Part-time Enrollment
- Transportation
- Meals Provided
- Devices
- Extended Day Services
- Tutoring
- Auxiliary Services
- Contract Services (FES)
- Activities, Sports, and Clubs
- Special Education specialties

Enrollment Information

You can provide a direct link to your school's external website with enrollment information. Be sure to start your entry with `https://` and then your web address. It may be helpful to copy the website address directly from the address bar of your web browser and paste it into this field.



The screenshot shows the 'School & Contact Information' section of a school listing. The 'Enrollment website' field is highlighted with a red box. The form contains the following information:

- School name:** Lake High School
- School website:** https://www.fldoe.org
- Enrollment website:** (Empty field, highlighted with a red box)
- Street address:** 713-701 Violet St
- Apt. suite. (optional):** (Empty field)
- Town/City:** South Daytona
- State:** FL
- Zip code:** 32119
- Identifier:** TEST-00014
- Contact name:** Shawna Reid
- Contact position:** Principal
- Contact phone number:** 778-315-8912
- Contact email:** lakehighschool.director@wonderschool.com

School Hours

Use the drop-down menus in this section to indicate your school's normal hours of operation.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT Cancel Save Changes

758-315-8912

Contact email
northgateacademy.director@wonderschool.com

Schedule

Which days of the week are you open?

Monday
 Tuesday
 Wednesday
 Thursday
 Friday

Which hours are you open for your regular program?

Start: 9:00am End: 5:00pm

Is this a private or public school?
 Public school Private school

What grade levels does your schools serve?

Kindergarten Grade 5 Grade 10
 Grade 1 Grade 6 Grade 11
 Grade 2 Grade 7 Grade 12
 Grade 3 Grade 8
 Grade 4 Grade 9

Basics

What type of school are you?

Day School Religious
 Secular Military

Tuition website

Tuition and Fees

You'll be able to provide information to families about your admissions policies and timeline, your enrollment process, tuition, and any additional fees you may charge, such as for music or sports programs. The information here is provided through an external link, so it's important to be sure the link goes directly to the information on your website.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT Cancel Save Changes

Grade 1 Grade 6 Grade 11
 Grade 2 Grade 7 Grade 12
 Grade 3 Grade 8
 Grade 4 Grade 9

Basics

What type of school are you?

Day School Religious
 Secular Military

Tuition website

Religious affiliation

How many students do you serve?

How many teachers do you have?

What does your student body consist of?
 Co-educational All female All male

Student Body

“Student Body” refers to the gender composition of your student body: Co-educational, All Female, or All Male.

You are currently editing this school's Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:24 PM EDT Cancel Save Changes

Lake High School

#% Staff
Website
Tours

Signed in as lakehighschool.director@wonderschool.com
Sign out

Basics

What type of school are you?
 Public Charter Traditional Public Virtual Public

How many students do you serve?

How many teachers do you have?

What does your student body consist of?
 Co-educational All female All male

Do you have Title I status?
 Yes No

Accrediting agency

What classifications does your school have?
 Alternative Education Center Exceptional Student Education (ESE) Center Magnet
 Career & Technical Education K12 General Education Magnet School

Academic philosophy
 Classical Education Project-Based Learning
 Experiential Sudbury
 Faith-Based Traditional Direct Instruction
 Montessori Waldorf
 Nature School

School Quality

Academic Philosophy

You can use a single or multiple checkboxes to indicate your school’s academic philosophy.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:24 PM EDT Cancel Save Changes

Basics

What type of school are you?
 Public Charter Traditional Public Virtual Public

How many students do you serve?

How many teachers do you have?

What does your student body consist of?
 Co-educational All female All male

Do you have Title 1 status?
 Yes No

Accrediting agency

What classifications does your school have?
 Alternative Education Center Exceptional Student Education (ESE) Center Magnet
 Career & Technical Education K12 General Education Magnet School

Academic philosophy

Classical Education Project-Based Learning
 Experiential Sudbury
 Faith-Based Traditional Direct Instruction
 Montessori Waldorf
 Nature School

School Quality

Academic Programs and Career Clusters

This section has selections indicating the Academic Programs and Career Clusters your school supports.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT Cancel Save Changes

Academic Programs

What Academic Programs does your schools support?

AICE Gifted Education
 AP Classes IB Classes
 Arts JROTC
 Career & Technical Education Language Immersion
 Dual Enrollment STEM/STEAM
 Dual Language Immersion

What career clusters are supported?

Agriculture, Food & Natural Resources Health Science
 Architecture & Construction Hospitality & Tourism
 Arts, A/V Technology & Communication Human Services
 Business, Management & Administration Information Technology
 Education & Training Law, Public Safety & Security
 Energy Manufacturing
 Engineering & Technology Education Marketing, Sales & Service
 Finance Transportation, Distribution & Logistics
 Government & Public Administration

Program Information

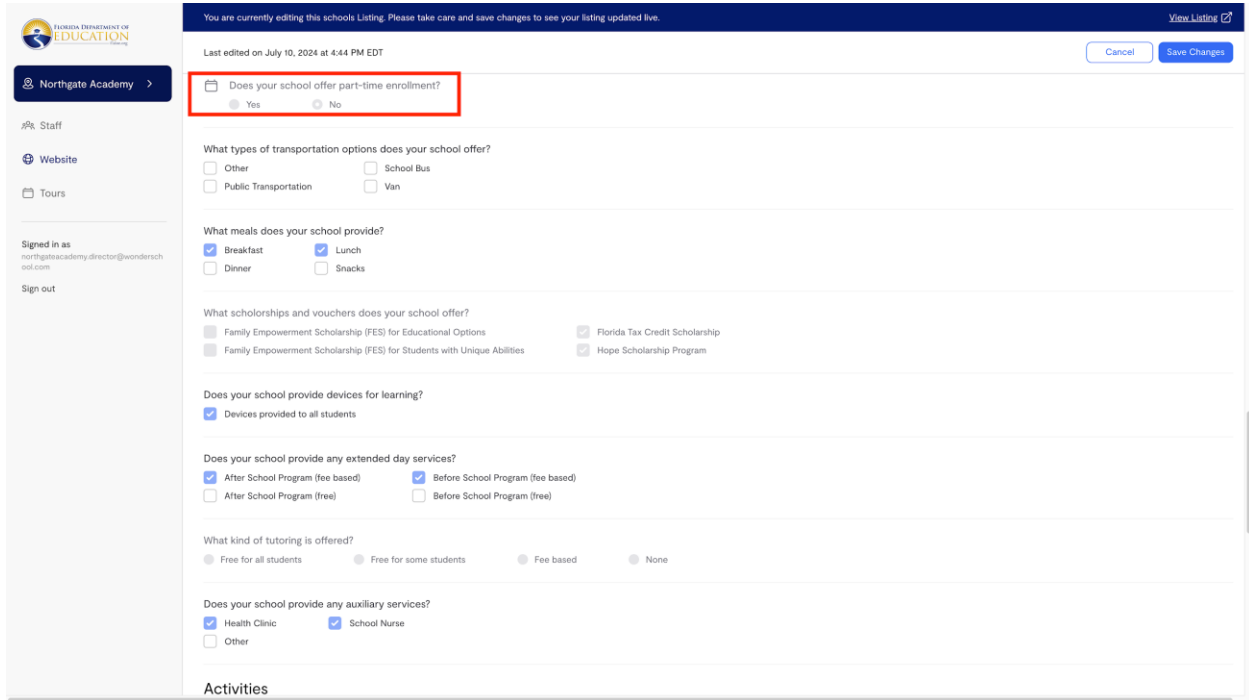
How does your school deliver its curriculum?
 Home-Based In-Person Virtual

Does your school offer part-time enrollment?
 Yes No

What types of transportation options does your school offer?
 Other School Bus
 Public Transportation Van

Part-time Enrollment

You can let families know if part-time enrollment is an option for their students.



You are currently editing this school's Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT [Cancel](#) [Save Changes](#)

Northgate Academy

Staff

Website

Tours

Signed in as northgateacademy.director@wonderschool.com [Sign out](#)

Does your school offer part-time enrollment?
 Yes No

What types of transportation options does your school offer?
 Other School Bus
 Public Transportation Van

What meals does your school provide?
 Breakfast Lunch
 Dinner Snacks

What scholarships and vouchers does your school offer?
 Family Empowerment Scholarship (FES) for Educational Options Florida Tax Credit Scholarship
 Family Empowerment Scholarship (FES) for Students with Unique Abilities Hope Scholarship Program

Does your school provide devices for learning?
 Devices provided to all students

Does your school provide any extended day services?
 After School Program (fee based) Before School Program (fee based)
 After School Program (free) Before School Program (free)

What kind of tutoring is offered?
 Free for all students Free for some students Fee based None

Does your school provide any auxiliary services?
 Health Clinic School Nurse
 Other

Activities

Transportation

Highlight transportation options available for families.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT Cancel Save Changes

Does your school offer part-time enrollment?
 Yes No

What types of transportation options does your school offer?
 Other School Bus
 Public Transportation Van

What meals does your school provide?
 Breakfast Lunch
 Dinner Snacks

What scholarships and vouchers does your school offer?
 Family Empowerment Scholarship (FES) for Educational Options Florida Tax Credit Scholarship
 Family Empowerment Scholarship (FES) for Students with Unique Abilities Hope Scholarship Program

Does your school provide devices for learning?
 Devices provided to all students

Does your school provide any extended day services?
 After School Program (fee based) Before School Program (fee based)
 After School Program (free) Before School Program (free)

What kind of tutoring is offered?
 Free for all students Free for some students Fee based None

Does your school provide any auxiliary services?
 Health Clinic School Nurse
 Other

Activities

Meals

Indicate what meals you provide for students.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT Cancel Save Changes

Does your school offer part-time enrollment?
 Yes No

What types of transportation options does your school offer?
 Other School Bus
 Public Transportation Van

What meals does your school provide?
 Breakfast Lunch
 Dinner Snacks

What scholarships and vouchers does your school offer?
 Family Empowerment Scholarship (FES) for Educational Options Florida Tax Credit Scholarship
 Family Empowerment Scholarship (FES) for Students with Unique Abilities Hope Scholarship Program

Does your school provide devices for learning?
 Devices provided to all students

Does your school provide any extended day services?
 After School Program (fee based) Before School Program (fee based)
 After School Program (free) Before School Program (free)

What kind of tutoring is offered?
 Free for all students Free for some students Fee based None

Does your school provide any auxiliary services?
 Health Clinic School Nurse
 Other


Activities

Devices

Use this selection to indicate if you provide 1:1 learning devices to students, such as Chromebooks or iPads.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited by Lakehighschool.director Test on July 19, 2024 at 12:35 PM EDT [Cancel](#) [Save Changes](#)

 Lake High School >

#% Staff

Website

Tours

Signed in as
lakehighschool.director@wonderschool.com
Sign out

Does your school offer part-time enrollment?
 Yes No

What types of transportation options does your school offer?
 Other School Bus
 Public Transportation Van

What meals does your school provide?
 Breakfast Lunch
 Dinner Snacks

Does your school provide devices for learning?
 Devices provided to all students

Does your school provide any extended day services?
 After School Program (fee based) Before School Program (fee based)
 After School Program (free) Before School Program (free)

What kind of tutoring is offered?
 Free for all students Free for some students Fee based None

Does your school provide any auxiliary services?
 Health Clinic School Nurse
 Other

Does your school provide any contract services for students on FES scholarships?
 Yes No

Demographics

Extended Day Services

Let families know if you provide services outside of the regular school day, and if you charge a fee for those services.

You are currently editing this school's listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT Cancel Save Changes

Northgate Academy

Staff

Website

Tours

Signed in as northgateacademydirector@wonderschool.com Sign out

Does your school offer part-time enrollment?
 Yes No

What types of transportation options does your school offer?
 Other School Bus
 Public Transportation Van

What meals does your school provide?
 Breakfast Lunch
 Dinner Snacks

What scholarships and vouchers does your school offer?
 Family Empowerment Scholarship (FES) for Educational Options Florida Tax Credit Scholarship
 Family Empowerment Scholarship (FES) for Students with Unique Abilities Hope Scholarship Program

Does your school provide devices for learning?
 Devices provided to all students

Does your school provide any extended day services?
 After School Program (fee based) Before School Program (fee based)
 After School Program (free) Before School Program (free)

What kind of tutoring is offered?
 Free for all students Free for some students Fee based None

Does your school provide any auxiliary services?
 Health Clinic School Nurse
 Other

Activities

Tutoring

Indicate if you provide tutoring, whether free of charge or on a fee basis.

You are currently editing this school's Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT [Cancel](#) [Save Changes](#)

Northgate Academy >

Staff

Website

Tours

Signed in as
northgateacademy.director@wonderschool.com

Sign out

Does your school offer part-time enrollment?

● Yes ● No

What types of transportation options does your school offer?

Other School Bus

Public Transportation Van

What meals does your school provide?

Breakfast Lunch

Dinner Snacks

What scholarships and vouchers does your school offer?

Family Empowerment Scholarship (FES) for Educational Options Florida Tax Credit Scholarship

Family Empowerment Scholarship (FES) for Students with Unique Abilities Hope Scholarship Program

Does your school provide devices for learning?

Devices provided to all students

Does your school provide any extended day services?

After School Program (fee based) Before School Program (fee based)

After School Program (free) Before School Program (free)

What kind of tutoring is offered?

Free for all students
 Free for some students
 Fee based
 None

Does your school provide any auxiliary services?

Health Clinic School Nurse

Other

Activities

Auxiliary Services

Does your school have an on-site nurse, health clinic, or other auxiliary service? Indicate that in this section.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:44 PM EDT [Cancel](#) [Save Changes](#)

Does your school offer part-time enrollment?
 Yes No

What types of transportation options does your school offer?
 Other School Bus
 Public Transportation Van

What meals does your school provide?
 Breakfast Lunch
 Dinner Snacks

What scholarships and vouchers does your school offer?
 Family Empowerment Scholarship (FES) for Educational Options Florida Tax Credit Scholarship
 Family Empowerment Scholarship (FES) for Students with Unique Abilities Hope Scholarship Program

Does your school provide devices for learning?
 Devices provided to all students

Does your school provide any extended day services?
 After School Program (fee based) Before School Program (fee based)
 After School Program (free) Before School Program (free)

What kind of tutoring is offered?
 Free for all students Free for some students Fee based None

Does your school provide any auxiliary services?
 Health Clinic School Nurse
 Other

Activities

Contract Services

Some schools provide contract services for students receiving a Family Empowerment Scholarship (FES).

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited by Lakehighschool.director Test on July 19, 2024 at 12:35 PM EDT [Cancel](#) [Save Changes](#)

Does your school provide any extended day services?
 After School Program (fee based) Before School Program (fee based)
 After School Program (free) Before School Program (free)

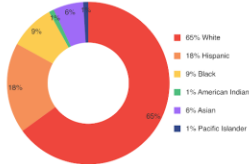
What kind of tutoring is offered?
 Free for all students Free for some students Fee based None

Does your school provide any auxiliary services?
 Health Clinic School Nurse
 Other

Does your school provide any contract services for students on FES scholarships?
 Yes No

Demographics

Race & Ethnicity




Race & Ethnicity	Percentage
White	60%
Hispanic	18%
Black	9%
American Indian	1%
Asian	6%
Pacific Islander	1%

Activities

This section highlights activities available for students at your school, including sports, music education, and Honor Society.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live.
[View Listing](#)

Last edited on July 10, 2024 at 4:24 PM EDT



Lake High School >

#% Staff

[Website](#)

[Tours](#)

Signed in as
lakehighschool.director@wonderschool.com

[Sign out](#)

Activities

What activities does your school support?

<input type="checkbox"/> Acapella	<input type="checkbox"/> Habitat for Humanity
<input type="checkbox"/> BSA Scouts	<input type="checkbox"/> Ice Skating
<input type="checkbox"/> Band	<input type="checkbox"/> Improv
<input type="checkbox"/> Baseball	<input type="checkbox"/> JROTC
<input type="checkbox"/> Basketball	<input type="checkbox"/> Key Club
<input type="checkbox"/> Best Buddies	<input type="checkbox"/> Lacrosse
<input type="checkbox"/> Campfire	<input type="checkbox"/> Literary Magazine
<input type="checkbox"/> Cheerleading	<input type="checkbox"/> Mock Trial
<input type="checkbox"/> Chess Club	<input type="checkbox"/> Model UN
<input type="checkbox"/> Chorus	<input type="checkbox"/> National Honor Society
<input type="checkbox"/> Color Guard	<input type="checkbox"/> Newspaper
<input type="checkbox"/> Commissioners Academic Challenge	<input type="checkbox"/> Odyssey of the Mind
<input type="checkbox"/> Crew	<input type="checkbox"/> Operation Smile
<input type="checkbox"/> DECA	<input type="checkbox"/> Orchestra
<input type="checkbox"/> Dance	<input type="checkbox"/> Robotics
<input type="checkbox"/> Debate	<input type="checkbox"/> Rotary
<input type="checkbox"/> Drama	<input type="checkbox"/> Rugby
<input type="checkbox"/> ESports	<input type="checkbox"/> Science Olympiad
<input type="checkbox"/> Equestrian	<input type="checkbox"/> Soccer
<input type="checkbox"/> FBLA	<input type="checkbox"/> Softball
<input type="checkbox"/> FFA (Future Farmers of America)	<input type="checkbox"/> Speech/Forensics
<input type="checkbox"/> FFEA (Florida Future Educators of America)	<input type="checkbox"/> Student Government
<input type="checkbox"/> Field Hockey	<input type="checkbox"/> Swimming
<input type="checkbox"/> Flag Football	<input type="checkbox"/> Tennis
<input type="checkbox"/> Florida Civics and Debate Initiative	<input type="checkbox"/> Track
<input type="checkbox"/> Football	<input type="checkbox"/> UNICEF
<input type="checkbox"/> Foreign Language Club	<input type="checkbox"/> Ultimate Frisbee
<input type="checkbox"/> Girls Scouts	<input type="checkbox"/> Volleyball
<input type="checkbox"/> Girls Who Code	<input type="checkbox"/> Water Polo
<input type="checkbox"/> Girls on the Run	<input type="checkbox"/> Wrestling
<input type="checkbox"/> Golf	<input type="checkbox"/> Yearbook

Special Education specialization

If you can provide particular expertise, training, or experience in any Special Education area, you can note that for families.

You are currently editing this schools Listing. Please take care and save changes to see your listing updated live. [View Listing](#)

Last edited on July 10, 2024 at 4:24 PM EDT [Cancel](#) [Save Changes](#)

Lake High School

Staff
Website
Tours

Signed in as
laxw@school.director@wonderschool.com
Sign out

Field Hockey
 Flag Football
 Florida Civics and Debate Initiative
 Football
 Foreign Language Club
 Girls Scouts
 Girls Who Code
 Girls on the Run
 Golf
 Gymnastics
 Swimming
 Tennis
 Track
 UNICEF
 Ultimate Frisbee
 Volleyball
 Water Polo
 Wrestling
 Yearbook

Special Education Programs

What Special Education Programs do you specialize in?

Autism Spectrum Disorder
 Deaf or hard of hearing
 Developmentally delayed
 Emotional disability
 Established conditions
 Gifted
 Hospital homebound
 Intellectually disabled
 Language impaired
 Occupational therapy
 Orthopedically impaired
 Other Health Impairment
 Physical therapy
 Sensory impaired
 Specific learning disability
 Speech impaired
 Speech therapy
 Traumatic brain injury

What Special Education Programs do you offer?

Autism Spectrum Disorder
 Deaf or hard of hearing
 Developmentally delayed
 Emotional disability
 Established conditions
 Gifted
 Hospital homebound
 Intellectually disabled
 Language impaired
 Occupational therapy
 Orthopedically impaired
 Other Health Impairment
 Physical therapy
 Sensory impaired
 Specific learning disability
 Speech impaired
 Speech therapy
 Traumatic brain injury

Information That Cannot be Edited

Some of the information included in your listing is *not editable* because it comes directly from the Florida Department of Education, including:

- School name
- School website
- Street address
- Phone Number
- Contact name and position
- Contact phone number and email
- Schedule (days of the week)
- Private or public
- Grades Served
- Type of school
- Religious Affiliation
- Number of students served
- Number of teachers
- Title 1 status
- Accrediting agency
- Classifications
- School Quality Grade
- High School Graduation Rates
- Curriculum Delivery
- Scholarships and Vouchers
- Demographics
- Special Education Programs

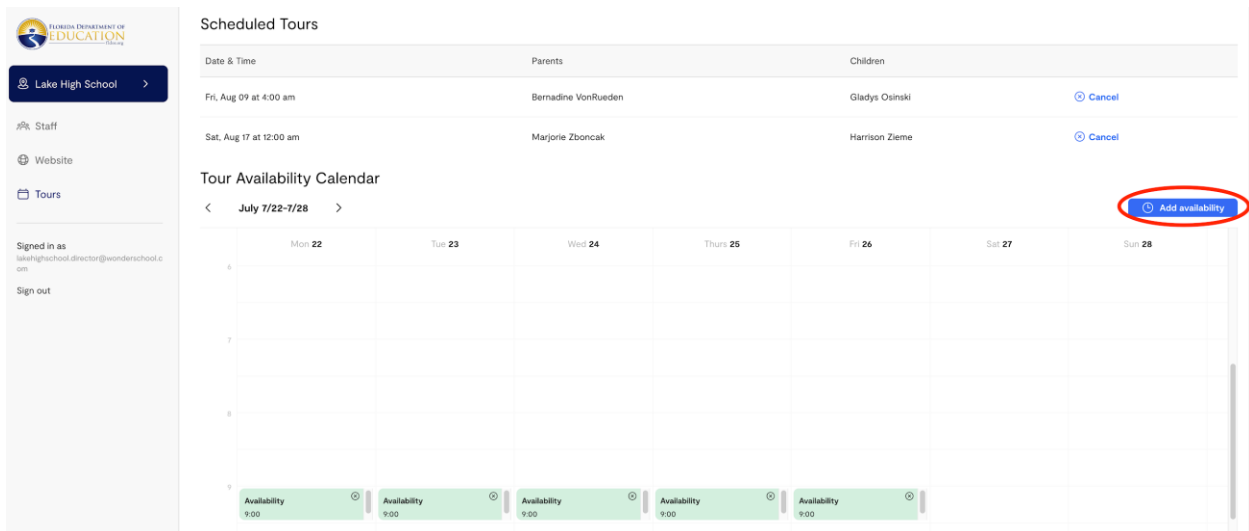
If you have questions about updating any of this information, please contact myfloridaschools@fldoe.org.

Tours

Offering tours is a great way to provide a look into your school and get to know prospective students and their families. You can set up one-time tour, like an open house or special event, or tours that happen regularly on a given day and time.

Setting up Single-Occurrence Tours

1. Navigate to the **Tours** section in the sidebar on the left of your screen. From there, select **Add Availability** with the blue button at the top right of the calendar to input dates and times.



Scheduled Tours

Date & Time	Parents	Children	
Fri, Aug 09 at 4:00 am	Bernadine VonRueden	Gladys Osinski	Cancel
Sat, Aug 17 at 12:00 am	Marjorie Zboncak	Harrison Zieme	Cancel

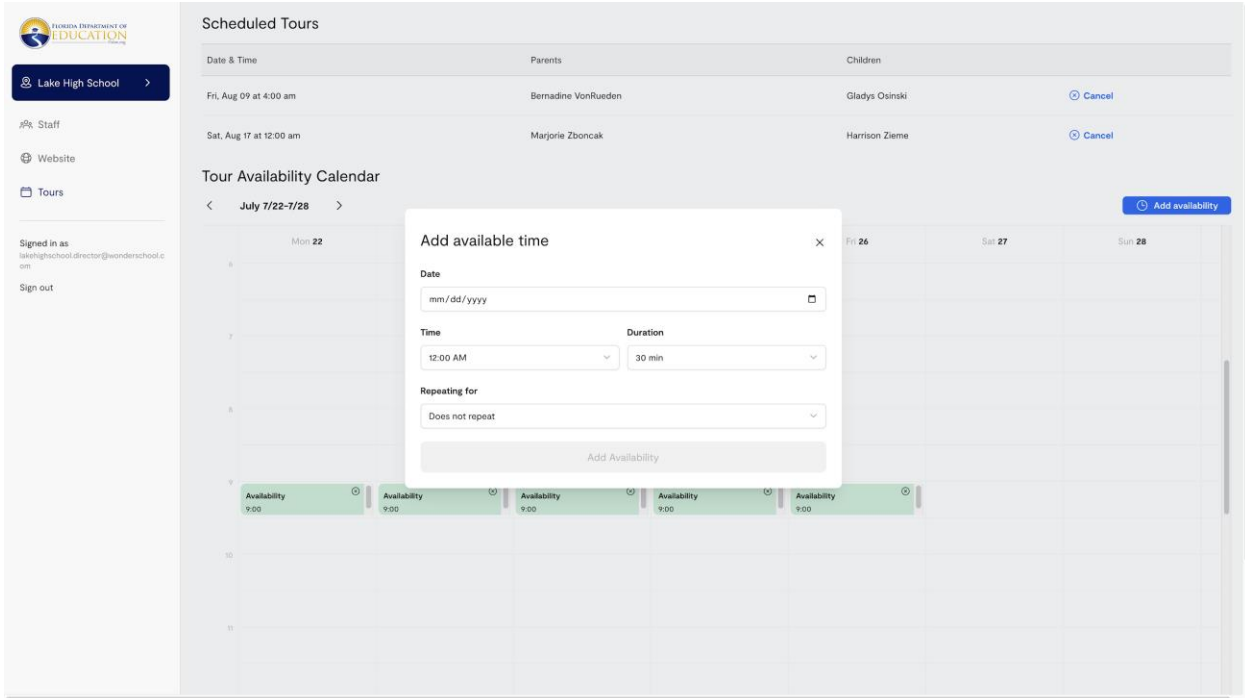
Tour Availability Calendar

< July 22-7/28 >

	Mon 22	Tue 23	Wed 24	Thurs 25	Fri 26	Sat 27	Sun 28
6							
7							
8							
9	Availability 9:00	Availability 9:00	Availability 9:00	Availability 9:00	Availability 9:00		

[Add availability](#)

2. In the field labeled **Repeating for**, select **Does not repeat**



Scheduled Tours

Date & Time	Parents	Children	
Fri, Aug 09 at 4:00 am	Bernadine VonRueden	Gladys Osinski	Cancel
Sat, Aug 17 at 12:00 am	Marjorie Zboncak	Harrison Zieme	Cancel

Tour Availability Calendar

July 22-28

[Add availability](#)

Add available time

Date:

Time:

Duration:

Repeating for:

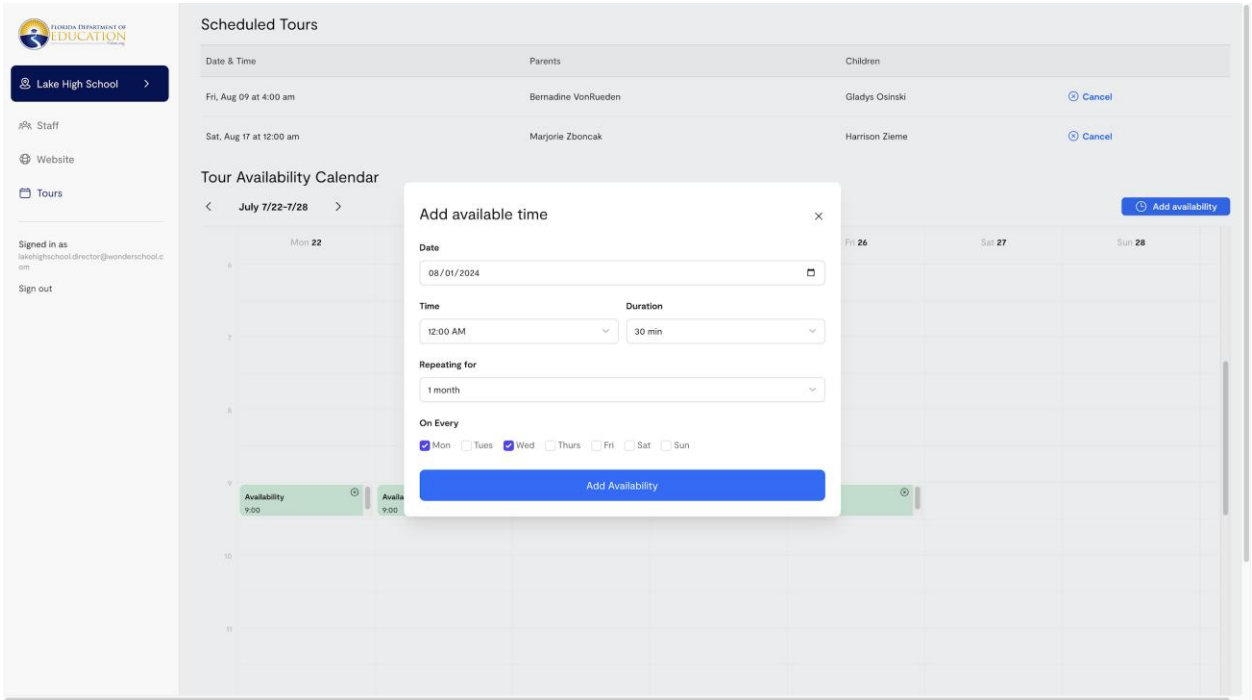
[Add Availability](#)

- When the date and time are correct, select **Add Availability**.

Setting Up Recurring Tours

- To create a recurring tour schedule, select a time frame from one to six months in this field. From there, you will be able to select days of the week. You can change this

availability and schedule any time.

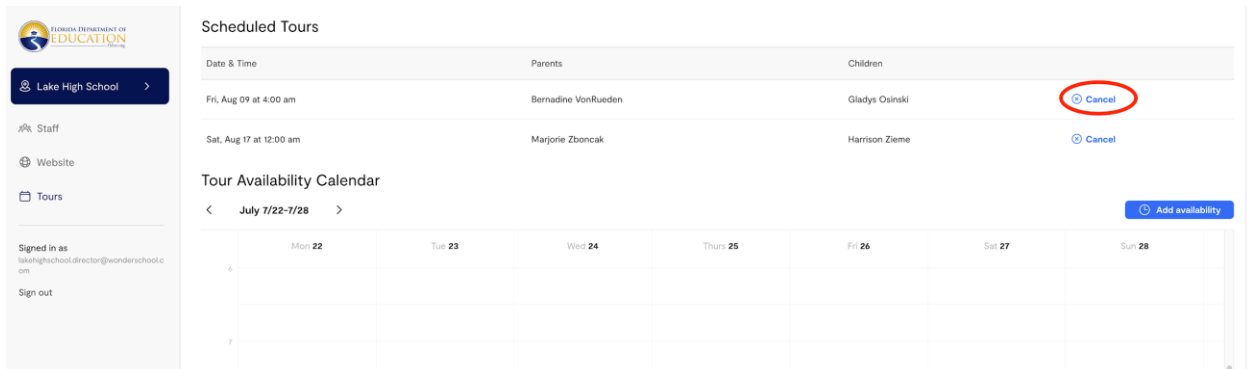


The screenshot shows the 'Scheduled Tours' interface. At the top, there is a table with columns for 'Date & Time', 'Parents', and 'Children'. Two tours are listed: one on Friday, Aug 09 at 4:00 am for parent Bernadine VonRueden and child Gladys Osinski, and another on Saturday, Aug 17 at 12:00 am for parent Marjorie Zboncak and child Harrison Zieme. Each row has a 'Cancel' button with a circled X icon. Below the table is a 'Tour Availability Calendar' for the week of July 22-28. A modal window titled 'Add available time' is open, allowing the user to specify a date (08/01/2024), time (12:00 AM), duration (30 min), and repeating frequency (1 month). The 'On Every' section has checkboxes for days of the week, with 'Mon' and 'Wed' selected. An 'Add Availability' button is at the bottom of the modal.

2. When the dates, days, and times are correct, select **Add Availability**.
3. When a tour is scheduled through your listing, you will receive a confirmation email. You will get parent or caregiver contact information so that you can reach out if you want to personally welcome the family or provide additional information.

Canceling Tours

1. To cancel a tour, simply select **Cancel** to the right of the scheduled tour, indicated with a circled x. The parent or caregiver will receive an email notification, and they will be invited to reschedule. Though the parent or caregiver will receive an email from My Florida Schools, you should also reach out to them with the email address they provided when they scheduled the tour.



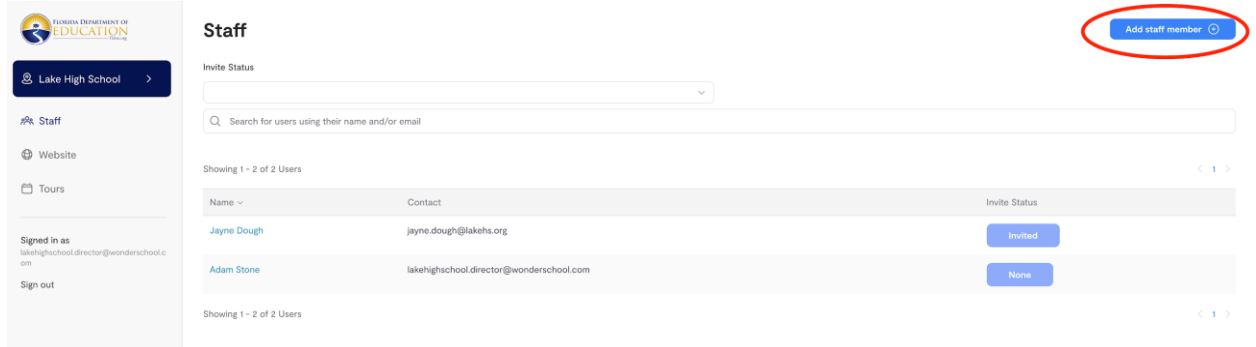
This screenshot is similar to the previous one, showing the 'Scheduled Tours' interface. The 'Cancel' button for the first tour (Friday, Aug 09 at 4:00 am) is circled in red. The 'Tour Availability Calendar' is also visible below the table.

Staff Management

In addition to the primary administrator, you can add additional staff members to your program listing. Each user must accept an invitation and create an account to gain access to your listing. You will enter each staff member's name and email address, and the system will automatically send them an invitation to create their own account. All staff members will have access to edit your listing, including managing staff members, updating school information, and more.

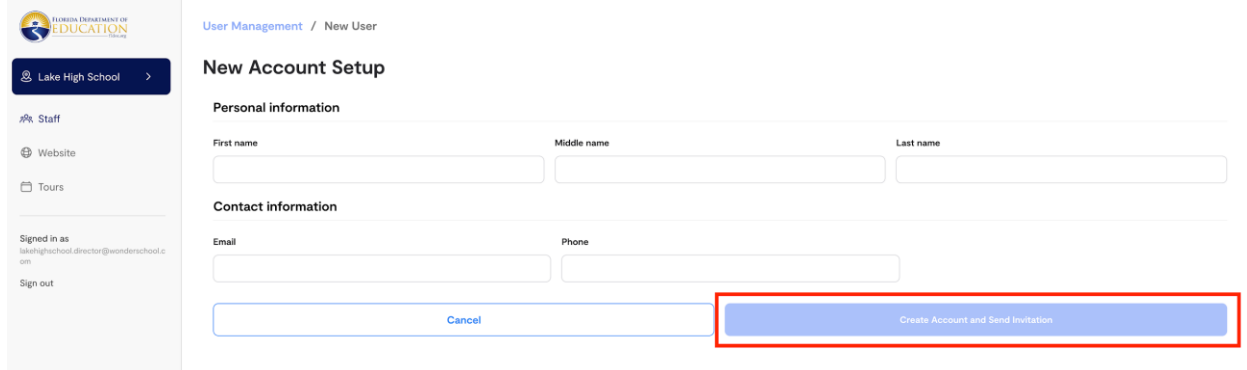
Adding Staff Members

1. From your **Dashboard**, Select **Staff**. In the top right corner, select the button **Add New Staff Member**.



The screenshot shows the 'Staff' management interface. On the left is a sidebar with navigation options: 'Lake High School', 'Staff', 'Website', and 'Tours'. The main content area is titled 'Staff' and includes a search bar and a table of existing staff members. The table has columns for 'Name', 'Contact', and 'Invite Status'. Two staff members are listed: Jayne Dough (Invited) and Adam Stone (None). In the top right corner, a blue button labeled 'Add staff member' with a plus icon is circled in red.

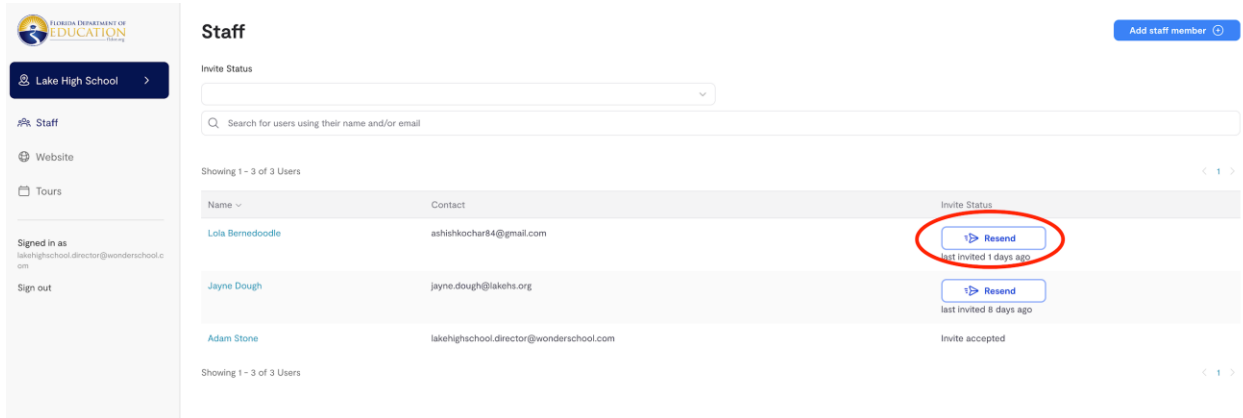
2. A new window will display **New Account Setup**. Enter the staff member's name and contact information. When you are satisfied with the staff member's listing, select **Create Account and Send Invitation**.



The screenshot shows the 'New Account Setup' form. The left sidebar is identical to the previous screenshot. The main content area is titled 'New Account Setup' and includes sections for 'Personal information' (First name, Middle name, Last name) and 'Contact information' (Email, Phone). At the bottom, there are two buttons: 'Cancel' and 'Create Account and Send Invitation'. The 'Create Account and Send Invitation' button is highlighted with a red box.

3. As each staff member is added, they will receive an automated email inviting them to create their own account in **My Florida Schools**. You can resend these invitations from your dashboard by selecting **Staff** in the left sidebar, then searching for the staff

member by name or email. You can also filter your search by using the field labeled **Invite status** and choosing **Sent**.



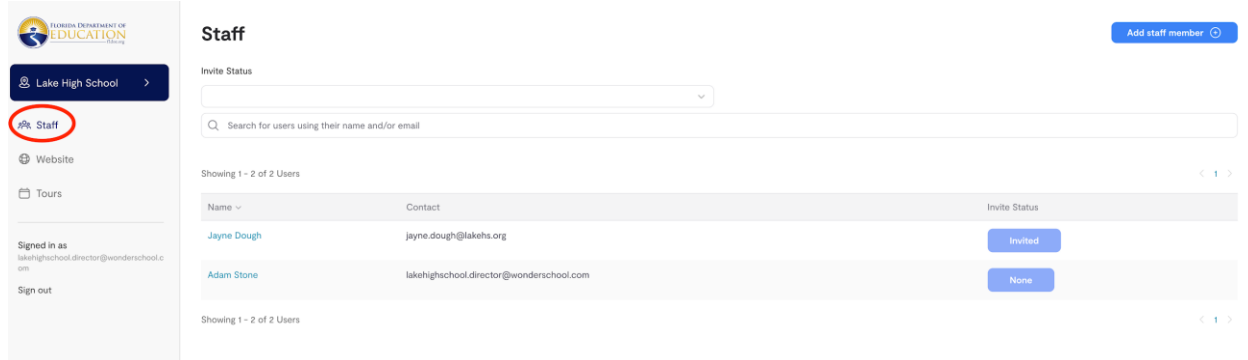
The screenshot shows the 'Staff' management page for Lake High School. The interface includes a sidebar with navigation options like 'Staff', 'Website', and 'Tours'. The main content area displays a table of staff members with columns for Name, Contact, and Invite Status. The 'Invite Status' column for Lola Bernedoodle and Jayne Dough shows a 'Resend' button, which is circled in red in the original image. The 'Invite Status' for Adam Stone is 'Invite accepted'.

Name	Contact	Invite Status
Lola Bernedoodle	ashishkochar84@gmail.com	Resend (last invited 1 days ago)
Jayne Dough	jayne.dough@lakehs.org	Resend (last invited 8 days ago)
Adam Stone	lakehighschool.director@wonderschool.com	Invite accepted

Making Staff Changes

Making changes to your staff is easy and can be done at any time by any authorized user.

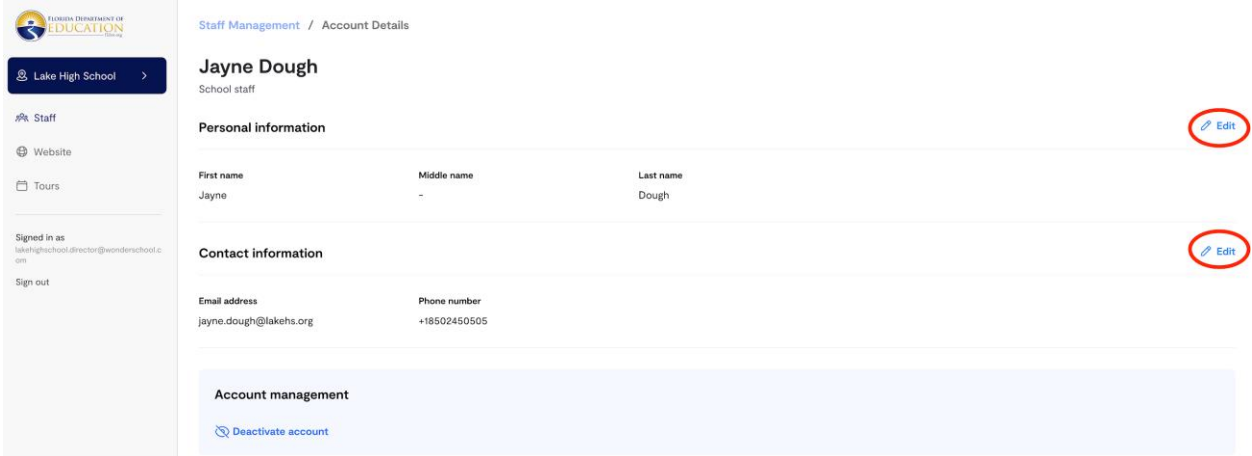
1. If you need to change a staff member's name or contact information, log in to your **My Florida Schools** account, and from your **Dashboard**, select **Staff**.



This screenshot shows the 'Staff' management page with the 'Staff' menu item in the sidebar circled in red. The table below shows the current status of staff members: Jayne Dough is 'Invited' and Adam Stone has a status of 'None'.

Name	Contact	Invite Status
Jayne Dough	jayne.dough@lakehs.org	Invited
Adam Stone	lakehighschool.director@wonderschool.com	None

2. To edit staff name or contact information, Select a staff member's name. On the **Account Details** screen, select **Edit** (indicated by a pencil).



Staff Management / Account Details

Jayne Dough
School staff

Personal information [Edit](#)

First name	Middle name	Last name
Jayne	-	Dough

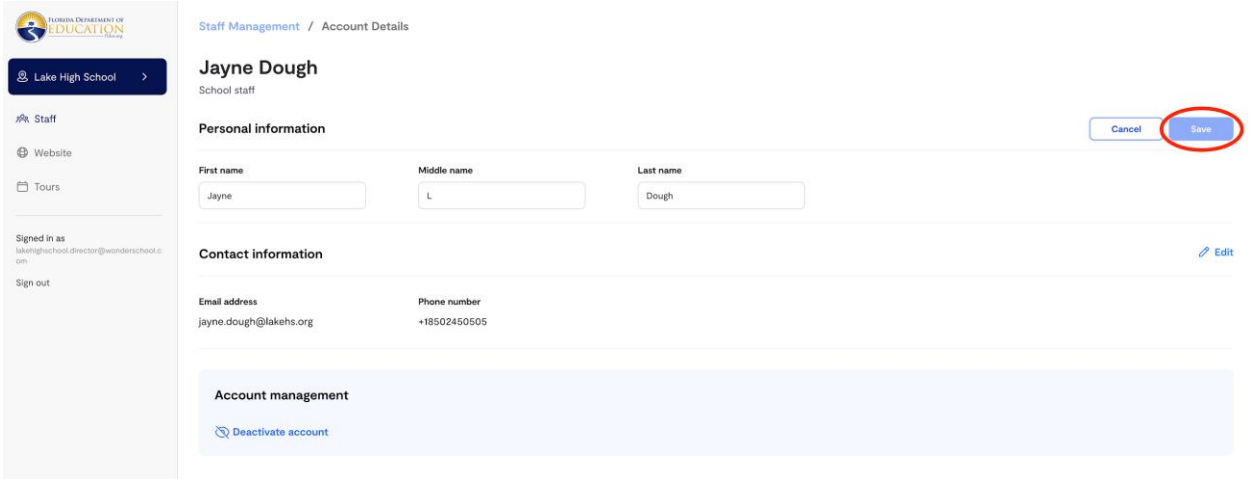
Contact information [Edit](#)

Email address	Phone number
jayne.dough@lakehs.org	+18502450505

Account management

[Deactivate account](#)

3. After you make any desired changes, select **Save**.



Staff Management / Account Details

Jayne Dough
School staff

Personal information [Cancel](#) [Save](#)

First name	Middle name	Last name
Jayne	L	Dough

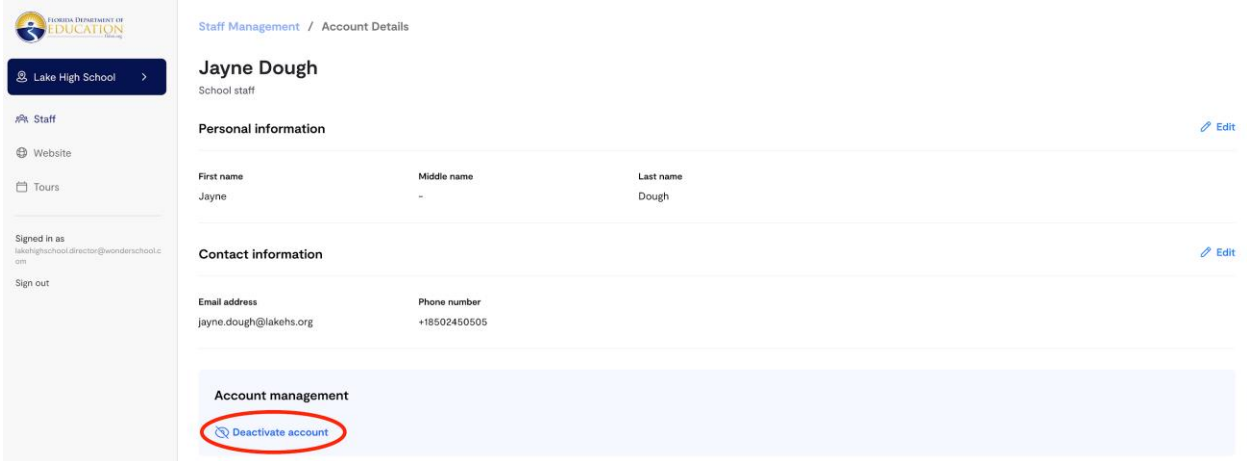
Contact information [Edit](#)

Email address	Phone number
jayne.dough@lakehs.org	+18502450505

Account management

[Deactivate account](#)

4. At the bottom of the page, you can activate or deactivate an individual staff member's account. Deactivating an account preserves the staff member's information but removes the user's access to your listing. Staff member accounts can be reactivated at a later date. You will be prompted to confirm your selection.



Staff Management / Account Details

Jayne Dough
School staff

Personal information [Edit](#)

First name	Middle name	Last name
Jayne	-	Dough

Contact information [Edit](#)

Email address	Phone number
jayne.dough@lakehs.org	+18502450505

Account management

[Deactivate account](#)

Additional Resources and Support

If you need more help or information, you can visit the **My Florida Schools** landing page at fldoe.org/myfloridaschools/schoolslogin. There, you will find helpful videos and FAQs (frequently asked questions). You can also contact our support team at myfloridaschools@fldoe.org.