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**.*
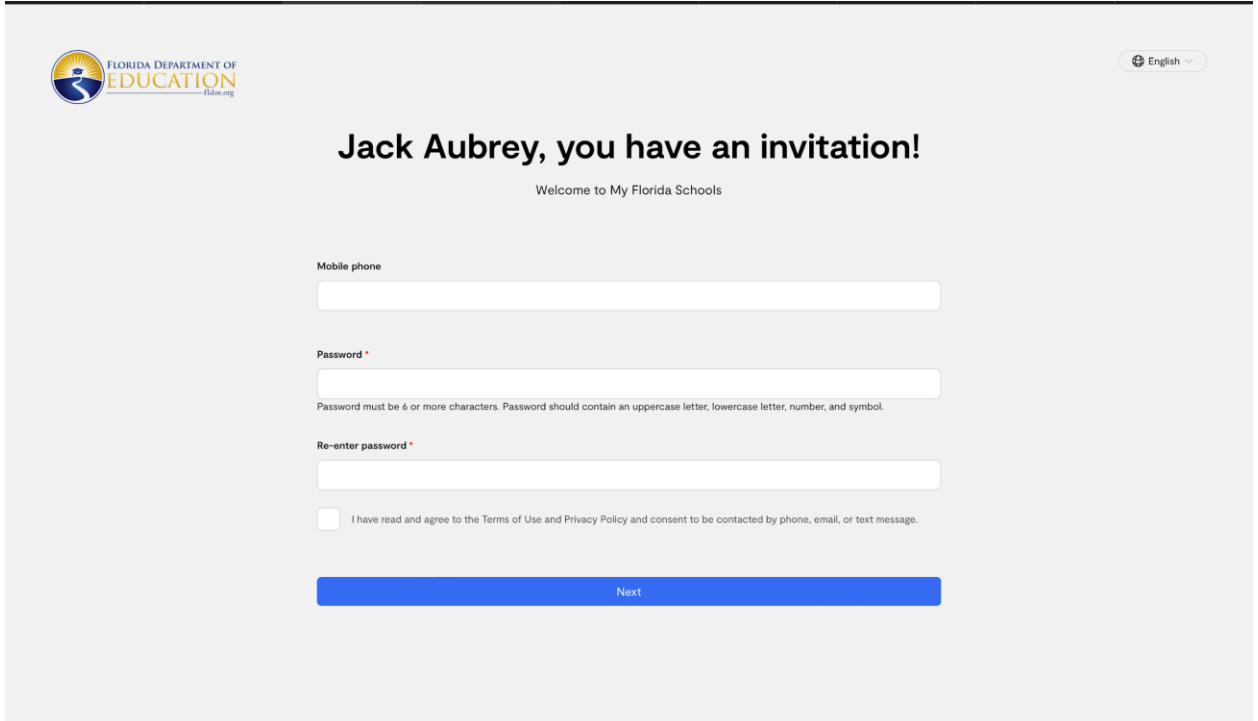
You're invited!

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**.

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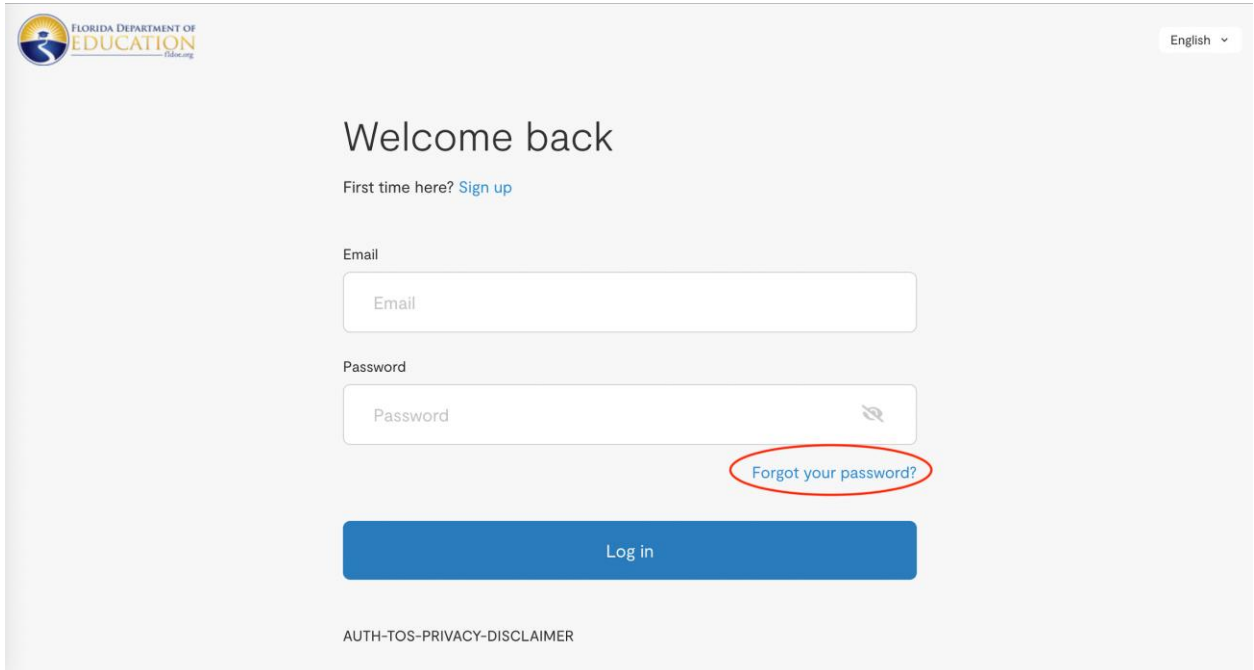
2. You will be redirected to the login screen. Alternatively, you can navigate directly to this screen at **fldoe.org/myfloridaschools/schoolslogin**. Directly beneath the fields for

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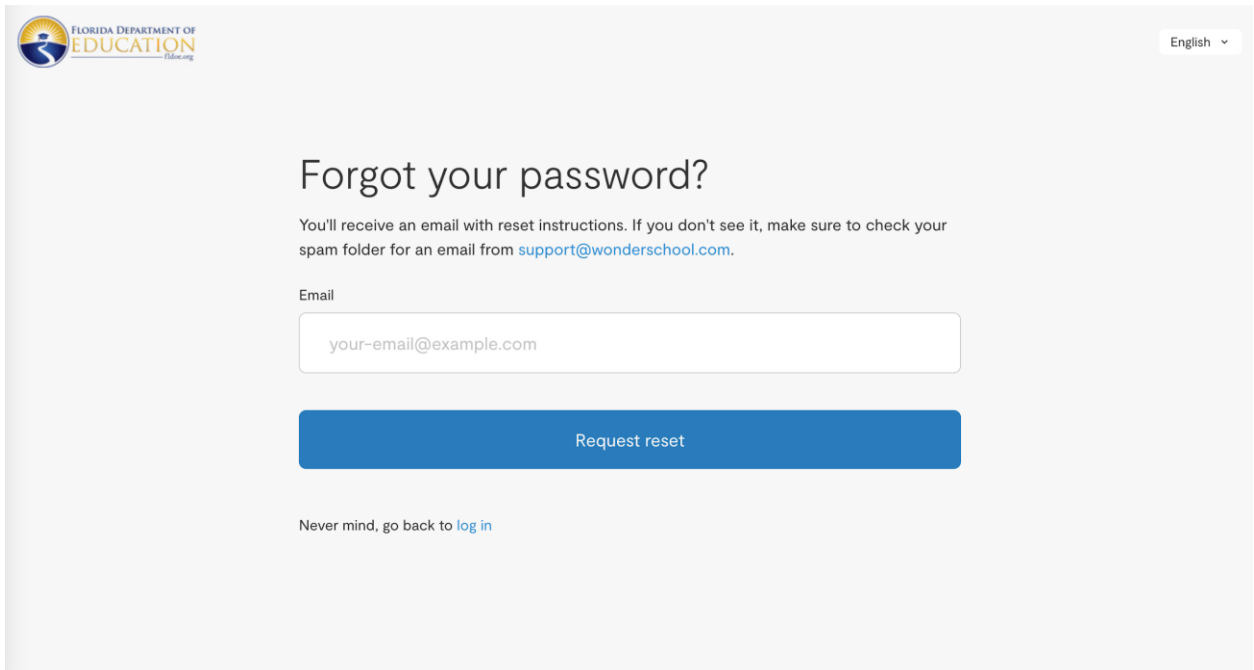
3. In the new window, enter your email address and select **Request reset** to request a link to reset your password.

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.
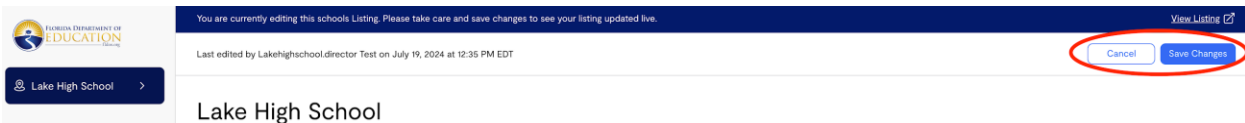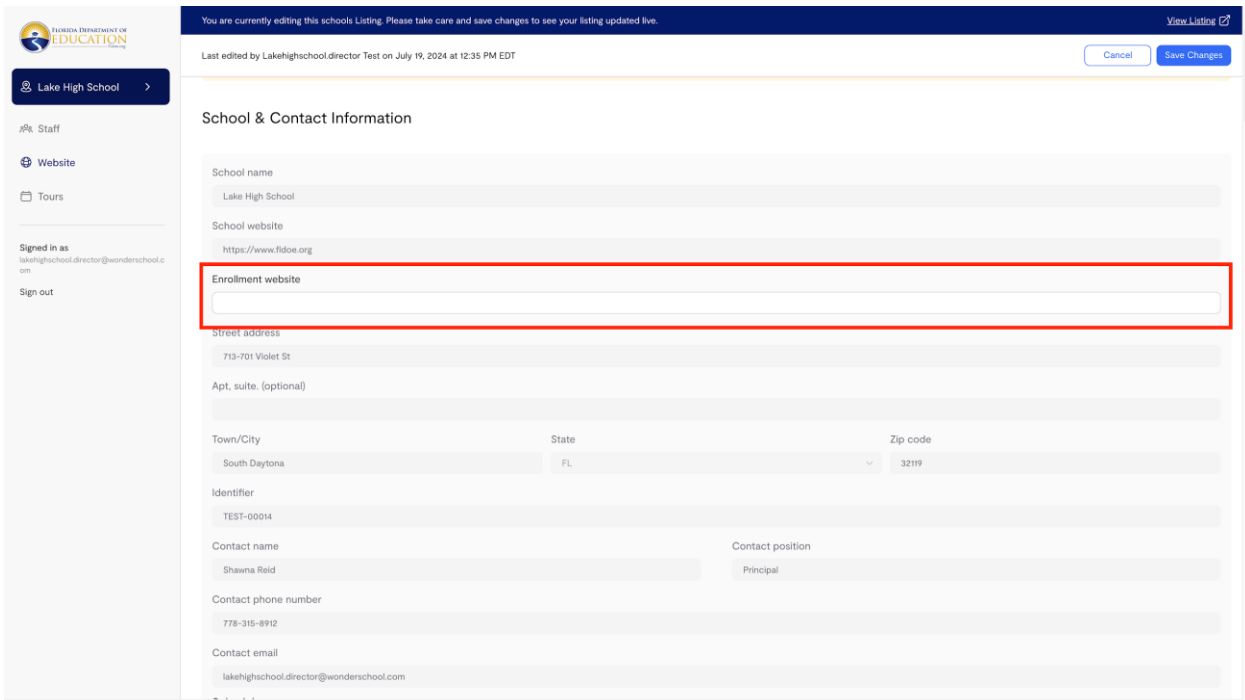
School Listing

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.

School Hours

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

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.

Student Body

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

Academic Philosophy

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

Academic Programs and Career Clusters

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

Part-time Enrollment

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

Transportation

Highlight transportation options available for families.

Meals

Indicate what meals you provide for students.

Devices

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

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.

Tutoring

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

Auxiliary Services

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

Contract Services

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

Activities

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

Special Education specialization

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

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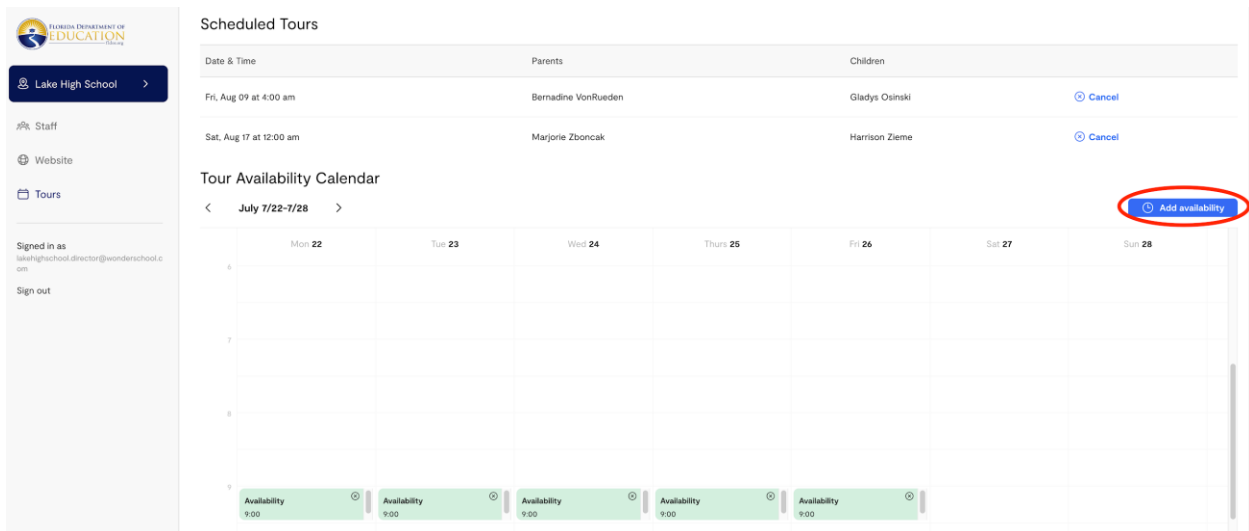
If you have questions about updating any of this information, please contact **myfloridaschools@fldoe.org.**

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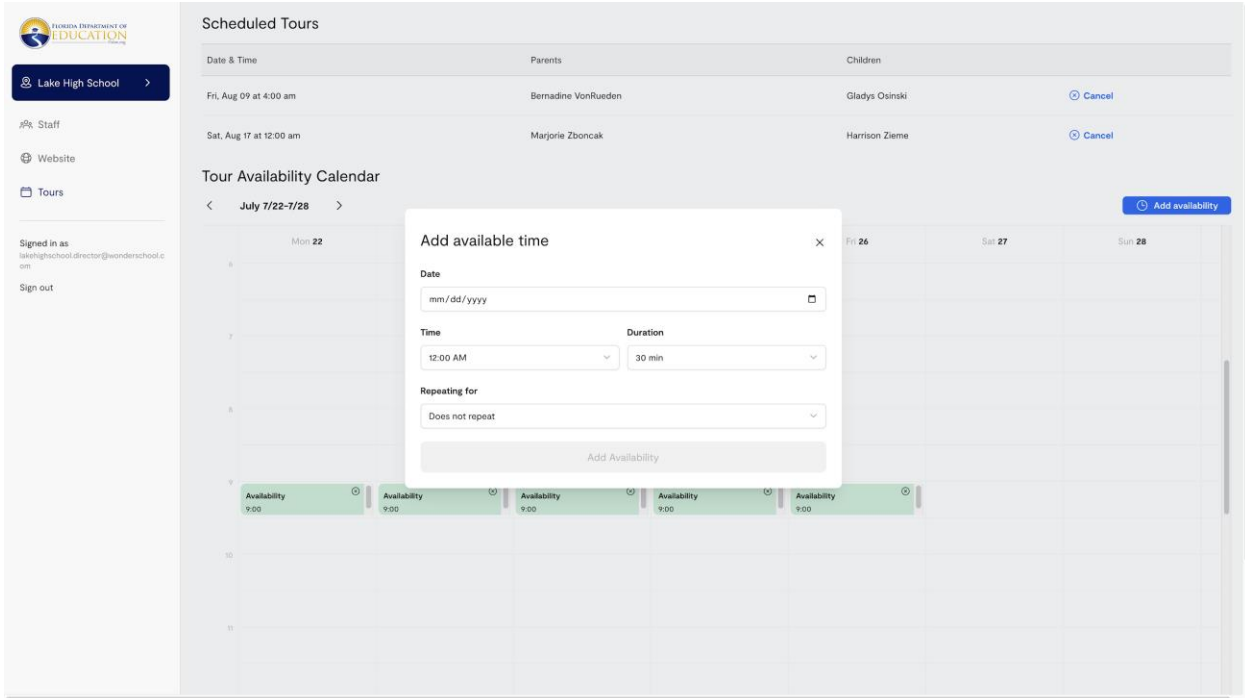
2. In the field labeled **Repeating for**, select **Does not repeat**

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

Setting Up Recurring Tours

1. 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.

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

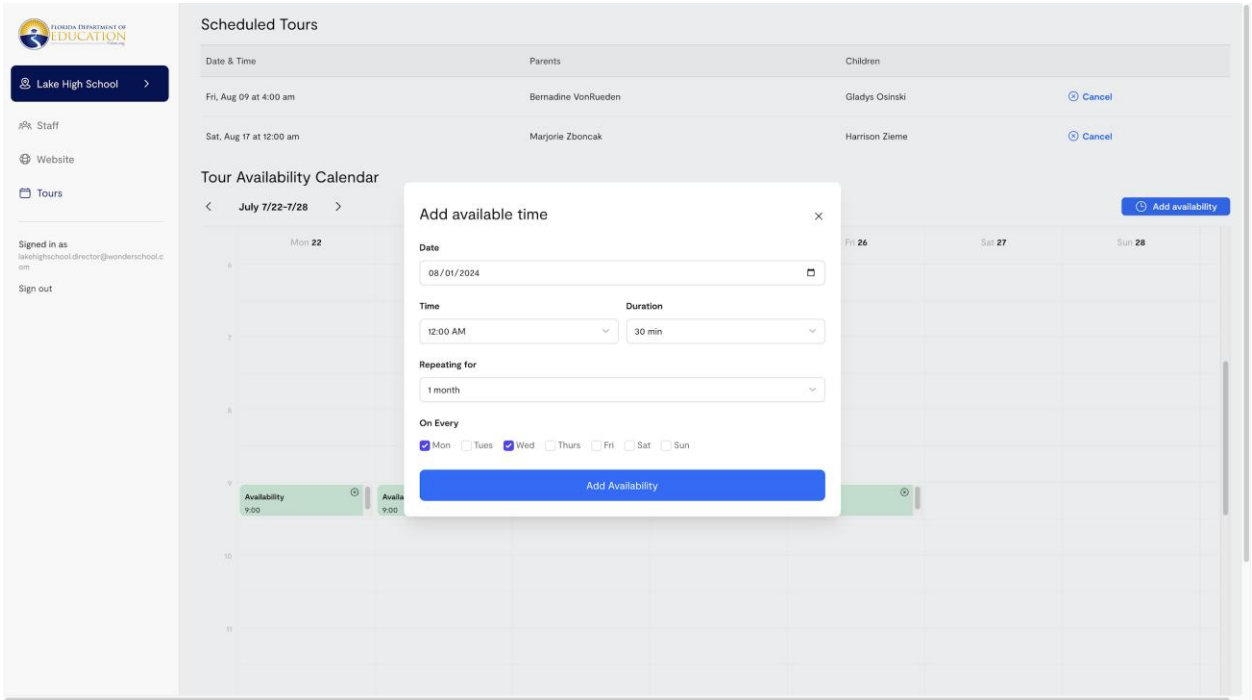1. To cancel a tour, simply select **Cancel** to the right of the scheduled tour, indicated with a circled x. The parent or caregiver will receive an email notification, and they will be invited to reschedule. Though the parent or caregiver will receive an email from My Florida Schools, you should also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

Staff Management

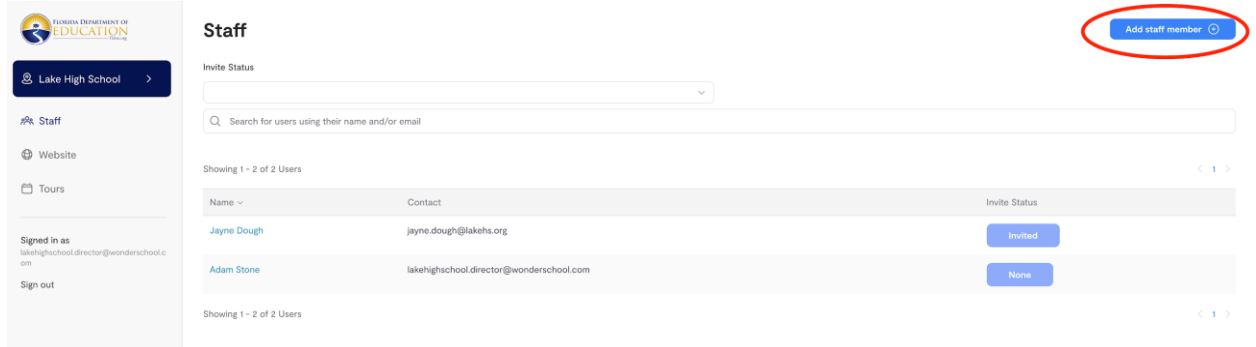In addition to the primary administrator, you can add additional staff members to your program listing. Each user must accept an invitation and create an account to gain access to your listing. You will enter each staff member's name and email address, and the system will automatically send them an invitation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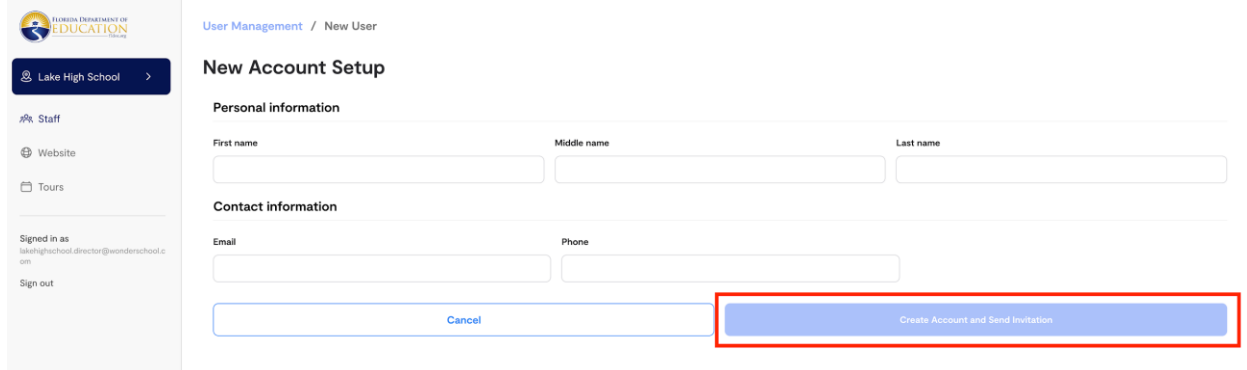
Adding Staff Members

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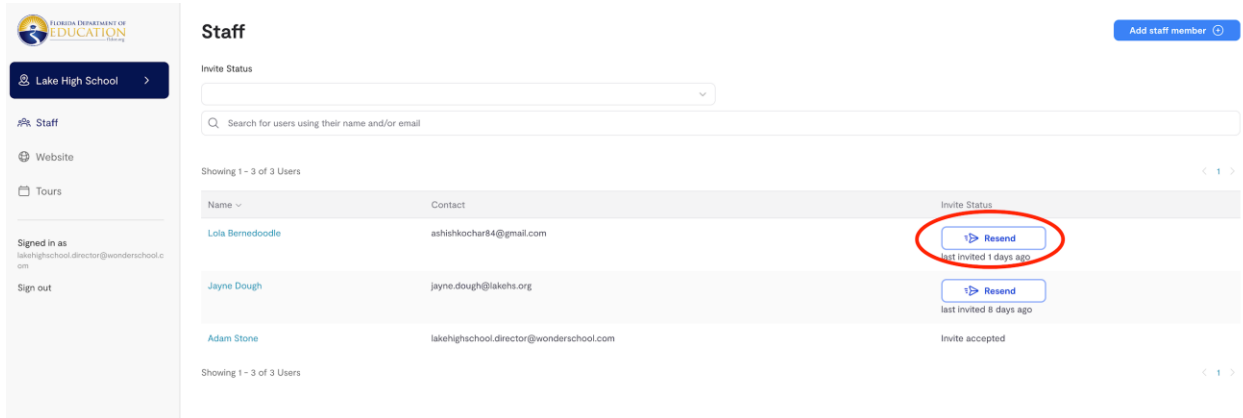

2. A new window will display **New Account Setup.** Enter the staff member's name and contact information. When you are satisfied with the staff member's listing, select **Create Account and Send Invitation.**

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**.
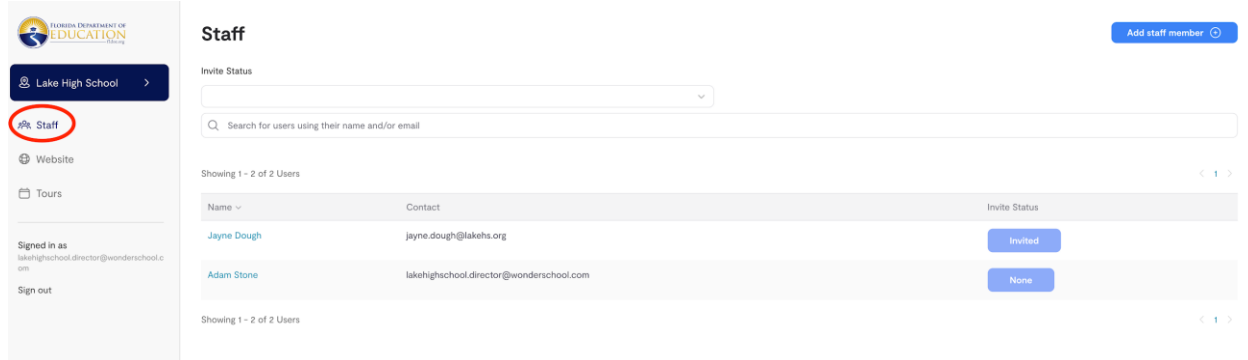

Making Staff Changes

Making changes to your staff is easy and can be done at any time by any authorized user.
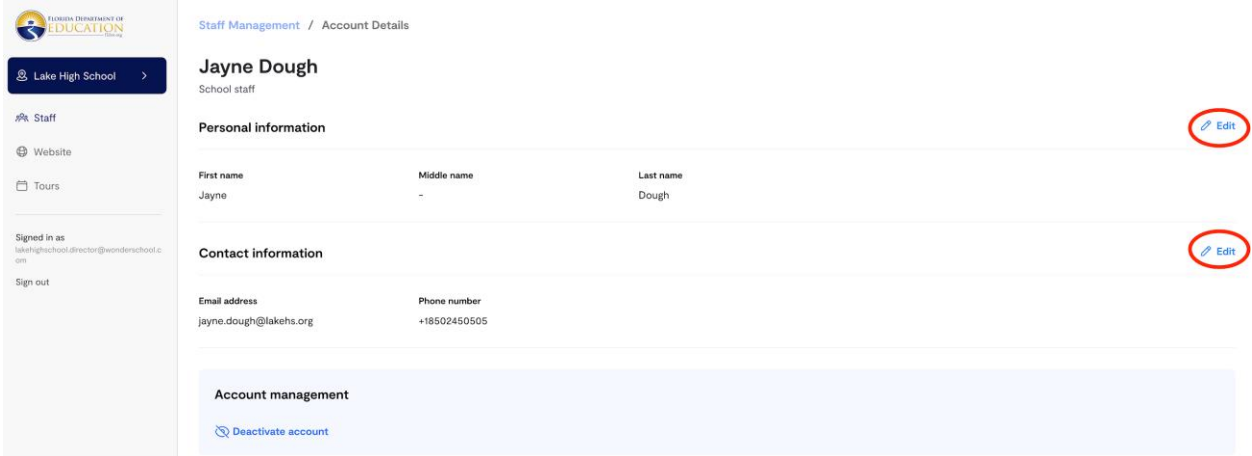
1. If you need to change a staff member's name or contact information, log in to your **My Florida Schools** account, and from your **Dashboard**, select **Staff**.

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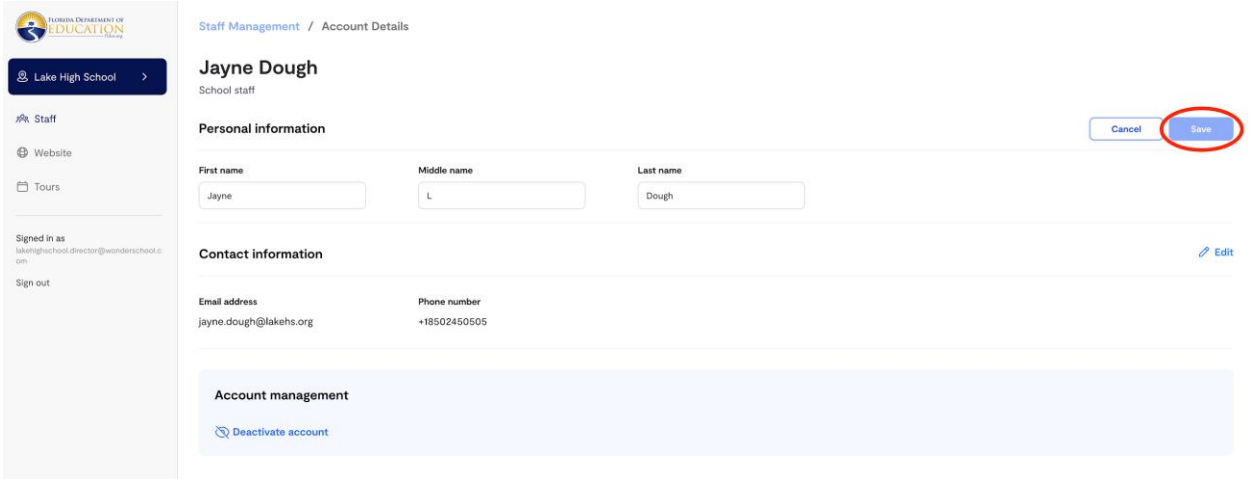
3. After you make any desired changes, select **Save.**
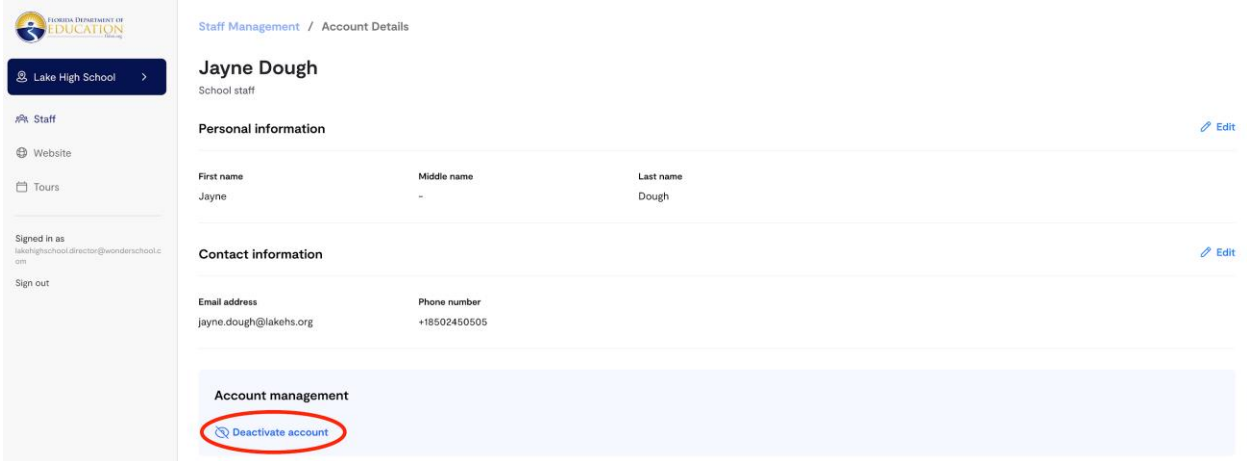
4. At the bottom of the page, you can activate or deactivate an individual staff member's account**.** Deactivating an account preserves the staff member's information but removes the user's access to your listing. Staff member accounts can be reactivated at a later date. You will be prompted to confirm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

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**.