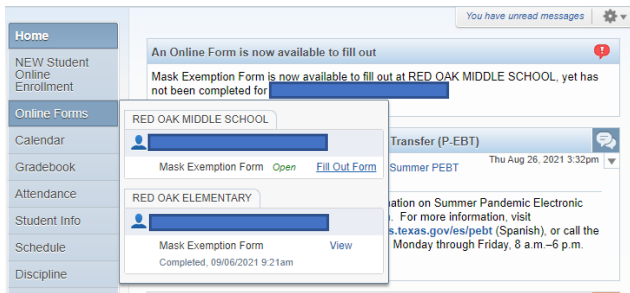


# Directions for Completing the ROISD Student Mask Exemption Form

- 1) Login to Family Access.
- 2) Select Online Forms → Fill Out Form (You will be required to complete a form for each student requesting an exemption.)



- 3) Select 21-22 Mask Exemption Form and complete the form by selection the Reason for the exemption and provide an optional explanation.

This screenshot shows the "Step 1. 21-22 Mask Exemption Form (Optional)" page. The left navigation menu is the same as in the previous image. The main content area contains the following text: "The Red Oak ISD School Board has authorized a temporary mask mandate, effective September 8, 2021. This mandate requires all staff, students and visitors to wear a mask while inside of any Red Oak ISD facility. Masks are required unless a parent exemption is in place. If you would like your child to be exempt, please complete the form. A form must be completed for each student you would like to be exempt." There is a "Print" button and a checkbox "I do not wish to fill out this optional form". Below this is the Red Oak Independent School District logo and the title "Red Oak ISD Mask Exemption Form". The text repeats the mask mandate information. A section for "Parent/Guardian" asks to complete the form if the child is to be exempt, with a note that the form must be completed for each student. A dropdown menu is provided for selecting a reason for exemption, and a text area is provided for an optional explanation. A "Complete Step 1 Only" button is at the bottom. On the right, a sidebar shows the "Mask Exemption Form" progress: "1. 21-22 Mask Exemption Form" (selected) and "2. Complete 21-22 Mask Exemption Form". Navigation buttons include "Previous Step", "Next Step", and "Close and Finish Later".

- 4) Once you have completed the form, click **Submit 21-22 Mask Exemption Form** on step 2.

This screenshot shows the "Step 2. Complete 21-22 Mask Exemption Form (Required)" page. The left navigation menu is the same. The main content area contains the following text: "By completing 21-22 Mask Exemption Form, you are confirming that the Steps below have been finished. Are you sure you want to complete 21-22 Mask Exemption Form for ALEXIS?" Below this is a "Review 21-22 Mask Exemption Form Steps" section showing a progress bar for "Step 1) 21-22 Mask Exemption Form" which is completed. A "Submit 21-22 Mask Exemption Form" button is at the bottom. On the right, the sidebar shows the progress: "1. 21-22 Mask Exemption Form" (completed on 09/07/2021 7:56pm) and "2. Complete 21-22 Mask Exemption Form" (selected). Navigation buttons include "Previous Step", "Next Step", and "Close and Finish Later".