


FOR FREEDOM FAMILIES

# Parent Guide

How to follow your child's grades, attendance and schedule in the Freedom family portal, and how to reach us.

SUCCESS COACH · OFFICE MANAGER · ADMINISTRATOR · DIRECTOR OF GROWTH · **PARENT** · STUDENT

COVERS
The Freedom family portal

UPDATED
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CAMPUSES
Naples · Ave Maria · Anywhere

*More Than A High School®*

★ ★ ★

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SECTION 01

# Getting started

The **family portal** shows your child's grades, missing work, attendance, schedule, report cards and transcript, all up to date. It works on any computer or phone.

## Your login

Every parent or guardian with an email address on file has a portal login. You don't need to ask for one: when the school saves your email, your login is made for you, and it's always turned on.

- **One login for the whole family.** If you have more than one child at Freedom, the same email and password shows all of them.
- **Changed your email?** Call the front office. When they save your new email, your login moves to it. Your password stays the same.
- **No email on file?** Give the front office an email address, and your login is ready as soon as they save it.

## Your first time: set your password

1. Go to **hub.freedominstitute.net**.
2. Click **Forgot your password?** under the sign-in box.
3. Enter the email address you gave the school and click **Send reset link**.
4. Open the email from Freedom and click the link. It works once and expires in 60 minutes.
5. Type your new password twice (at least 6 characters) and click **Set new password**.
6. Back on the sign-in page, sign in with your email and that password.

Did the school give you a starting password? Signing in with it won't open the portal. Instead, we email you a link to choose your own password. Open it, set your password, then sign in with it.

Did the front office reset your password and give you a temporary one? Sign in with it. A **Choose a new password** box opens before the portal loads. Type the temporary password under **Current (temporary) password**, your own under **New password** (at least 6 characters), and click **Update password**. The portal then opens. If you close the box, click **Choose a new password** on the page to bring it back.

> NO EMAIL IN YOUR INBOX
>
> Check your junk or spam folder. If it still isn't there, call the front office. We may have a different email on file for you.

## Signing in after that

1. Go to **hub.freedominstitute.net**.
2. Enter your email and the password you chose.

- Forgot it later? Click **Forgot your password?** again for a new link.
- After 8 wrong tries, the account locks for 15 minutes.
- Click **Sign out** when you're done, especially on a shared computer.

> PUT IT ON YOUR PHONE
>
> Tap **Install this app** at the top right of the portal. The Freedom eagle then sits on your home screen with your other apps.

## Putting the portal on your phone

**Install this app** is at the top right of every page. Tap it and follow the steps it shows for your phone and browser:

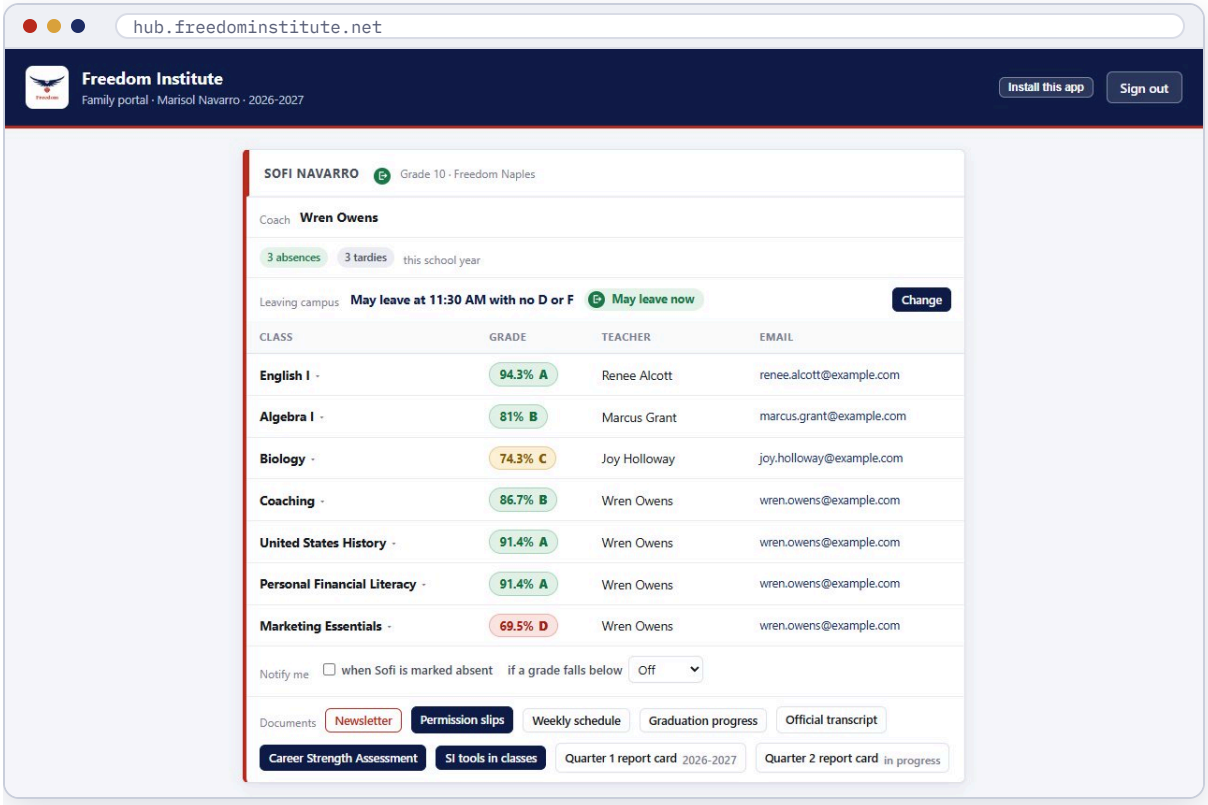
| YOU'RE USING | WHAT TO DO |
|---|---|
| **Android phone, or Chrome or Edge on a computer** | Tap **Install** when your browser asks. Or open the browser menu (⋮) and choose **Install app** (**Add to Home screen** on a phone). |
| **iPhone in Safari** | Tap **Share**. On newer iPhones, tap the ••• button at the bottom right first, then **Share**. Scroll down and tap **Add to Home Screen** (tap **View More** if you don't see it). Leave **Open as Web App** on if you see it, then tap **Add**. |
| **iPad in Safari** | Tap **Share** at the top right of Safari, then **Add to Home Screen**, then **Add**. |
| **Chrome or another browser on an iPhone or iPad** | Tap **Share** in the address bar, then **Add to Home Screen** (tap **More** or **Edit Actions** if you don't see it), then **Add**. |
| **A link opened inside another app (for example Instagram or Gmail)** | That app can't add it to your home screen. Tap **Copy link**, open **Safari**, paste the link, sign in, and tap **Install this app** again. |
| **Safari on a Mac** | Open the **File** menu, choose **Add to Dock**, then click **Add**. |

Once it's installed, open Freedom Hub from the eagle and it runs full screen, like any other app. Tapping **Install this app** inside the installed app just tells you it's already installed.

## What you'll see

The portal shows one card for each of your children at Freedom. If a child is missing, call the front office so we can link them to your account.

Cards that need you sit at the top of the page: a permission slip waiting for your signature, or a question about when your child may leave campus (see **Leaving campus** below).




The family portal: your child's coach, attendance, classes and grades

SECTION 02

# Grades and missing work

Each child's card shows their grade level, campus and **success coach** (the teacher who looks after them), then a table of their classes.

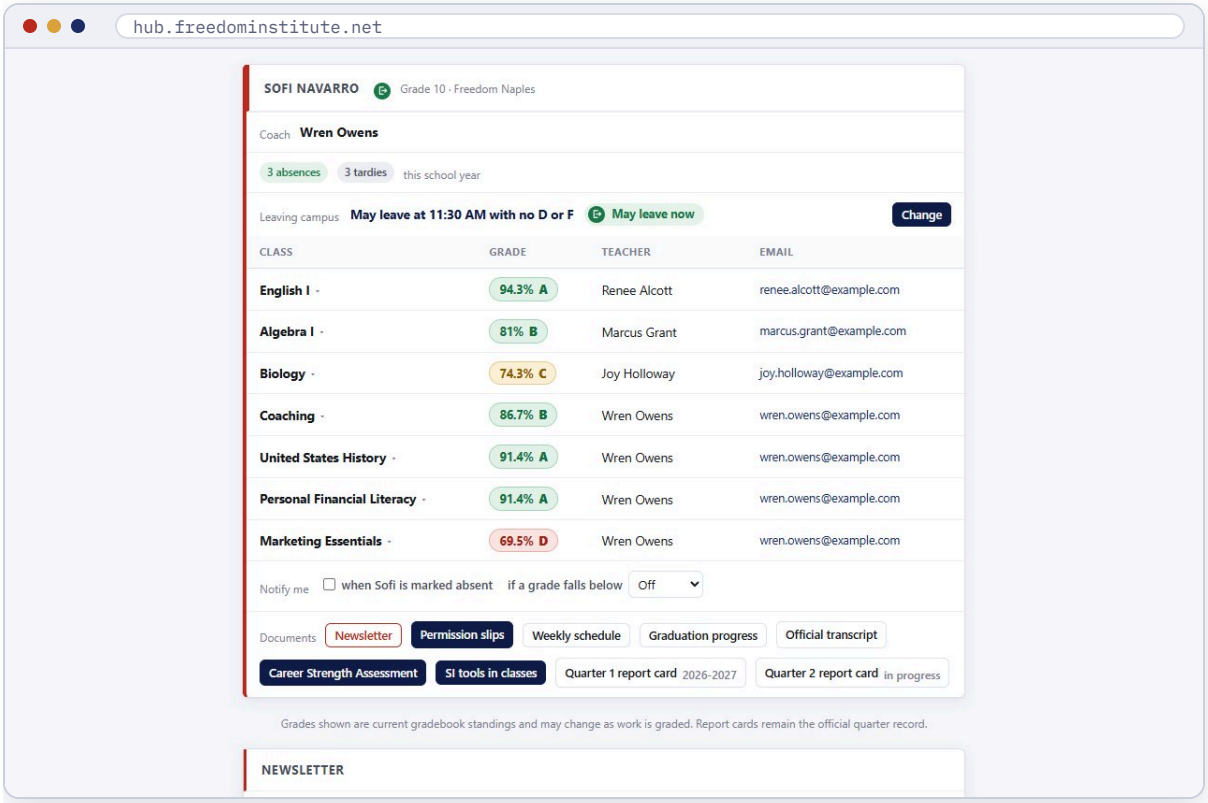
| COLUMN | WHAT IT SHOWS |
|---|---|
| **Class** | The class name |
| **Grade** | Your child's current percent and letter |
| **Teacher** | Who teaches it |

| COLUMN | WHAT IT SHOWS |
| --- | --- |
| **Email** | Tap to email the teacher |

The table fits on a phone screen with all four columns showing, so there's no scrolling sideways. Long email addresses wrap onto a second line.

## What the colors mean

| COLOR | GRADE |
| --- | --- |
| **Green** | A or B |
| **Yellow** | C |
| **Red** | D or F |



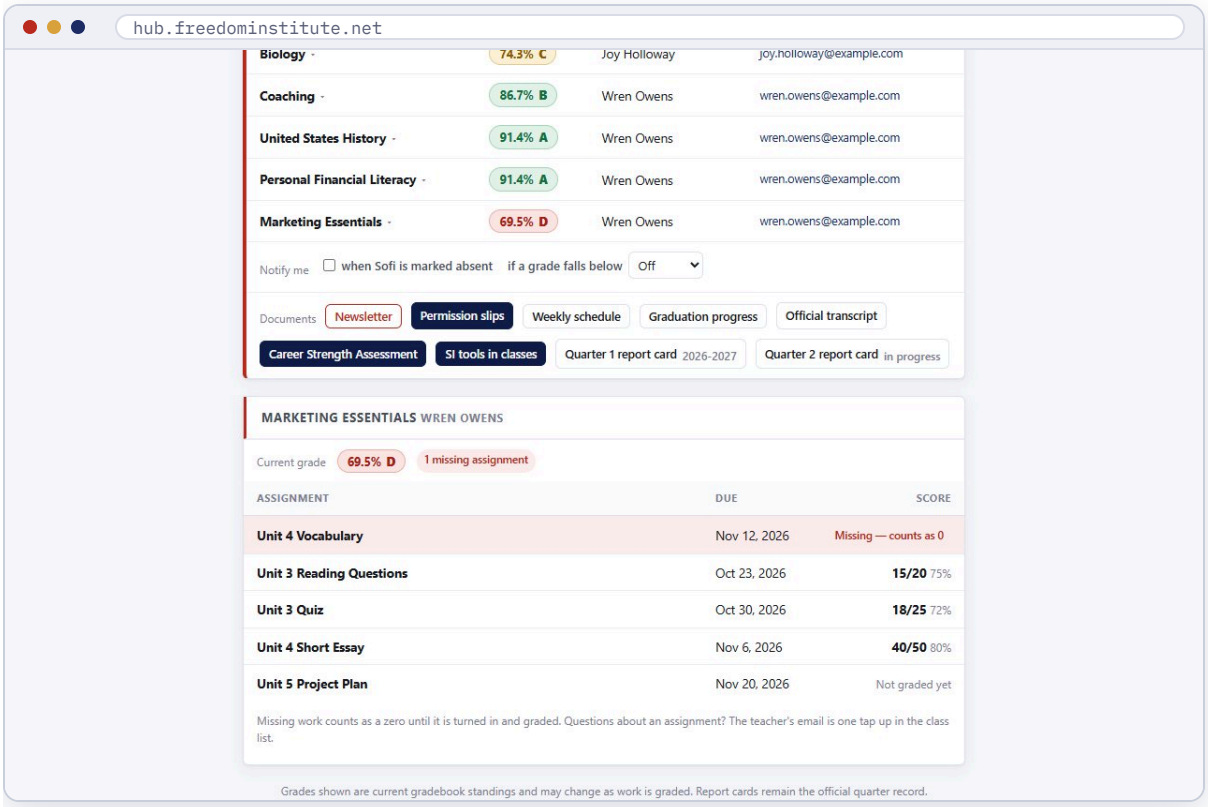

Current grades, colored by letter

Freedom uses whole letter grades: A is 90 and up, B is 80, C is 70, D is 60, and F is below 60. A dash means nothing has been graded yet.

## Seeing every assignment

Click a class to see every assignment, with missing work at the top.

1. In your child's class table, click the class name.
2. A panel opens under the card. The top line shows the **Current grade** and how many assignments are missing, or **Nothing missing**.
3. Each assignment shows its due date and score, with the percent. Missing work is shaded red at the top.
4. Click the class again to close it, or click another class.




A class opened: every assignment and its score, with missing work in red

| YOU SEE | IT MEANS |
|---|---|
| **Missing, counts as 0** | Not turned in. It counts as zero until it is. |
| **Late** | Turned in after the due date |
| **Excused** | Doesn't count toward the grade |
| **Not graded yet** | Turned in, waiting for a score |
| **Nothing missing** | Your child is caught up in this class |

**MISSING WORK CAN STILL BE TURNED IN**

In Freedom's on-demand online classes, when a student turns in missing work, the zero comes off and the work is graded for full credit. Encourage your child to catch up.

**Also enrolled in** lists support classes that don't have grades.

**Dual-enrollment (FSW) classes:** if your child takes a class at FSW, that class's assignment list includes the FSW assignments, with scores once they're recorded. Your child can also see their FSW due dates on their own student portal.

## Math Path grades

Some math classes use **Math Path**, where your child works through math skills at their own pace. Some online classes have a reading path that works the same way, named for the subject: for example the **History Path**, **Science Path** or **Literature Path** (in U.S. Literature). Their grades appear with the class's other assignments, under the path's name:

| YOU SEE | IT MEANS |
|---|---|
| **Math Path on track: week of (a date)** | Skills mastered so far, against where your child should be by the end of that week to finish on the dates they chose |
| **Math Path weekly goal: week of (a date)** | Whether your child learned that week's goal of new skills. Meeting the goal earns full points for the week. |
| **Math Path: (a test name)** | A 2-week test on the skills your child mastered in the last two weeks. In on-demand online classes, each 2-week test is worth 10 points. |
| **Math Path: Final exam** | The final, which opens once every skill is mastered. Passing it finishes the class. In on-demand online classes it's worth 100 points. |

Weekly grades appear after each week ends. If your child falls behind and then catches up, that week's grades go back up. Your child sees **This week's goal** at the top of their path each time they open it, and on their Freedom Learn To do list.

**On-demand due dates:** in Freedom's on-demand online classes, every lesson is due on a Friday. Your child picks a start and finish date, and each lesson's due date lands on the Friday of its week.

Grades in the portal are live standings from the teachers' gradebooks. Official grades are on report cards and the transcript.

SECTION 03

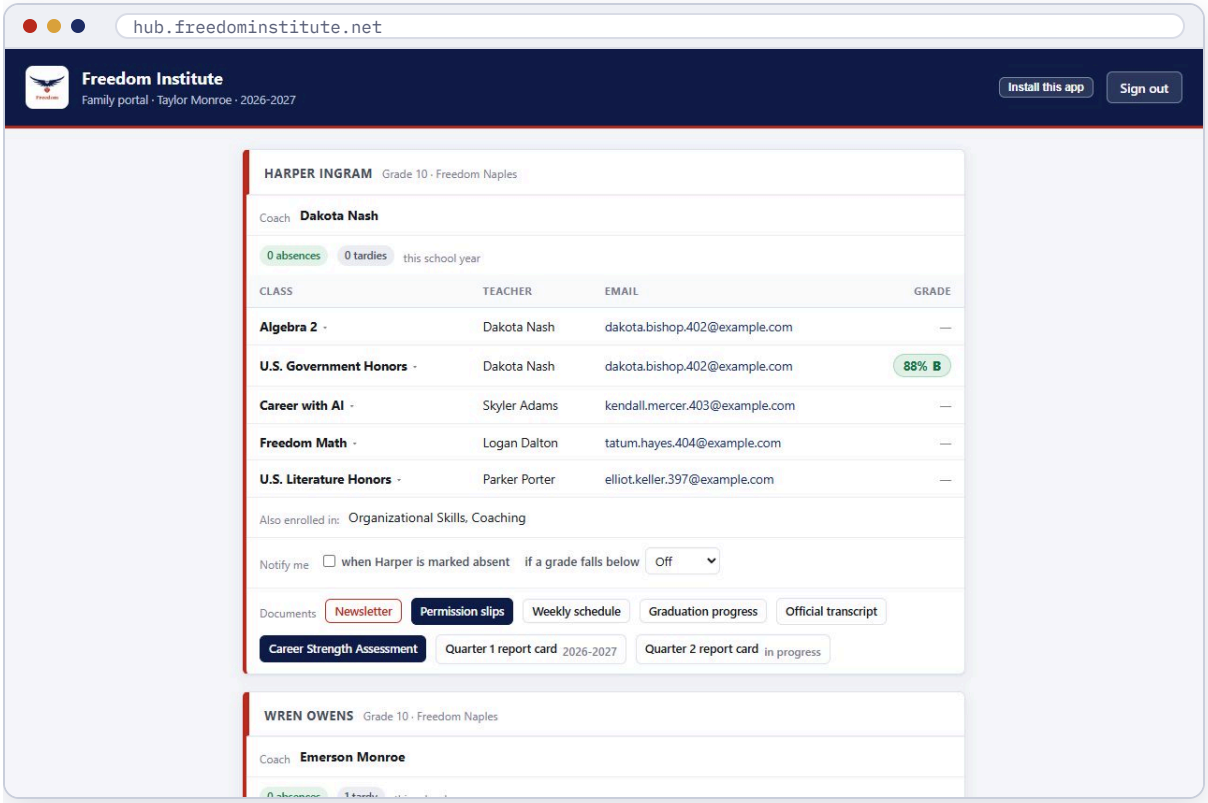
# Attendance and schedules

## Attendance

The card shows **absences** and **tardies** for this school year. The number turns amber when it goes above 3. Each counts days with any absent or tardy mark.

## Weekly schedule

Click **Weekly schedule** to see your child's week, class by class. Click **Print schedule** for a paper copy.




Your child's weekly schedule

SECTION 04

# Leaving campus

You choose when each of your children may leave campus during the school day. Until you choose, your child stays on campus all day.

## Making your choice

1. Sign in to the portal. If you haven't chosen yet, a red card at the top asks **When may [your child] leave campus?** Click **Choose now**. (Or, on your child's card, find the **Leaving campus** line and click **Choose**.)
2. Pick one of the four options:

| OPTION | WHAT IT MEANS |
|---|---|
| **Option 1** | Your child stays on campus until 12:30 PM, whether or not their work is done. |
| **Option 2** | Your child may leave at 11:30 AM as long as they have no D or F in any class. Otherwise they stay until 12:30 PM. |
| **Option 3** | Your child stays on campus until 1:30 PM for Open Lab. |
| **Option 4** | Your child may leave campus only during their Freedom class times (Freedom Math, Freedom Science, Freedom English, Organizational Skills study hall and Coaching), and only when all their work is turned in and graded with a C or better in every class. Otherwise they stay until 12:30 PM. |

1. Click **Save my choice**. It's saved under your name, and you can change it any time.

## Seeing where things stand

Each child's card has a **Leaving campus** line with your choice and a colored mark:

- **Green, May leave now:** your child may leave campus right now.
- **Red, On campus until ...:** your child stays on campus until the time shown, and the reason, for example "On campus until 12:30 PM".

The mark changes by itself through the day. An Option 1 student turns green at 12:30 PM, and an Open Lab student at 1:30 PM. An Option 2 student turns green at 11:30 AM with no D or F in any class, and at 12:30 PM no matter what. For Option 4, the card lists your child's Freedom classes with their days and times, the only times they may leave.

Click **Change** on the **Leaving campus** line to pick a different option. The front office, your campus principal or an administrator can also change it for you.

## Signing out at the office

Your child has their own **campus pass**, a QR code on their student portal. To leave, they scan it at the office iPad, and they scan it again when they come back. That way the school always knows who is off campus and when they left.

SECTION 05

# Alerts and messages

## Get an email alert

Under **Notify me** on each child's card:

1. Find the **Notify me** line, below the class table.
2. Tick the absence box, pick a letter from the grade list, or both.
3. Look for "Saved. Alerts arrive by email." There's no Save button to click.

- Tick **when [your child] is marked absent** to get an email the day they're marked absent.
- Choose **if a grade falls below**: A (90%), B (80%), C (70%) or D (60%), or Off.

Your choice saves right away. You'll get at most one absence email per child per day, and one grade email per class per day. If you'd rather not do it yourself, the front office can set these alerts for you.

## Messages from the school

The school sends email and, if you agree, text messages about your child and school news.

- You agree to texts on the enrollment form, or by telling the front office.
- To stop texts, reply **STOP** to any school text. To start them again, reply **START**. The school can't restart texts for you.
- Emergency notices reach every family.

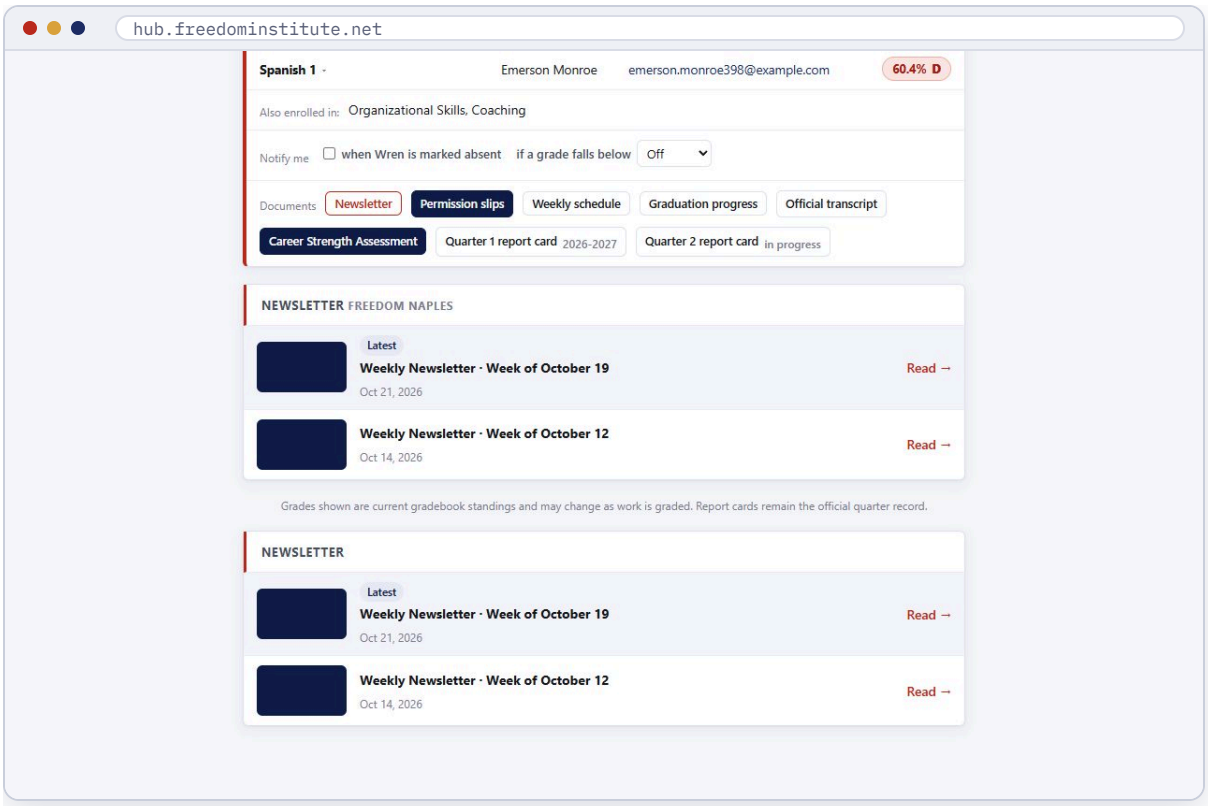
## Emails from your child's coach

Your child's success coach and teachers email families from their own Freedom email address, so you can reply straight to them.

**The Monday email:** your child's success coach can sign your child up for a Monday morning email that lists the work due that week and any overdue work. The coach chooses whether it goes to your child only, or to your child and you. It comes from the coach, signed with their name. If you'd like it, ask your child's coach.

## The newsletter

Each campus sends a weekly newsletter by email, and sometimes by text with a link if you agreed to texts. You can also read every issue in the portal: click **Newsletter**, then **Read** on any issue. The newest is marked **Latest**. The newsletter also sits at the bottom of the portal page.




The campus newsletter in the portal

**To stop the newsletter emails:** click **Unsubscribe from this newsletter** at the bottom of any issue, then click **Unsubscribe**. That stops only your campus newsletter. School notices, such as closings, report cards and notes from teachers, still come as usual. Changed your mind? Click **That was a mistake: keep me on the list** on the same page.

## Contacting a teacher or coach

Tap the teacher's email in the class table. Your child's success coach is named at the top of their card.

SECTION 06

# Report cards and records

In the **Documents** row of each child's card:




A report card, opened from Documents

| BUTTON | WHAT IT OPENS |
|---|---|
| **Newsletter** | Every issue from your campus |
| **Permission slips** | Slips to sign, and the ones you've already signed |
| **Weekly schedule** | Your child's week, with Print |
| **Graduation progress** | Credits earned and in progress, GPA, and every requirement |
| **Official transcript** | Print it or save it as a PDF |
| **Career Strength Assessment** | Your child's strengths profile and careers to explore |
| **SI tools in classes** | The tutors and grading help in Freedom Learn, and your choice for this child (see below) |
| **Q1 report card** (and so on) | Each quarter's report card. A quarter still running says **in progress**. |

## Reading a report card

1. In the **Documents** row, click the quarter you want, for example **Q1 report card**. It opens in a new tab.

2. Each class shows its teacher, **Percent** and **Grade**. A dash means no graded work was recorded that quarter.
3. **Attendance this period** shows the days absent and tardy in that quarter.
4. Click **Print** for a paper copy, or **Back** to return.

A report card for a quarter that's still running is a progress report. Its grades are current standings and will change as work is graded. Report cards show up once the quarter is under way.

## SI tools in classes

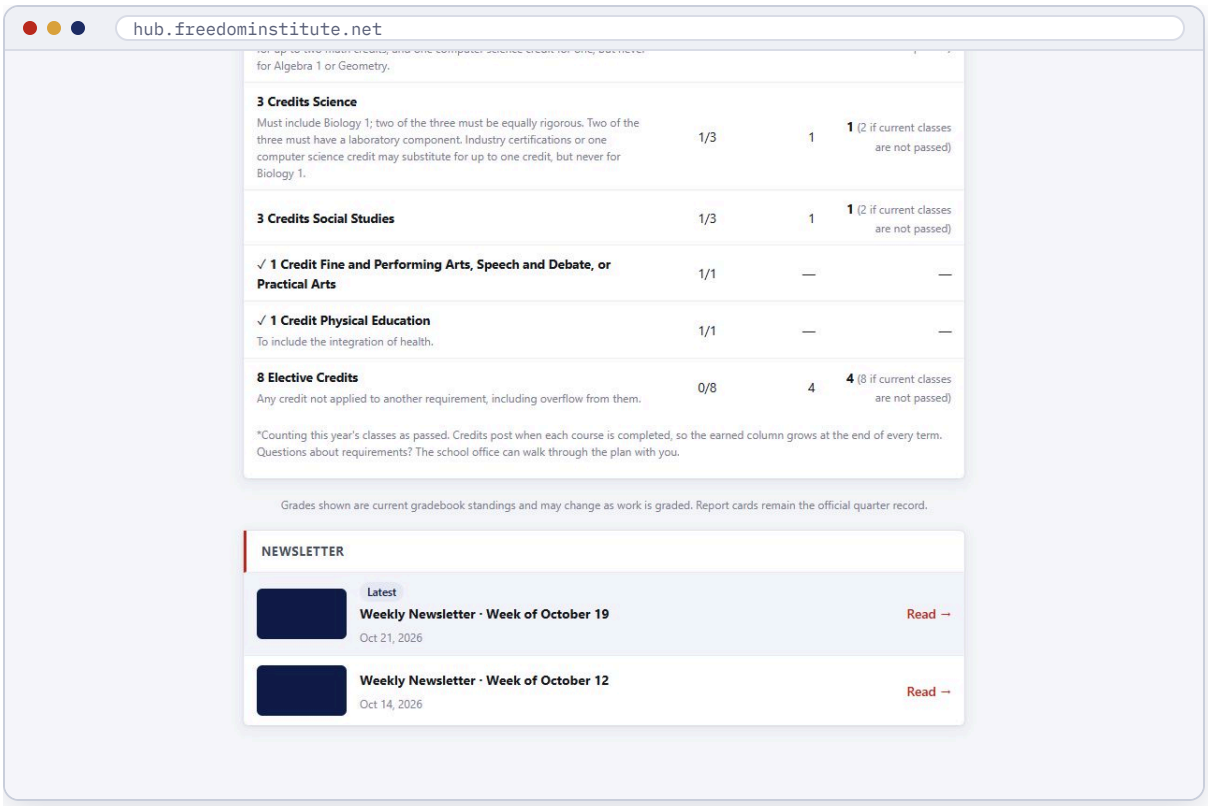
Freedom Learn, our online classroom, has tutors that help students as they work, and helps teachers grade. You decide, for each child, whether your child uses them.

1. In your child's **Documents** row, click **SI tools in classes**. A panel opens under the card.
2. Click **Read the full notice** to see what the tools do and how your child's information is protected.
3. Click **Make your choice** (or **Change your choice**).
4. Choose one:
   - **[Your child] may use Freedom's SI tools.** No signature is needed.
   - **I opt [your child] out.** Then tick what to opt out of: **The student tutors and Path help** (this includes turning spoken answers into typing), **SI help with grading** (teachers grade your child's work by hand), or both.
5. To opt out, type your name, pick your **Relationship to student**, and sign with your finger or mouse, or type your signature.
6. Click **Save my choice**.

The panel then shows **May use the SI tools**, **Opted out** (with what you chose), or **No choice yet**. Students who opt out get the same assignments, with help from their teacher and success coach instead. Opting out never affects grades. You can change your choice here at any time.

## Graduation progress

Shows credits earned, credits in progress, GPA, and a check mark next to each requirement met. **Still needed** assumes this year's classes are passed. Freedom's standard diploma needs 24 credits, a 2.0 GPA, and one online course.

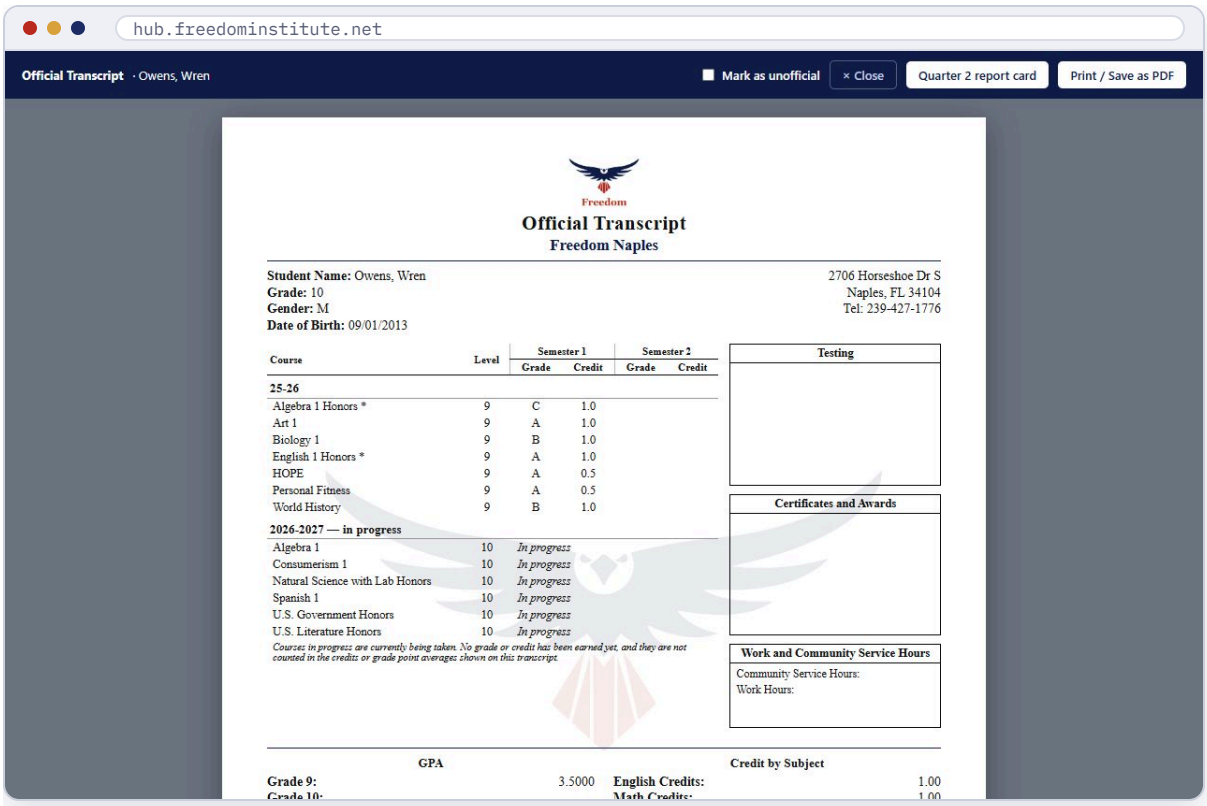



Graduation progress: credits earned, in progress and still needed

Click **Graduation progress** again to close it. Credits are added when each course is finished, so the **Earned** column grows at the end of every semester.

## Your child's transcript

The transcript is your child's official high school record. Colleges, employers and other schools ask for it.




The official transcript

**Where to find it:** in the **Documents** row, click **Official transcript**. It opens in a new tab. Click **Print / Save as PDF** to print it or save a copy. It always fits on one page. Click **× Close** to close the tab.

### What's on it:

| PART | WHAT IT SHOWS |
|---|---|
| **Student details** | Name, grade, gender and date of birth. Student numbers aren't printed on transcripts or report cards. |
| **Courses** | Every class by school year, with the **Semester 1** and **Semester 2** grade and credit |
| **In progress** | This year's classes. They have no grade or credit yet and don't count in the GPA. |
| **Testing** | Test scores the school has recorded |
| **Certificates and Awards** | Awards and certificates earned |
| **Clubs and Activities** | Freedom clubs your child belongs to, with the school years, when the club's leader has added that club to transcripts. It only shows if your child has one. Club attendance is never printed. |

| PART | WHAT IT SHOWS |
| --- | --- |
| **Work and Community Service Hours** | Community service hours and work hours |
| **GPA** | GPA for each grade, the **Weighted GPA** and the **Unweighted GPA** |
| **Credit by Subject** | Credits in English, Math, Science, Social Science and more, plus **Total Credits** |
| **Expected graduation** | The expected graduation year, or the graduation date once your child graduates |

A star (*) marks a weighted class: honors, AP or dual enrollment. These count a little extra in the weighted GPA. The unweighted GPA counts every class the same, with an A worth 4.0. A class taken at another school shows that school's name beside it.

**How classes and grades get there:** the live grades in the portal are not the transcript. After each semester ends and its report cards are issued, the school posts semester grades to every transcript. The semester grade is the average of its two quarters. A full-year class earns half its credit each semester. An F earns no credit.

**Classes from a previous school:** your child's success coach, the office at your campus or the registrar adds them from the old school's official transcript. You can hand that transcript to the front office.

**Check it:** look it over after each semester. Make sure every class, grade and credit is there, including classes from any school your child attended before Freedom.

**If something is missing or wrong:**

1. Email your child's success coach or call your campus front office.
2. Say which class and school year, and what looks wrong.
3. For a class from another school, send or bring that school's official transcript or report card.

Only your child's success coach, the office at your campus or the registrar can add to or fix a transcript. A posted grade doesn't change by itself when a gradebook changes later, so let us know if anything looks off.

SECTION 07

# SI in student work

## The Freedom SI Stoplight

Every class at Freedom uses the same stoplight, created by Principal Christy Vaill, so your child always knows how much SI may be used on a piece of work. Every assignment shows its color, and classrooms post the stoplight on the wall.




The Freedom SI Stoplight, posted in every classroom

| COLOR | WHAT IT MEANS |
|---|---|
| **Red** | No SI use allowed. All work is the student's own. Used for tests, exit tickets and in-class writing. |
| **Yellow** | SI may be used to explain ideas, brainstorm, practice or get feedback, and sources must be cited. |
| **Green** | SI is encouraged, and students must cite what it made and what they changed. |

If no color is shown, students treat the work as **Red** and ask their teacher. The tutor built into Freedom Learn is part of the class and may be used on Yellow and Green work.

## How students cite SI

On Yellow and Green work, students add a short note at the end:

*SI use: the tool, what I asked it, and what I kept, changed, or rejected.*

## The Academic Dishonesty rule

Academic Dishonesty means cheating, plagiarism or falsifying records. It is a **Level 2** violation in the Freedom Disciplinary Matrix.

Using SI on Red work, or using it on Yellow or Green work without citing it, is Academic Dishonesty.

- **First time:** a conference with the student, a call or email to the parent, and the student redoes the work following its color.
- **Repeated:** it is handled as Chronic Violations, **Level 3**.

Teachers do not decide from an SI "detector" alone. They talk with the student and look at drafts and earlier versions of the work first.

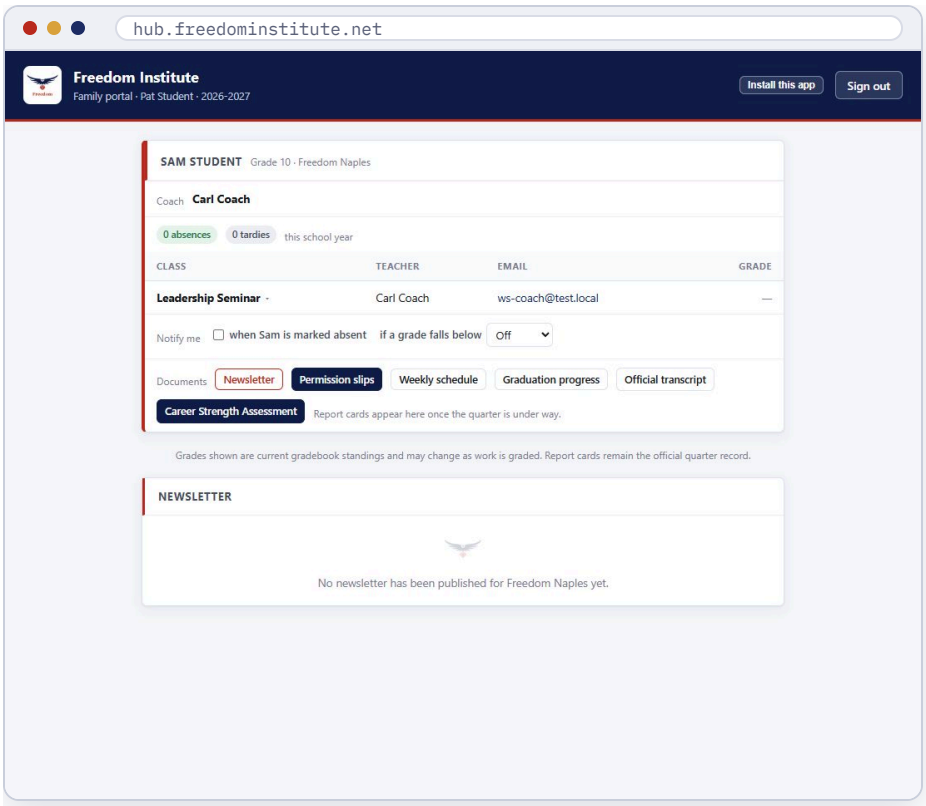
SECTION 08

# Freedom Career Strength Assessment

The Freedom Career Strength Assessment is Freedom's own strengths profile. Your child answers a short self-reflection about the careers they're curious about and their goals, then 217 quick pairs of statements. From their answers, it finds the 5 of 40 strengths that come most naturally to them.

## Seeing your child's profile

In the **Documents** row of your child's card, click **Career Strength Assessment**. Their profile opens in a new tab.

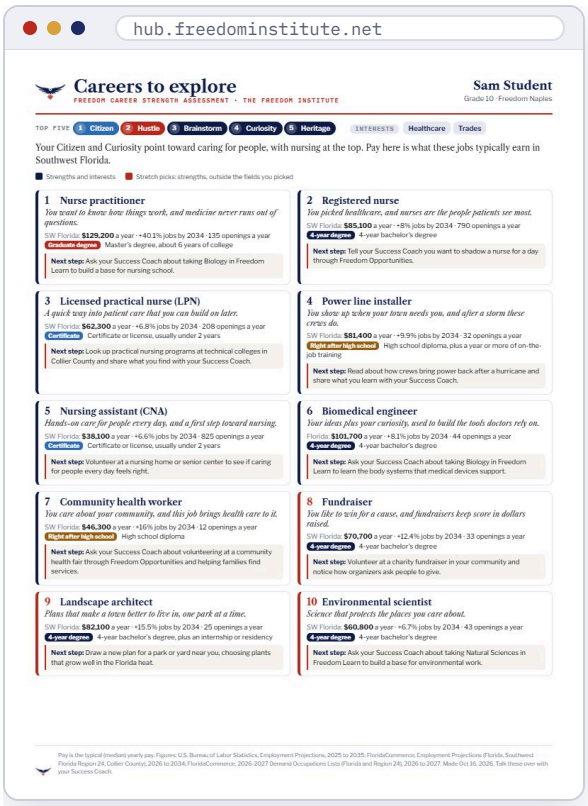



The Career Strength Assessment button in the Documents row

The profile shows:

- their top five strengths, and what each one looks like
- the four areas the strengths fall into: Hard Work, Patriotism, Kindness and Respect
- the career fields and goals from their self-reflection
- **Careers to explore**: ten careers that fit their strengths and interests, with typical pay and job growth here in Southwest Florida, the education each one takes, and a next step at Freedom
- all 40 strengths in order

Click **Print or save as PDF** for a paper copy. **Print the one-page handout** puts the ten careers on a single page.




Careers to explore, on one page

**TALK IT OVER**

A good way to start: "Which of your top five do you see in yourself?" Then look at the careers together. The **Freedom Career Strength Assessment Themes** guide describes all 40 strengths.

## Opportunities and permission slips

Freedom invites students to guest speakers, field trips, internships and job shadows that fit their interests and strengths. When your child is invited, you'll get a message. If a permission slip is needed, sign it in the portal from the link, or from **Permission slips** in the Documents row.

## If the profile isn't there yet

Until your child finishes, the profile shows how far along they are. The Freedom Career Strength Assessment grew from 34 to 40 strengths in September 2026; if your child finished before then, they can add the six new ones (about 8 minutes) from their own portal. To take it again from the start, your child asks their Success Coach.

SECTION 09

# Coming back next year

To re-enroll a returning student:

1. Go to **freedominstitute.net/apply.html**.
2. Choose **Returning student**.
3. Sign in with the same email and password you use for the portal, and click **Sign in**. If you haven't set a password yet, do that first at **hub.freedominstitute.net** (see "Your first time" above).
4. Choose the student you're enrolling. Then pick the school year and campus.
5. Click **Continue** through the six steps. We fill in what we already have, so check it and update anything that changed.
6. Sign each form, tick the box at the end, and click **Submit application**.

A copy of the signed packet is emailed to you, and our enrollment team will reach out within two business days.

SECTION 10

# Quick answers

| QUESTION | ANSWER |
|---|---|
| **Do I need to ask for a login?** | No. If the school has your email, you already have one. Set your password with **Forgot your password?** |
| **I've never signed in.** | Click **Forgot your password?** on the sign-in page, enter your email, and use the link we send to choose a password. |
| **I have two children at Freedom. Do I need two logins?** | No. One login shows all your children. |
| **I forgot my password.** | Click **Forgot your password?** on the sign-in page. |
| **The office gave me a temporary password.** | Sign in with it, then choose your own in the **Choose a new password** box. |
| **Why isn't my child's student number on the transcript?** | Student numbers aren't printed on transcripts or report cards. Everything else on them is the same. |
| **Is my child's club on the transcript?** | If the club's leader added it, it shows under **Clubs and Activities**. |

| QUESTION | ANSWER |
|---|---|
| **I don't see one of my children.** | Call the front office so we can link them to your account. |
| **What does "Missing, counts as 0" mean?** | The assignment wasn't turned in. The grade goes up once it is. |
| **Why is a grade yellow or red?** | Yellow is a C; red is a D or F. Click the class to see which assignments are pulling it down. |
| **How do I get told when my child is absent?** | Tick the absence box under **Notify me**. |
| **How do I stop text messages?** | Reply STOP to any school text. Reply START to turn them back on. |
| **Can I change my contact information in the portal?** | Not yet. Call the front office and they'll update it. |
| **Where is the transcript?** | In the **Documents** row of your child's card: click **Official transcript**. |
| **A class from my child's old school isn't on the transcript.** | Contact the success coach or the office at your campus and send the old school's official transcript. They can add it. |
| **Why aren't this year's grades on the transcript?** | Grades post after each semester ends. Until then, this year's classes show as in progress. |
| **Who can fix the transcript?** | Your child's success coach, the office at your campus or the registrar. |
| **Where is the newsletter?** | In your email each week, and under **Newsletter** in the portal. |
| **How do I stop the newsletter emails?** | Click **Unsubscribe from this newsletter** at the bottom of any issue. School notices still come. |
| **How do I choose when my child may leave campus?** | Click **Choose** (or **Change**) on the **Leaving campus** line of your child's card, pick an option, and click **Save my choice**. |
| **My child's leaving mark is red. Why?** | It shows the time and reason, for example "On campus until 12:30 PM". It turns green by itself when your child may leave. |
| **How does my child sign out?** | They scan their campus pass (a QR code on their student portal) at the office iPad, and scan it again when they come back. |
| **Where do I choose about the tutors in Freedom Learn?** | Click **SI tools in classes** in your child's **Documents** row. |
| **How do I put the portal on my phone?** | Tap **Install this app** at the top right and follow the steps for your phone. |

| QUESTION | ANSWER |
| --- | --- |
| **Can I get a weekly list of my child's work?** | Ask your child's success coach to send you the Monday email. |

SECTION 11

# Contact us

For questions about your child, email their teacher or success coach from the portal, or call your campus front office.

| CAMPUS | ADDRESS |
| --- | --- |
| **Freedom Naples** | 2706 Horseshoe Dr. S., Naples, FL 34104 |
| **Freedom Ave Maria** | 5078 Pope John Paul II Blvd, Ave Maria, FL 34142 |
| **Freedom Anywhere** | Online |

Main office: (239) 427-1776 · freedominstitute.net

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