

FOCUS Parent Portal

Parents can view:

1. **Report cards** by clicking **Reports**. Note: for parents with multiple children, ensure that the correct school is displaying in the upper right hand-corner of the screen in the blue banner. See Figure 1.

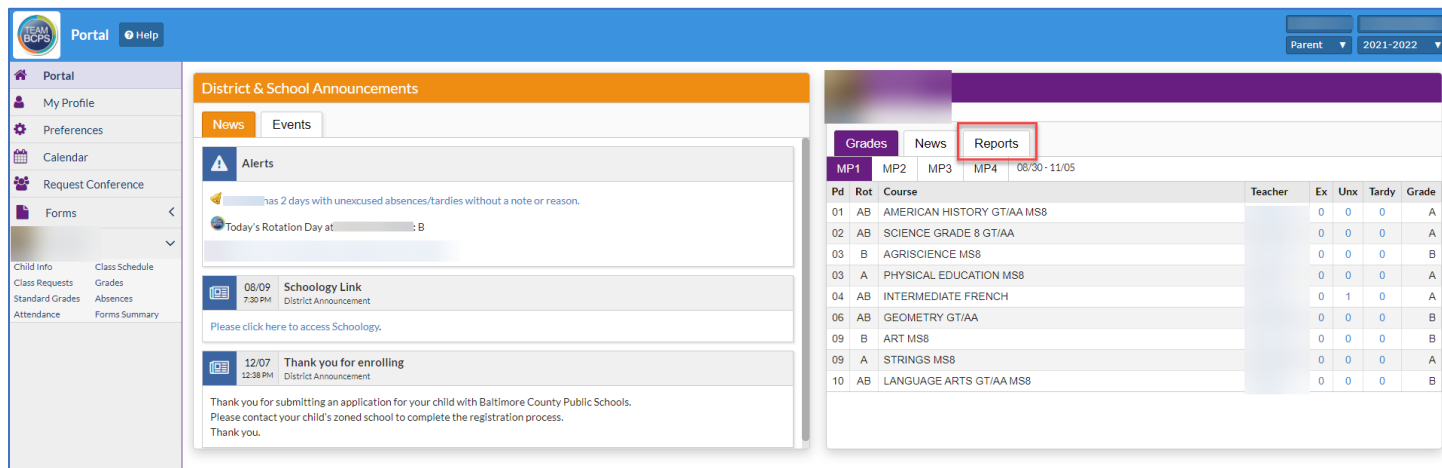


Figure 1

2. **Attendance Chart** by clicking **Attendance** from the left-hand menu. Parents can sort the report by date and hover over any of the period attendance records to see more information. See Figure 2.

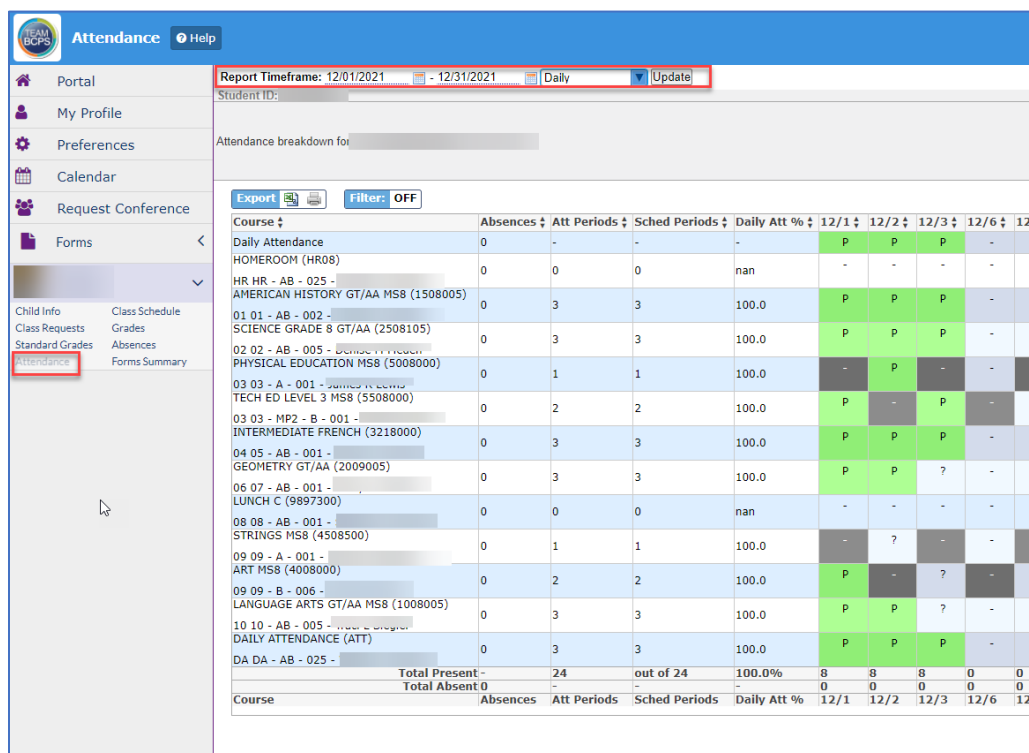


Figure 2

- Click on **Child Info** from the left-hand menu. Parents can see:

Registration:

Student Preferred Name

Service Learning:

Types of Service Learning Hours

Total

Graduation Requirements

Student Service Learning Hours

Transportation:

AM Bus Information

PM Bus Information

See Figure 3.

The screenshot shows the 'Child Info' page. The left-hand menu is expanded, and 'Child Info' is highlighted. The main content area shows the 'General' tab with a field for 'Nickname (Student Preferred Name)'.

Figure 3

- Class Schedule** for their children. Click on **Class Schedule** from the left-hand menu. See Figure 4.

The screenshot shows the 'Class Schedule' page. The left-hand menu is expanded, and 'Class Schedule' is highlighted. The main content area shows a table of classes with columns for Course, Period, Teacher, Course Number, Section, Rotation Days, State Reporting Days, Room, Term, Enrolled, Dropped, Exclude from State Reporting, Inclusion, and Credits.

Course	Period - Teacher	Course Number	Section	Rotation Days	State Reporting Days	Room	Term	Enrolled	Dropped	Exclude from State Reporting	Inclusion	Credits
HOMEROOM	HR HR - AB	HR08	025	A, B	MTWTF	D-7	Full Year	Aug 30, 2021	-	✗	N/A	0.00
AMERICAN HISTORY GT/AA MS8	01 01 - AB -	1508005	002	A, B	MTWTF	D-7	Full Year	Aug 30, 2021	-	✗	N/A	0.00
SCIENCE GRADE 8 GT/AA	02 02 - AB -	2508105	005	A, B	MTWTF	A-7	Full Year	Aug 30, 2021	-	✗	N/A	0.00
PHYSICAL EDUCATION MS8	03 03 - A - 01	5008000	001	A	MTWTF	GYM	Full Year	Aug 30, 2021	-	✗	N/A	0.00
AGRISCIENCE MS8	03 03 - MP1	6160200	001	B	MTWTF	E-13	Marking Period 1	Aug 30, 2021	-	✗	N/A	0.00
TECH ED LEVEL 3 MS8	03 03 - MP2	5508000	001	B	MTWTF	E-7	Marking Period 2	Nov 8, 2021	-	✗	N/A	0.00
HEALTH MS8	03 03 - MP3	5108000	001	B	MTWTF	E-9	Marking Period 3	Jan 24, 2022	-	✗	N/A	0.00
EFF LRNGFOR COL&CAR MS8	03 03 - MP4	1005800	001	B	MTWTF	E-12	Marking Period 4	Apr 4, 2022	-	✗	N/A	0.00

Figure 4

- Forms** that can be completed. Click on **Forms Summary** from the left-hand menu. See Figure 5.

Forms Summary [Help](#) Parent 2021-2022

Pending Forms

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information

Student Name	Form	Status
[Redacted]	Parental Privacy Preference Opt-Out Form	In progress - Click to continue in English [EN]

Available Forms

The district has made the following forms available for you to complete as needed to update information.

Available forms for [Redacted]
Student Privacy Options

Completed Forms

3 Records [Filters](#) OFF

Student	Form	Completed Date	Processed Date	# of Changes			
				Approved	Denied	Pending	
[Redacted]	Parental Privacy Preference Opt-Out Form	09/13/2021	09/21/2021	5	0	0	View Changes
[Redacted]	Parental Privacy Preference Opt-Out Form	08/31/2021	09/21/2021	5	0	0	View Changes
[Redacted]	Secondary Annual Student Information Review Form	08/30/2021	09/21/2021	2	0	0	View Changes

Figure 5

6. **Preferences.** Click Preference from the left-hand menu to view, change or update preferences. See Figure 6.

Preferences [Help](#)

Display Options

Language ☐ Kreyòl ☐ English (Canada) ☐ Français
☐ 日本語 ☒ English ☐ Tiếng Việt
☐ русский ☐ Português ☐ Español
☐ 中文

Highlight Color [Color Selection]

Portal Student Name Format

Student Info Layout

Default Filters On ☐

Date Format
☒ Month Day, Year ☐ Day Month, Year

Figure 6

7. Click on **Help** to receive overall help on the Focus Parent portal.

Portal [Help](#)

District & School Announcements

[News](#) [Events](#)

[Alerts](#)

Figure 7