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.
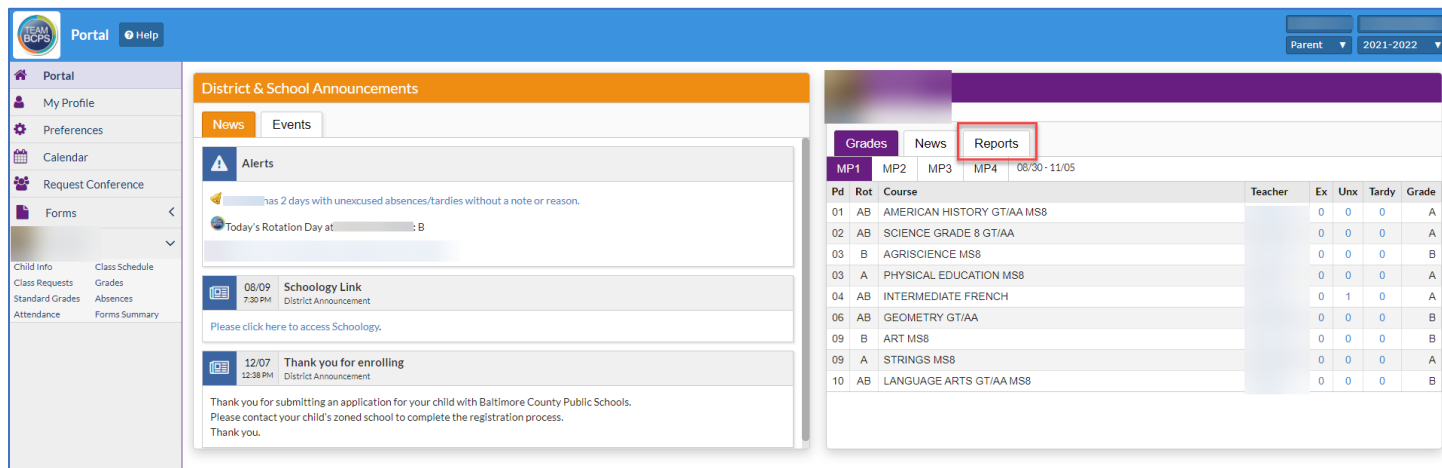

Figure 1

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.
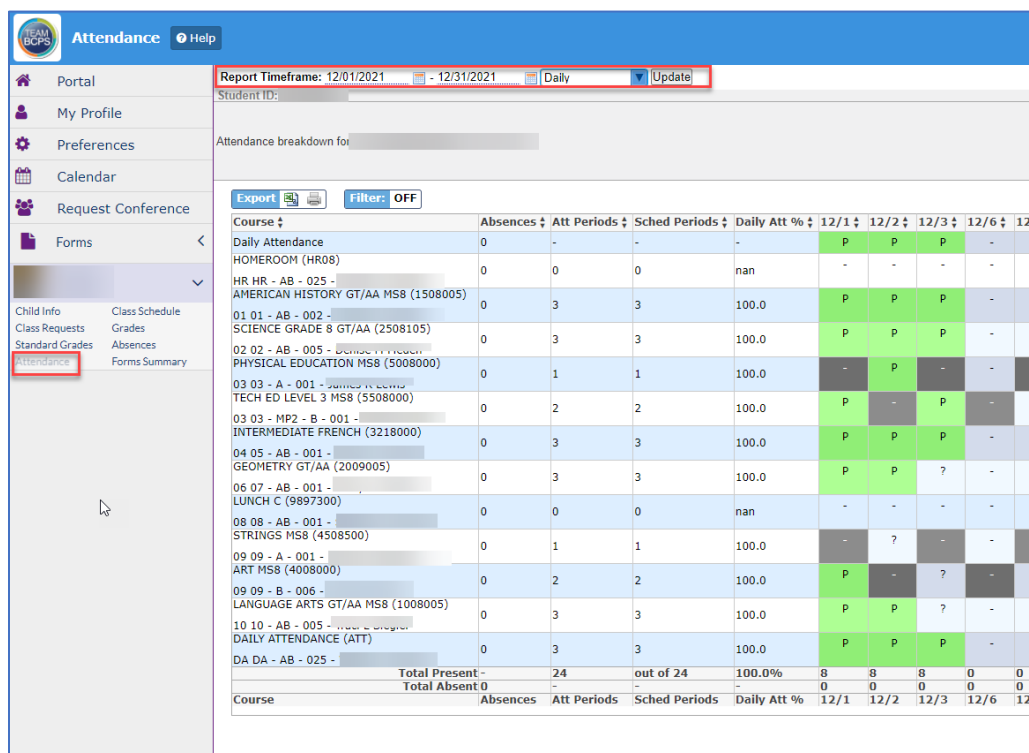

Figure 2

3. 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.

Figure 3

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

Figure 4

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

Figure 5

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

Figure 6

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

Figure 7