

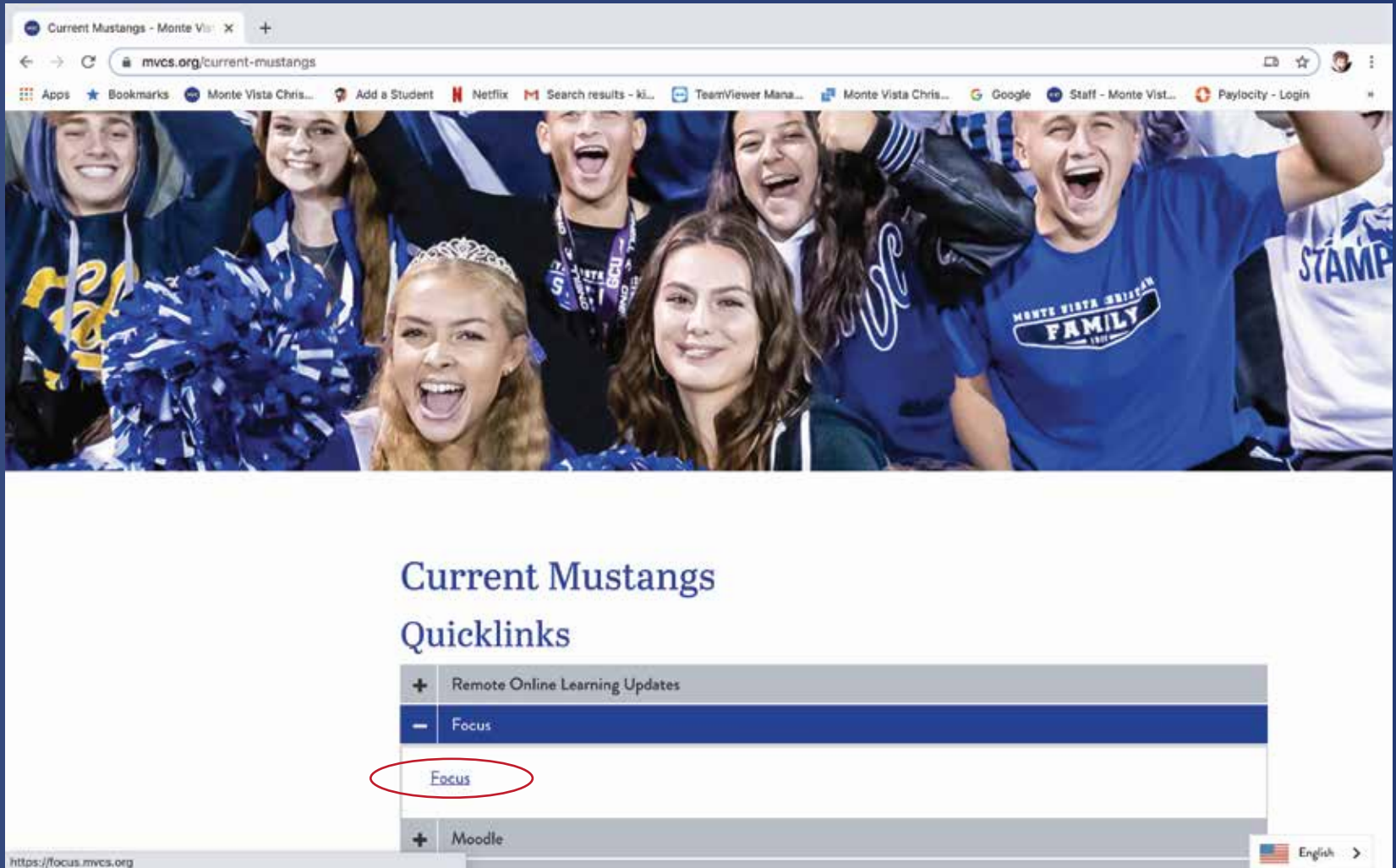
FOCUS

PARENT'S GUIDE

The screenshot shows the website for Monte Vista Christian School. The browser address bar displays 'mvcs.org'. The main navigation bar includes 'ABOUT US', 'ADMISSIONS/BOARDING', 'ACADEMICS', 'ARTS', 'ATHLETICS', and 'COMMUNITY'. A 'QUICKLINKS' dropdown menu is open, listing various resources such as '2020-2021 Key Dates', '2020-2021 MVC Bell Schedule', 'Career Opportunities', 'Give to MVC', 'Lunch Menu', 'Mustang Flyer', 'Transportation', 'Campus Map', 'Current Mustangs' (circled in red), 'COVID-19 Statement', and 'MVC General Operating Modalities'. The main content area features a large image of a pink rose and the text: 'Open for connecting through customized sanitized. ready.' Below this is a button that says 'We're ready for the new normal. Find out how'. The footer includes a language selector set to 'English'.

STEP 1

- > Go to *school website* (mvcs.org)
- > Open *Quicklinks*
- > Open *Current Mustangs* link



The screenshot shows a web browser window with the URL mvcs.org/current-mustangs. The page features a header image of students cheering. Below the image, the text "Current Mustangs" is displayed, followed by a "Quicklinks" section. This section contains a vertical list of links: "Remote Online Learning Updates", "Focus", and "Moodle". The "Focus" link is highlighted in blue and circled in red. At the bottom left of the page, the URL <https://focus.mvcs.org> is visible. At the bottom right, there is a language selection menu set to "English".

STEP 2

- > Go to *Current Mustangs* page
- > Open Focus Dropdown
- > Click link to *Focus*



STEP 3

> Log in to Focus
Be sure to use the parent login credentials

The screenshot shows the Focus Parent Portal interface. On the left is a navigation menu with options like Portal, Preferences, Calendar, and MVC. The main content area is titled "District & School Announcements" and includes sections for Alerts, Attendance, and Need Help?. On the right, there is a "Grades" section for Monte Vista Christian Middle School (MVC) for the 2020-2021 school year. A table displays the student's schedule and current grades.

| S1 | S2 | 07/01 - 12/18 | | | | | |
|----|-----|---------------------------|----------------|----|-----|-------|-------|
| Pd | Rot | Course | Teacher | Ex | Unx | Tardy | Grade |
| 01 | 1,3 | Bible 8 | Bartholomew, D | 0 | 0 | 0 | |
| 02 | 2,4 | Individuals & Societies 8 | Bliss, M | 0 | 0 | 0 | |
| 03 | 1,3 | PE | Lambdin, A | 0 | 0 | 0 | |
| 04 | 2,4 | Ceramics Sem 1 | Sallee, M | 0 | 0 | 0 | |
| 05 | 1,3 | Spanish 8 | Barneras, L | 0 | 0 | 0 | |
| 06 | 2,4 | Language & Literature 8 | Prettyman, A | 0 | 0 | 0 | |
| 07 | 1,3 | Physical Science | Oliver, H | 0 | 0 | 0 | |
| 08 | 2,4 | Math 3 | Williams, J | 0 | 0 | 0 | |

STEP 4

> In the Parent Portal you have access to view student schedule & grades

The current course grade will appear in the "Grade" column. The actual course gradebook is accessible by clicking on a particular grade.

The screenshot shows a web browser window with the URL `focus.mvcs.org/focus/Modules.php?force_package=SIS&modname=Students/Student.php&student_id=999893677&side_school=10#11`. The page title is "Child Info" and the user is logged in as "MVC TestParent" for "Monte Vista Christian Middle School" in the "2020-2021" school year. The left sidebar contains a navigation menu with "Child Info" highlighted. The main content area displays the student profile for "TestStudent, MVC" (ID: 999893677, Grade 08). The "General" section includes the following fields:

| Field | Value |
|-------------------------|--------|
| Preferred Name | |
| Birth Date | |
| Ethnicity | |
| Gender | Female |
| Personal E-Mail Address | |
| Primary Language | |

STEP 5

- > Click on *Child Info*
If you have multiple children at MVC, there will be one for each
- > Open *Child Info tab*

The screenshot shows the Focus MVC web interface for a parent. The main content area is titled "Emergency Card" for a student named "TestStudent, MVC" (ID: 999893677, Grade 08). The form contains the following sections:

- Insurance Carrier:** ABC Insurance Company
- Insurance Phone:** 123-456-7890
- Group and/or Policy #:** PO12345
- List all prescribed medications:** A text box containing "Epinephrine".
- I give my permission for MVC5 to administer th...:** A text box containing "Advil (Ibuprofen), Allergy Relief, Aritacid, Benadryl (diphenhydramine), Cough Syrup, Sinus Decongestant, Tylenol".
- Allergies (List All):** A text box containing "PEANUTS and tree nuts - and all things manufactured with nuts!".
- Medical Limitations or Conditions:** A text box that is currently empty.

At the bottom of the form, it states: "The Following Persons Have Authorization to release this Student From Class".

STEP 6

> Click on *Emergency Card*

> Enter Insurance information

It is important to list any prescribed medications, give permissions for the administration of any over-the-counter medication(s), list any known allergies, and indicate any medical conditions or limitations for your child

Child Info

focus.mvc.org/focus/Modules.php?force_package=SIS&modname=Students/Student.php&student_id=999893677&side_school=10#113

Child Info Child Info Help MVC TestParent Monte Vista Christian Middle School 2020-2021

Portal Preferences Calendar MVC

TestStudent, MVC 999893677 - Grade 08

Emergency Card

I give my permission for MVCs to adm... Advit (Ibuprofen, Allergy Relief, Antacid, Benadryl (diphenhydramine), Cough Syrup, Sin...

Allergies (List All)

PEANUTS and tree nuts - and all things manufactured with nuts!

Medical Limitations or Conditions

The Following Persons Have Authorization to release this Student From Class

Export Filter: OFF

| Allowed To: | Relationship | Name | Phone | Alt Phone | Emergency Contact | Notes |
|-----------------|------------------|------------|-----------|-----------|-------------------------------------|-------|
| Transport St... | Friend of Family | Ima Frienc | 098-765-4 | | <input type="checkbox"/> | |
| Transport St... | Grandmother | G'ma | 567-890-1 | | <input checked="" type="checkbox"/> | |

Parent Name

Waiver/Release Agreement: (I/We) I... I have verified all Emergency Contact Information and agree that selecting today's date represents my signature. is a required field

* I have verified all Emergency Contac...

Save

Errors

I have verified all Emergency Contact Information and agree that selecting today's date represents my signature.

STEP 7

> Enter the first person, other than yourself, that you give permission to pick up your child from school

> Click save at the top of the screen, and return to this area to enter the 2nd person that is permitted to transport your child

We require at least 2 people, other than parent, to be listed on this form.

Emergency Card

I give my permission for MVCS to adm... **Advit (Ibuprofen, Allergy Relief, Antacid, Benadryl (diphenhydramine), Cough Syrup, Sin...**

Allergies (List All)

PEANUTS and tree nuts - and all things manufactured with nuts!

Medical Limitations or Conditions

The Following Persons Have Authorization to release this Student From Class

Export Filter: OFF

| Allowed To: | Relationship | Name | Phone | Alt Phone | Emergency Contact | Notes |
|-----------------|------------------|------------|------------|-----------|-------------------------------------|-------|
| Transport St... | Friend of Family | Ima Frienc | 098-765-4: | | <input type="checkbox"/> | |
| Transport St... | Grandmother | G'ma | 567-890-1: | | <input checked="" type="checkbox"/> | |

Parent Name: _____

Waiver/Release Agreement: (I/We) I have verified all Emergency Contact Information and agree that selecting today's date represents my signature. is a required field

I have verified all Emergency Contac...

Errors

I have verified all Emergency Contact Information and agree that selecting today's date represents my signature.

STEP 8

- > Enter the parent name, as an electronic signature, to complete the form
- > Verify the information by entering today's date.

This form is updated annually, therefore, this date is how we determine if the information is current.

Child Info

focus.mvcs.org/focus/Modules.php?force_package=SIS&modname=Students/Student.php&student_id=999893677&side_school=10#113

Apps Bookmarks Monte Vista Chris... Add a Student Netflix Search results - ki... TeamViewer Mana... Monte Vista Chris... Google Staff - Monte Vist... Paylocity - Login

FOCUS Child Info Help MVC TestParent Monte Vista Christian Middle School 2020-2021

Portal Preferences Calendar MVC

Child Info Grade Changes
Class Schedule Grades
Absences Attendance
Referrals

TestStudent, MVC
999893677 - Grade 08

Filter fields...
Addresses & Contacts
Diploma Verification
Emergency Card
General
Immunizations
Medical
Parent Company Informat...
Voluntary Survey

Emergency Card

I give my permission for MVCS to administer L... Advil (Ibuprofen), Allergy Relief, Antacid, Benadryl (diphenhydramine), Cough Syrup, Sinus Decongestant, Tyli...

Allergies (List All)

PEANUTS and tree nuts - and all things manufactured with nuts!

Medical Limitations or Conditions

The Following Persons Have Authorization to release this Student From Class

Export Filter: OFF

| Allowed To: | Relationship | Name | Phone | Alt Phone | Emergency Contact | Notes |
|-------------------|------------------|------------|--------------|-----------|-------------------------------------|-------|
| | | | | | <input type="checkbox"/> | |
| Transport Student | Friend of Family | Ima Friend | 098-765-4321 | | <input type="checkbox"/> | |
| Transport Student | Grandmother | G'ma | 567-890-1234 | | <input checked="" type="checkbox"/> | |

Parent Name MVC TestParent

Waiver/Release Agreement: (I/We) understand...

*I have verified all Emergency Contact Inform... 08/06/2020

Save

Logout

STEP 9

> Click save once complete

The screenshot shows a web browser window with the URL `focus.mvcs.org/focus/Modules.php?force_package=SIS&modname=Students/Student.php&student_id=999893677&side_school=10#121`. The page title is "Child Info" and the user is logged in as "MVC TestParent" for "Monte Vista Christian Middle School" in the "2020-2021" school year. The left sidebar contains navigation options: Portal, Preferences, Calendar, MVC (selected), Child Info, Grade Changes, Class Schedule, Grades, Absences, Attendance, and Referrals. The main content area shows the student profile for "TestStudent, MVC" (ID: 999893677, Grade 08). The "Diploma Verification" tab is active, showing a form with the following fields:

| Field | Value |
|--------------------------------|-----------------|
| Name to be recorded on diploma | MVC TestStudent |
| Verified and Confirmation Date | 08/06/2020 |

A "Save" button is located in the top right corner of the form area.

STEP 10

- > Open the *Diploma Verification Tab* on the Child Info page
- > Indicate what name you would like on your child's high school diploma
- > Put today's date in the appropriate field
- > Click save