



UPDATE ADDRESSES & CONTACTS ON FOCUS WEBSITE



From the left side of the screen and under your child's name, go to **Child Info**

Click on the **Addresses & Contacts** tab.

On this screen is where you can edit an address or contact by clicking on the applicable information or you can add a new address or contact.

- The pink gavel indicates the contact has custody.
- The yellow warning icon indicates an emergency contact.
- The green car indicates the contact can pick up the student.
- The red note icon indicates the contact has notes entered in the contact record.