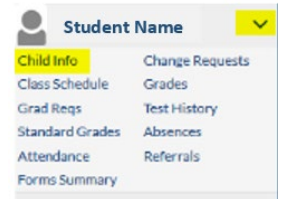


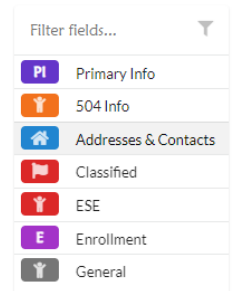
# Focus Parent Portal (Desktop/Laptop)

Updating Your Child’s Contact Information in FOCUS – All changes will be reviewed/approved by each school’s Data Entry personnel prior to publishing in Focus.

- 1) You will need your FOCUS Parent Portal username and password to edit your child’s information.
- 2) Login to the **FOCUS Parent Portal** and click the arrow next to your child’s name to expand the menu, then click “**Child Info.**”



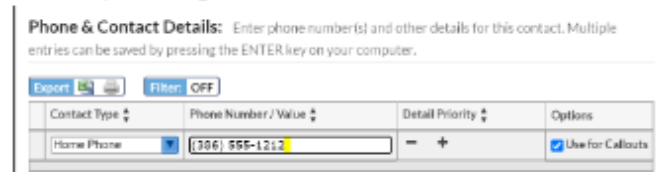
- 3) On the next screen, click “**Addresses and Contacts**” to verify the information currently on file for your child.



- 4) To edit **PRIMARY (CUSTODIAL) CONTACT** information for any existing contact, click on the CONTACT NAME to edit information. This will allow you to **update information such as phone numbers and email addresses, not the primary address of the student (see below).**

- Under Phone & Contact Details, enter all known numbers for the contact separately by pressing “Enter” after each entry.
- Once information is entered on the blank line, press the “ENTER” key with your cursor to still on that record to submit that entry and open a new blank line.
- Enter all applicable data on separate blank lines before clicking “Save.”

Before pressing “ENTER”

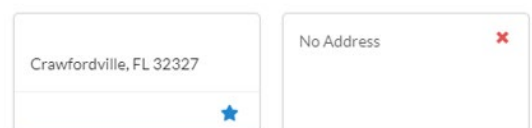


After pressing “ENTER”



- Also be sure to select the proper address or “No Address” if the contact is simply an emergency contact or approved pick up contact. The selected option will have a thin blue line across the bottom.

Contact Address Click to move this contact to a different address



- **IF YOUR PRIMARY ADDRESS HAS CHANGED, PLEASE DO NOT CREATE A NEW ADDRESS.** Instead, please go to the school with proof of residency (such as a current utility bill, driver's license, or rental agreement) to have this information updated.

5) If you are adding a **NON-PRIMARY CONTACT** (non-custodial contact), click “**New Address.**”

- When adding a new address, please be sure to enter information entirely. You only enter a mailing address if you have a separate address to receive mail (i.e. PO Box). Click on the “Save” button when finished.

**New Address**

Physical Address  
*If the physical address is also the mailing address, ensure the Mailing Address toggle is on.*

Address Line 1  
Address Line 2  
City State Zip Code +4

Mailing Address  
*If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.*

Address Line 1  
Address Line 2  
City State Zip Code +4

Phone Number  
Phone Number  
 Unlisted  Callout  Blocked  SMS

Options  
 Primary Residence  
 Mailing Address  
 Bus Pickup  
 Bus Dropoff

Delete Cancel Save

6) When adding a **NEW CONTACT**, please take the time to enter all information thoroughly on this screen as it is vital in case of an emergency.

- Be sure to indicate whether:
  1. the contact has custody
  2. if they are an emergency contact, or
  3. if they are allowed to pick your child up from school.

**New Contact**

Title (Mr, Ms, etc.) First Name Middle Name Last Name

None

Email

Opt Out of Email Notifications

Notes

Options  
 Custody  
 Emergency  
 Pick Up  
- 5 + Contact's Priority

Delete Cancel Save

7) When you are finished, click “Save.” **Your request will then be sent to the school for approval.** You may review the status of any requests by going online to view your child’s “Change Requests” screen.

Test

Child Info Change Requests  
Class Schedule Grades  
Grad Reqs Test History  
Standard Grades Absences  
Attendance Referrals  
Forms Summary