

WCSD Focus App (Mobile Device)

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 App** and click "More Info" next to your child's name then click "Student Info"

Q1	Q2	Q3	Q4	01/09-03/08	
Pd	Course	Ex	Unx	Tardy	Grade
01	LANG ARTS GRADE 4	0	0	0	
02	MATH GRADE 4	0	0	0	
03	SCIENCE GRADE 4	0	0	0	

Back

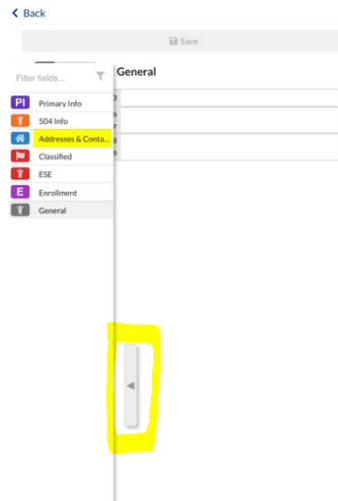
Courses Planner News Reports

Student Info

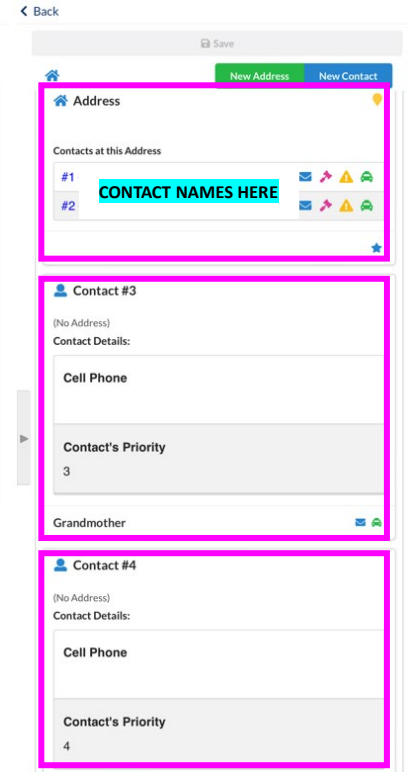
Grades Summary Grad Reqs

Q1	Q2	Q3	Q4	01/09-03/08	
Pd	Course	Ex	Unx	Tardy	Grade
01	LANG ARTS GRADE 4	0	0	0	
02	MATH GRADE 4	0	0	0	
03	SCIENCE GRADE 4	0	0	0	

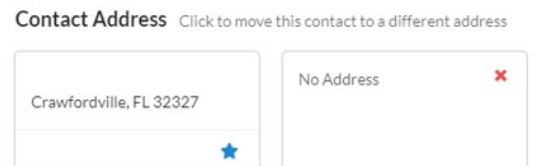
- 3) On the next screen, click on the **GRAY ARROW** on the side of the screen to access the "pop out" menu. Select "Addresses & Contacts."



- 4) To edit **PRIMARY (CUSTODIAL) CONTACT** information for any existing contact, tap 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).**



- Tap on any necessary fields where updates need to be made and enter updated information.
- Be sure to **SAVE** after each update.
- **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.
- 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.



5) If you are adding a **NON-PRIMARY CONTACT** (non-custodial contact), tap **“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.

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.

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.

- this must be done using the **FOCUS Parent Portal** on desktop/laptop

