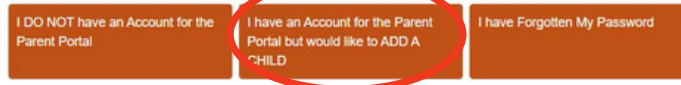# How to add a returning student to Focus Parent Portal Account

- Click on "**I would like to ADD A CHILD who is already enrolled**"

Welcome to Focus!

Having a Focus Parent Portal account will allow you to set alerts to grades and attendance, get a PDF version of report cards and progress reports, and complete district registration forms.

- Parents may add multiple students to the same Focus account.

- If you have forgotten your user name or password, click the links located on the Focus login page for assistance.

I DO NOT have an Account for the Parent Portal	I have an Account for the Parent Portal but would like to ADD A CHILD	I have Forgotten My Password

- Fill in all "**REQUIRED** " Fields Last four of social, ID number and Student birthdate

Please enter your student's information:

Last 4 Digits of Social Security Number: 1111   (If your child does not have an SSN on file or if you don't provide it now, you will need to contact the school)

Student ID: 400587   (Required)

Student's Birthdate: January 1 2013   (Required)

✓ I'm not a robot   reCAPTCHA Privacy - Terms

Add Student

[Return to the Student listing.]

- Click on "I'm not a robot" A green check mark will appear
- Click on "Add student"

Please enter your student's information:

Last 4 Digits of Social Security Number: 1111   (If your child does not have an SSN on file or if you don't provide it now, you will need to contact the school)

Student ID: 400587   (Required)

Student's Birthdate: January 1 2013   (Required)

✓ I'm not a robot   reCAPTCHA Privacy - Terms

Add Student

[Return to the Student listing.]

- Click on "I am FINISHED adding students"

Students

Luke Skywalker

I would like to ADD A CHILD who is already enrolled.	I would like to APPLY FOR ENROLLMENT for a new child.	I am FINISHED adding students. Please take me to the Portal.

- Click on the green box within the Focus parent portal to begin returning student registration

Pending Forms

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information

Student Name	Form	Status
Skywalker, Luke	Returning Student Re-enrollment Form	Not yet started - Click to begin in [98] English Other Languages: [01] Spanish

Portal
School Info
My Profile
Preferences
Calendar
Request Conference
Forms

Skywalker, Luke

Child Info   Change Requests
Grade Changes   Class Schedule
Class Requests   Grades
Test History   Standard Grades
Absences   Attendance
Referrals   Forms Summary
Fees & Payments

Completed Forms

No Records Found