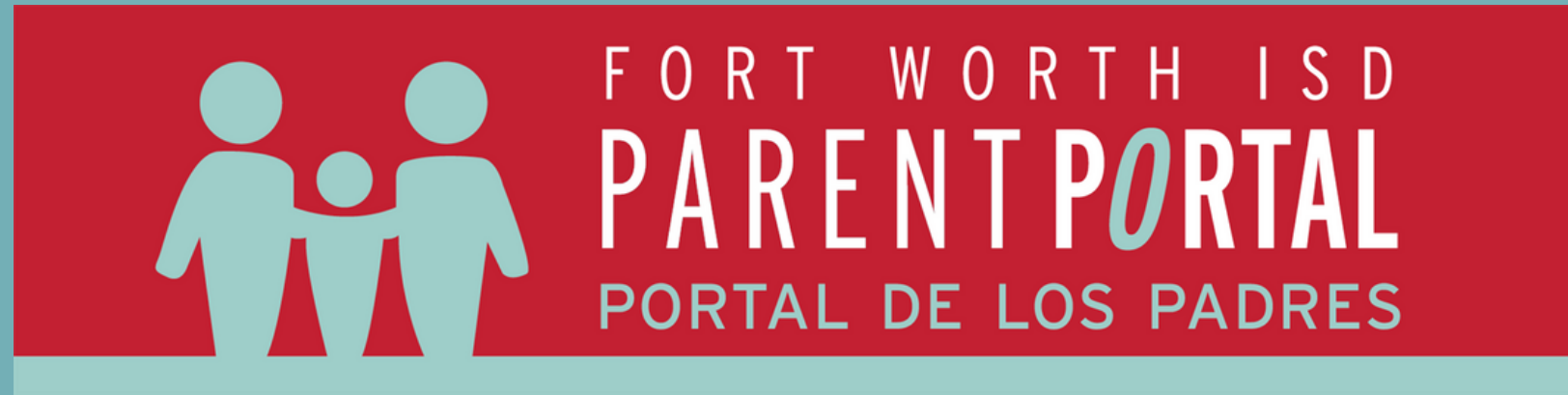


UPLOADING AN ABSENCE NOTE IN PARENT PORTAL



1

If needed, Request a Parent Portal Account

Visit

<https://www.fwisd.org/parentportal>

for step-by-step instructions for requesting access and creating an account

2

Log into Parent Portal

Log into Parent Portal by using the link below:

<https://fwisd.focusschoolsoftware.com/focus/>

Select Attendance

On the left side of the screen, select Attendance

3

- Child Info
- Class Requests
- Progression Plan
- Standard Grades
- Attendance
- Class Schedule
- Grades
- Test History
- Absences

Timeframe: 01/01/2024 - 02/29/2024 Daily Update

Summary Chart

Filter: OFF

	Absences	Att Periods	Sched Periods	Daily Att %	2/1	2/2	2/5	2/6	2/7	2/8	2/9	2/12	2/13
Attendance	0	-	-	-	P	P	P	P	?	-	-	-	-
D1 T (5001T)	0	3	3	100.0	-	P	P	-	-	-	-	-	-
S2 - AC - 019 - Natalie M McDaniel CH AB/H (3752AB)	0	3	3	100.0	-	P	P	-	?	-	-	-	-
AC - 009 - Andrew B Bullard RS ENG 1AB (3090AB)	0	3	3	100.0	-	P	P	-	?	-	-	-	-
AC - 002 - Madison C Elkins TAB (5052AB)	0	3	3	100.0	-	P	P	-	?	-	-	-	-
AC - 005 - Shane Caruthers AB (7051AB)	0	3	3	100.0	P	P	-	P	-	-	-	-	-
BC - 075 - Travis A Magro IAB (4071AB)	0	3	3	100.0	P	P	-	P	-	-	-	-	-
BC - 079 - Amanda M Briggs (7572AB)	0	3	3	100.0	?	P	-	P	-	-	-	-	-
BC - 123 - Heather N Bates	0	3	3	100.0	-	-	-	-	-	-	-	-	-

Select Summary

Click the Summary Tab to change the view to be able to upload notes

4

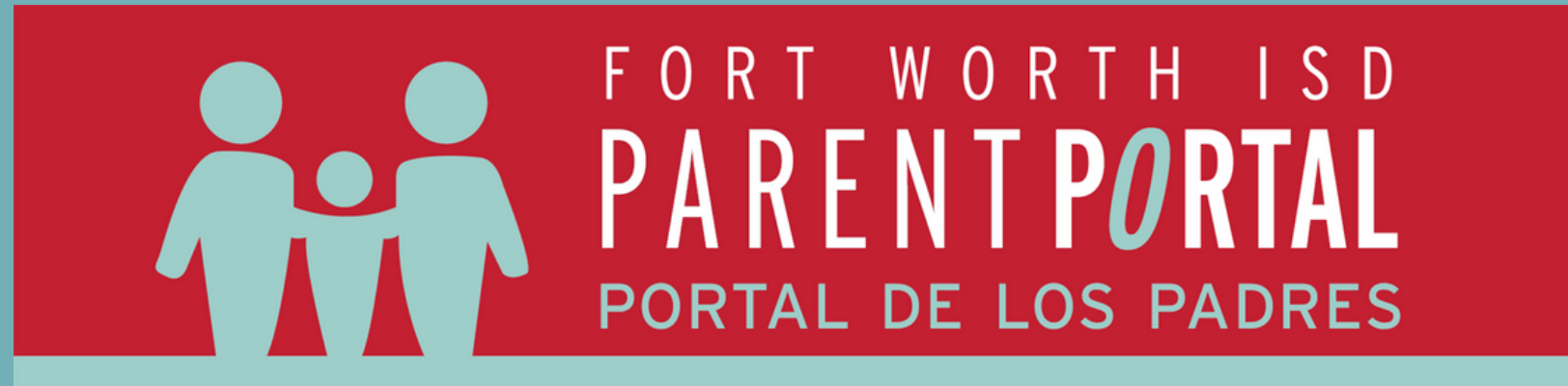
Upload the Note

Select the date of absence and add the note by selecting Scan, Upload, or Take Photo

5

Daily	Excuse Note	Note Status	00	01	02	03
Present	No Files	N/A				
EX2 - Excused Absence - Doctor Note - Not MED Code	No Files	N/A		EX2	EX2	E
EX2 - Excused Absence - Doctor Note - Not MED Code	No Files	N/A				
A - Absent	No Files	N/A		A	A	A
Present	No Files	N/A				
Absent	Scan Upload Take Photo	N/A		A	A	A
Absent	No Files	N/A		A	A	A

SUBIR UNA NOTA DE AUSENCIA EN EL PORTAL DE PADRES



1

Si lo necesita, solicite una cuenta para el Portal de Padres

Visita

<https://www.fwisd.org/parentportal>

para obtener instrucciones paso a paso de solicitar acceso y crear una cuenta.

2

Acceder al Portal de los Padres

Acceda al Portal de los Padres utilizando el siguiente enlace:

<https://fwisd.focusschoolsoftware.com/focus/>

Seleccione attendance

En la parte izquierda de la pantalla seleccione attendance

3

Child Info
Class Requests
Progression Plan
Standard Grades
Attendance
Class Schedule
Grades
Test History
Absences

Selecciona summary

Haga clic en la pestaña summary para cambiar la vista y poder poder cargar notas

4

Timeframe: 01/01/2024 - 02/29/2024 Daily Update

Summary Chart

	Absences	Att Periods	Sched Periods	Daily Att %	2/1	2/2	2/5	2/6	2/7	2/8	2/9	2/12	2/13
Attendance	0	-	-	-	P	P	P	P	?	-	-	-	-
D1 T (5001T)	0	3	3	100.0	-	P	P	-	-	-	-	-	-
S2 - AC - 019 - Natalie M McDaniel CH AB/H (3752AB)	0	3	3	100.0	-	P	P	-	?	-	-	-	-
AC - 009 - Andrew B Bullard RS ENG 1AB (3090AB)	0	3	3	100.0	-	P	P	-	?	-	-	-	-
AC - 002 - Madison C Elkins TAB (5052AB)	0	3	3	100.0	-	P	P	-	?	-	-	-	-
AC - 005 - Shane Caruthers AB (7051AB)	0	3	3	100.0	P	P	-	P	-	-	-	-	-
BC - 075 - Travis A Magro IAB (4071AB)	0	3	3	100.0	P	P	-	P	-	-	-	-	-
BC - 079 - Amanda M Briggs (7572AB)	0	3	3	100.0	?	P	-	P	-	-	-	-	-
BC - 123 - Heather N Bates	0	3	3	100.0	-	-	-	-	-	-	-	-	-

Subir la nota

5

Seleccione la fecha de ausencia y añada la nota seleccionando una opción ya sea scan (escanear), Upload (subir) o Take Photo (tomar foto)

Excuse Note	Note Status	00	01	02	03
Present	No Files	N/A	-	-	-
EX2 - Excused Absence - Doctor Note - Not MED Code	No Files	N/A	EX2	EX2	E
EX2 - Excused Absence - Doctor Note - Not MED Code	No Files	N/A	-	-	-
A - Absent	No Files	N/A	A	A	A
Present	No Files	N/A	-	-	-
A - Absent	Scan Upload Take Photo	N/A	A	A	A
A - Absent	No Files	N/A	A	A	A