

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

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