

FOCUS  
PARENT PORTAL  
EXCUSE NOTES

OCTOBER 2024



# Portal Features

*MONITOR  
ATTENDANCE*

*REVIEW  
GRADES*

*VIEW GRADES,  
REPORT CARDS,  
& PROGRESS  
REPORTS*

*COMMUNICATE  
WITH  
TEACHERS*

12.0.63  
Testing

Help Portal

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Request Conference

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Demo

Child Info

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District & School Announcements

NewsEvents

Alerts

You are not set to receive email notifications.

SET UP NOTIFICATIONS

12.0.21

Writers02
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Display Options

Notifications

1 Parent

Status	Name	Email	Frequency	Summaries
	Bell, Elaine Nicole	No Email on File	Daily	<div> <input checked="" type="checkbox"/> Attendance <input type="checkbox"/> Discipline </div> <div> <input type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Grades Link </div> <div> <input type="checkbox"/> Events and Announcements </div>

Preferences

Elaine Bell (Parents)

Focus High School - 0041

2022-2023

Save

Display Options

Notifications

1 Parent

Status	Name	Email	Frequency	Summaries
	Bell, Elaine Nicole	No Email on File	Custom	<div> <div>Notification</div> <div>Threshold</div> <div> <i>i</i> Grades <div> Course Average drops below <div>OR</div> Course Grade becomes C, D </div> </div> <div> <i>i</i> Absences <div> 2 days absent in a 20 day period </div> </div> <div> <i>i</i> Discipline <div> <input checked="" type="checkbox"/> Received Referral </div> </div> <div> <i>i</i> Billing <div> Owes more than \$ 1000 </div> </div> </div>



1. Select “Preferences”
2. Select “Notifications”
3. Update frequency using the drop down
4. Check “Summaries” you would like to receive notifications about
5. Selecting “Custom” will give parents ability customize when notifications are received.



# Monitor Attendance

12.0.63  
Testing

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You are not set to receive email notifications.

Demo has been absent 2 periods

Demo

Minersville Area High School - 701

Grades News Planner Reports

QT1 QT2 QT3 QT4 08/21 - 10/24

- Check alerts for notifications about absences/tardies. Excuse notes can be uploaded directly to the school.
- Click blue number for details about an absence.

# UPLOADING AN EXCUSE NOTE

<div><div>HD</div><div>D</div><div>*</div></div> <div>Half Day Discipline Truant tardy School Base Visit</div>									
Total Full Days Possible: 2									
Total Full Days Attended: 1 (50%)									
Total Full Days Absent: 1 (50%)									
Enrollment Dates: Oct 9, 2024 - ...									
1 Day									
Date	Daily	Comment	Time In	Time Out	Excuse Note	Note Status	Fill All Periods	Club	01
Oct 10, 2024	Classroom Absent	-	-	-	No Files	<a href="#">Set Message</a> N/A	-	A	A
ABSENCES:					<div>ScanUploadTake Photo↗</div>				
Unexcused Absences								0	0
Excused Absences								1	1
Total Absences								1	1



On the absence summary screen you can scan, upload or take a photo of an excuse note and submit to your child's school