

Viewing Student Attendance and Grades in Focus

Quick Guide

Families may monitor student progress through the **CPS Focus Parent Portal**. After logging into the **Parent Portal** (<https://www.cps-k12.org/parentportal>), follow these directions to view student attendance and grades.

👉 If you do not have a CPS Focus Parent Portal account or students linked to your account, please see directions at: <https://www.cps-k12.org/our-students/technology-tools/focus>

1 View Student Data on Portal Page

After logging in to the Parent Portal, each student's tile will display attendance and grade data. Note the **(A)** selected school quarter.

Pd	Course	Teacher	Q1	Q2	Q3	Q4	10/14 - 12/20
01	SOCIAL STUDIES 7AA	Thelen, E	0	0	0	0	100% A
02	LATIN I	Smith, B	0	0	0	0	99% A
03	ENGLISH 7 AA	Riordan, J	0	0	0	0	NG
04	SCIENCE 7 AA	Woodyard-Neiger, H	0	0	0	0	NG
06	PHYS ED 7	Lloyd, H	0	0	0	0	NG
07	ALGEBRA 1 AA	Ramsay, A	0	0	0	0	NG

2 Click the Blue Links for More Information

View more student information by clicking the **(B)** attendance count to view the *Absences* page or **(C)** class grade to view the *Grades (Assignments)* page.

3 View Student Attendance or Grade Data

Absence Page: Attendance count will display specific absence and tardy information for the selected quarter.

Grades (Assignment) Page: Current published grades will display, including assignment scores. To view a grades summary for the year, click the [View Grades Summary](#) link.