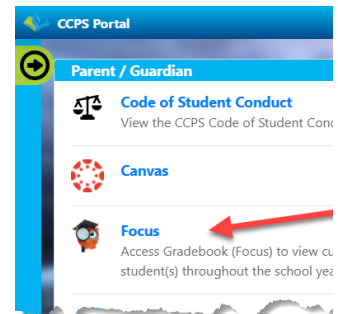


## Completing Online Emergency Information and Acknowledgment Forms (Parents)

Parents must log in to the CCPS Portal to access FOCUS and complete the Annual Student Emergency and Acknowledgement forms for the current school year.

### Accessing the CCPS Portal

1. Open **Google Chrome** (preferred browser).
2. Go to <https://portal.collierschools.com>  
**OR** visit the **CCPS District Parent Page** and click the **CCPS Portal** icon.
3. Log in using your **PARENT credentials**. *Do not use your student's login.*



### Accessing FOCUS

From the Portal dashboard:

1. Click the **FOCUS** icon under **Parent/Guardian**.
2. You'll be automatically logged in and redirected to the FOCUS portal.

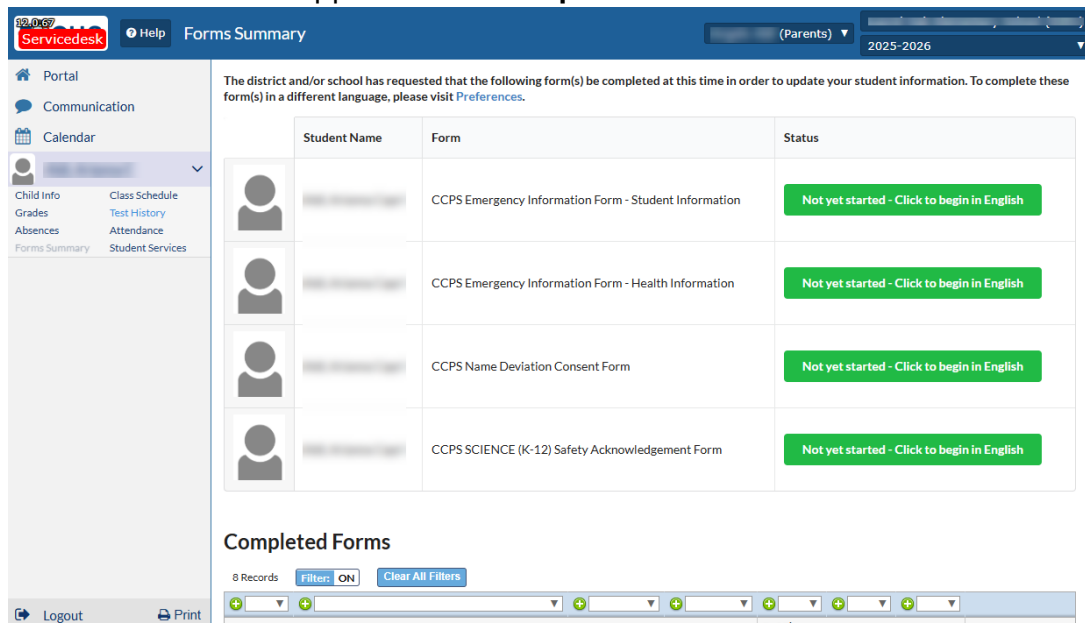
### Accessing & Completing Required Forms

- A message will appear upon login with links to required forms.
- You must complete all forms before accessing other areas of the Portal.

### Forms to complete (one per student):

- Emergency Information – Student Information
- Emergency Information – Health Information
- Science (K-12) Safety Acknowledgment Form
- Name Deviation Consent Form

Previously submitted forms will appear under **Completed Forms** and do not need to be resubmitted.



| Student Name | Form                                                  | Status                                      |
|--------------|-------------------------------------------------------|---------------------------------------------|
| [Redacted]   | CCPS Emergency Information Form - Student Information | Not yet started - Click to begin in English |
| [Redacted]   | CCPS Emergency Information Form - Health Information  | Not yet started - Click to begin in English |
| [Redacted]   | CCPS Name Deviation Consent Form                      | Not yet started - Click to begin in English |
| [Redacted]   | CCPS SCIENCE (K-12) Safety Acknowledgement Form       | Not yet started - Click to begin in English |

**Completed Forms**

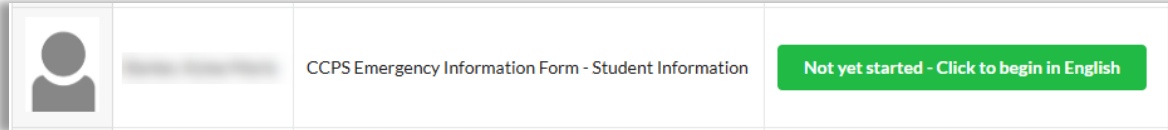
8 Records | Filter: ON | Clear All Filters

Logout | Print

## Completing Online Emergency Information and Acknowledgment Forms (Parents)

### How to Complete the CCPS Emergency **Student Information** Form (FOCUS Portal):

1. On the FOCUS portal's Forms Summary page, find the **CCPS Emergency Information Form – Student Information**.
2. Click the green “**Not yet started – Click to begin in ...**” button.



3. The form will open in the specified parent contact language.
4. Review and update all sections. Pre-filled info may appear for returning students.
5. Fill out all sections. Required fields (marked with \*) must be completed to submit.

### Updating Contact Information in FOCUS

#### Edit an Existing Contact

- a. Click the **blue edit** button under the contact.
- b. The contact info will expand.
- c. Click the **blue edit** button next to the phone number(s) to update.
- d. Make changes as needed.
- e. Click **Save Contact** (green button).

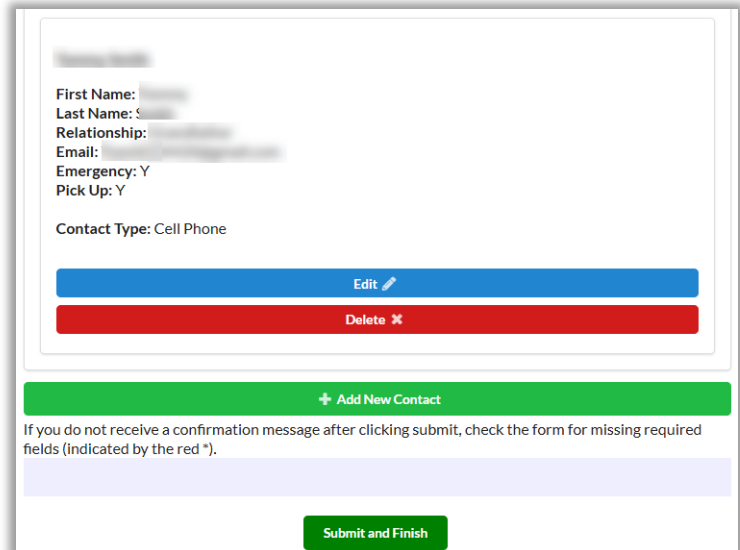
#### Delete an Existing Contact

**! Custodial contacts cannot be deleted.**

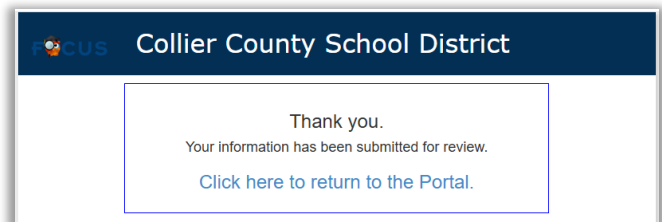
- a. Click the **red delete** button.
- b. The contact will be removed.  
*If deleted by mistake, you must re-add the contact.*

#### Add a New Contact

- a. Click the **green +Add New Contact** button at the bottom.
- b. Enter the required info.
- c. Click **Save Contact** (green button).



6. Click **Submit and Finish** when you're done. *(All required fields must be completed.)*
7. A confirmation page will appear.
8. Click "**Click here to return to the Portal**" to return to the FOCUS portal.



## Completing Online Emergency Information and Acknowledgment Forms (Parents)

### How to Complete the CCPS Emergency **Health Information** Form (FOCUS Portal):

1. On the FOCUS portal's Forms Summary page, find the **CCPS Emergency Information Form – Health Information**.
2. Click the green **"Not yet started – Click to begin in ..."** button.

3. The form will open in the specified parent contact language.
  4. Fill out all sections. Required fields (marked with \*) must be completed to submit.
  5. In the Parental Certification section, click **"Click to Sign"** in the Parent/Guardian Signature field.
- Note:** If you already have a signature on file, you'll see **"Signed (date) (click to clear)"** instead of **"Click to Sign."**

6. Sign using your mouse, pen, or finger.
7. Click the blue **Sign** button to confirm.
8. The window will close, and the signature will show as **pending** until the form is submitted.

9. Click **Submit and Finish** when you're done. *(All required fields must be completed.)*
10. A confirmation page will appear.
11. Click **"Click here to return to the Portal"** to return to the FOCUS portal.

## Completing Online Emergency Information and Acknowledgment Forms (Parents)

### How to Complete the CCPS SCIENCE (K-12) Safety Acknowledgement Form (FOCUS Portal):

1. On the FOCUS portal's Forms Summary page, find the **CCPS SCIENCE (K-12) Safety Acknowledgement Form**.
2. Click the green **"Not yet started – Click to begin in ..."** button.

3. The form will open in the specified parent contact language.
4. Read/Review the acknowledgment agreement and sign the form.
5. In the Parent Signature field, click **"Click to Sign"**.  
**Note:** If you already have a signature on file, you'll see **"Signed (date) (click to clear)"** instead of **"Click to Sign."**

6. Sign using your mouse, pen, or finger.
7. Click the blue **Sign** button to confirm.

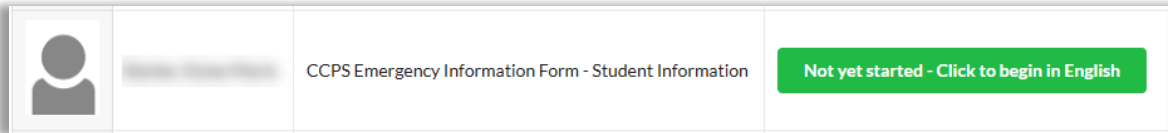
8. The window will close, and the signature will show as **pending** until the form is submitted.

9. Click **Submit and Finish** when you're done. *(All required fields must be completed.)*
10. A confirmation page will appear.
11. Click **"Click here to return to the Portal"** to return to the FOCUS portal.

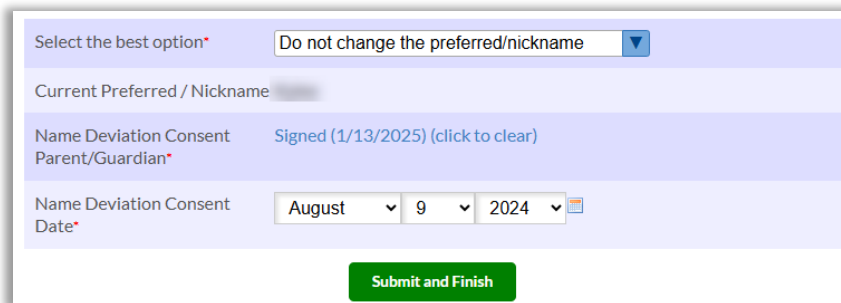
## Completing Online Emergency Information and Acknowledgment Forms (Parents)

### How to Complete the CCPS Emergency **Name Deviation** Form (FOCUS Portal):

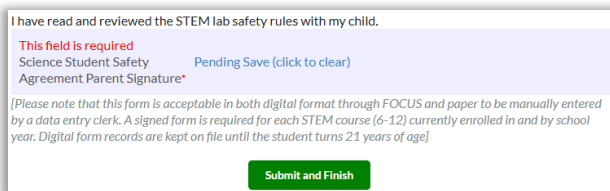
1. On the FOCUS portal's Forms Summary page, find the **CCPS Name Deviation Consent Form**.
2. Click the green **"Not yet started – Click to begin in ..."** button.



3. The form will open in the specified parent contact language.
4. Review and update all sections. Pre-filled info may appear for returning students.
5. Fill out all sections. Required fields (marked with \*) must be completed to submit.
6. Click the drop-down menu in the **"Select the best option"** field and choose the appropriate option.
7. In the Parent Signature field, click **"Click to Sign"**.  
**Note:** If you already have a signature on file, you'll see **"Signed (date) (click to clear)"** instead of **"Click to Sign."**



8. Sign using your mouse, pen, or finger.
9. Click the blue **Sign** button to confirm.
10. The window will close, and the signature will show as **pending** until the form is submitted.

11. Click **Submit and Finish** when you're done. (*All required fields must be completed.*)
12. A confirmation page will appear.
13. Click **"Click here to return to the Portal"** to return to the FOCUS portal.

