

Completing/Submitting Science Safety Acknowledgment Form (Parents)

Parents will log in to the CCPS Portal to access FOCUS and complete their students' Science Safety Acknowledgment form 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.



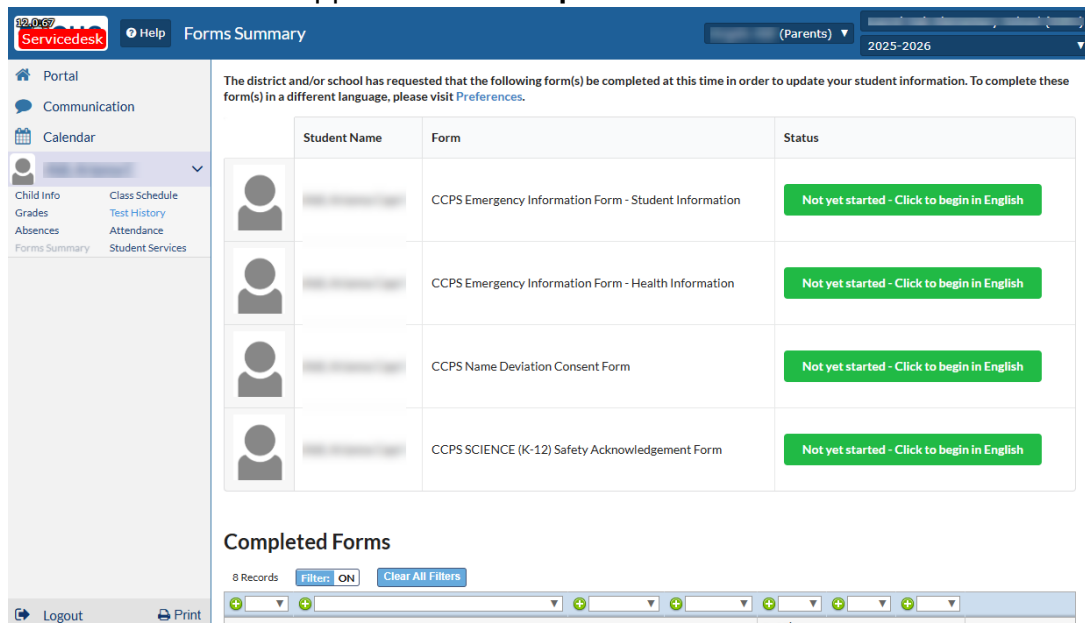
Accessing & Completing Required Forms

- 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

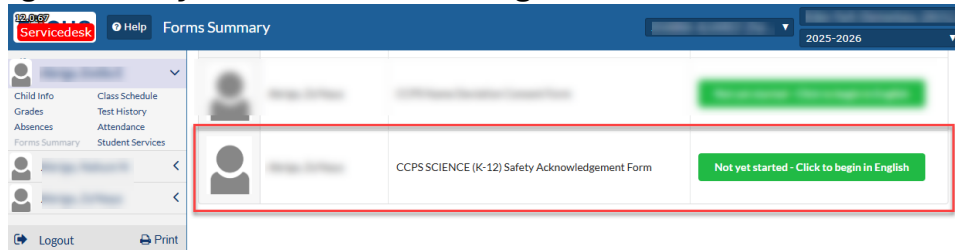
8 Records Filter: ON Clear All Filters

Logout Print

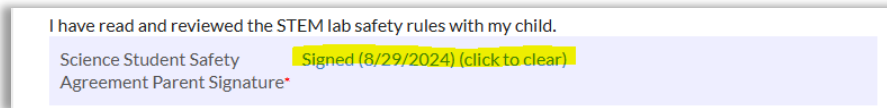
Completing/Submitting Science Safety Acknowledgment Form (Parents)

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

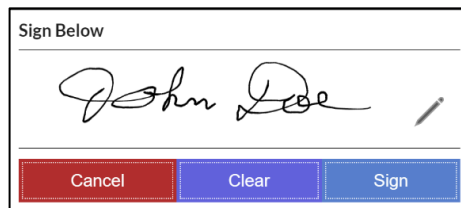
1. On the FOCUS portal's Forms Summary page, find the **CCPS SCIENCE (K-12) Safety Acknowledgement Form**.
2. Click the green **"Not yet started – Click to begin in ..."** button.



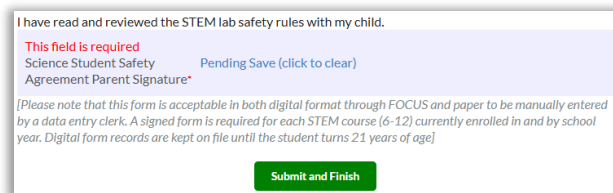
3. The form will open in the specified parent contact language.
4. Read/Review the acknowledgment agreement and sign the form.
5. In the Parent Signature field, click **"Click to Sign"**.
Note: If you already have a signature on file, you'll see **"Signed (date) (click to clear)"** instead of **"Click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

