



FOCUS PARENT PORTAL
EXCUSE NOTES

- ❖ Monitor Attendance
- ❖ Review Grades
- ❖ View
 - ❖ Grades
 - ❖ Report Cards

PORTAL FEATURES

The screenshot shows a school portal interface. At the top left, there is a clock showing 12:00:53 and a 'Testing' status indicator. The main header includes 'Help' and 'Portal'. A left-hand navigation menu lists various options: Portal, School Info, My Profile, Communication, Preferences, Calendar, Request Conference, Forms, and a 'Demo' section with sub-items like Child Info, Class Schedule, Grades, Grad Reqs, Absences, Referrals, Grade Changes, Class Requests, Progression Plan, Test History, and Attendance. The main content area is titled 'District & School Announcements' and has tabs for 'News' and 'Events'. Below these is an 'Alerts' section with a warning icon and the message: 'You are not set to receive email notifications.' A red arrow points to this message.

SET UP NOTIFICATIONS

SET UP NOTIFICATIONS

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.

PREFERENCES

Monitor Attendance

The screenshot shows a school portal for 'Demo' (Minersville Area High School - 701). The left sidebar contains navigation options like 'Portal', 'School Info', 'My Profile', 'Communication', 'Preferences', 'Calendar', 'Request Conference', 'Forms', and 'Demo'. The main content area is divided into 'District & School Announcements' and 'Alerts'. The 'Alerts' section shows two notifications: 'You are not set to receive email notifications.' and 'Demo has been absent 2 periods'. A red arrow points to the 'Alerts' section. On the right, a table displays attendance data for various courses and teachers.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	Ed Cyber Civics 7	Staff, O	0	0	0	NG
01	Ed Cyber English 7	Staff, O	0	0	0	NG
01	Ed Cyber Fitness 7	Staff, O	0	0	0	NG
01	Ed Cyber Life Science 7	Staff, O	0	0	0	NG
01	Ed Cyber Math 7	Staff, O	0	0	0	NG
01	Ed Cyber Music 7	Staff, O	0	0	0	NG
01	Ed Cyber Studio Art 7	Staff, O	0	0	0	NG
01	Ed Cyber TEST	Staff, O	1	0	0	NG

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

MONITOR ATTENDANCE

UPLOADING AN EXCUSE NOTE

Legend:
HD Half Day Discipline
T Truant tardy
S School Base Visit

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	Set Message N/A	-	A	A
ABSENCES:					Scan Upload Take Photo ↗				
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

UPLOAD AN EXCUSE NOTE

