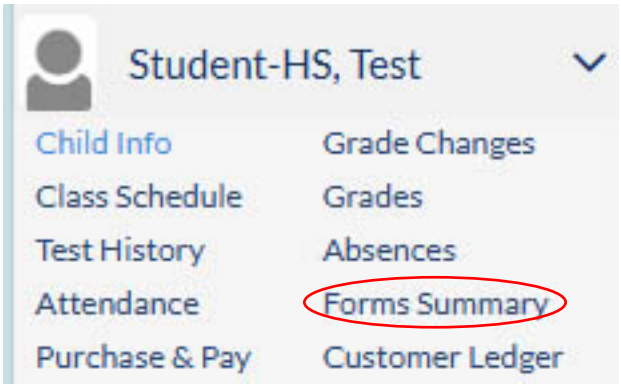
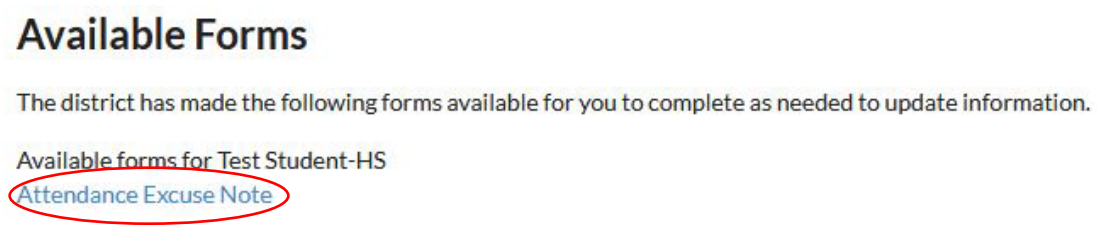
Submitting an Attendance Excuse Note using the FOCUS Parent Portal

1. Log into the FOCUS Parent portal. If you need to create a parent portal account, please follow the instructions on the following web page: https://www.evit.edu/career-training/online-grades

2. On the left navigation, under your student's name, select Forms Summary



3. Under Available Forms, select Attendance Excuse Note



4. In the Attendance Excuse Note logging field, enter the date of the absence in the "Attendance Date" column, select the absence reason from the "Reason" column, and select the "Save" button. After you have saved the record, you may add supporting documentation by hovering over that column and selecting "Upload". Repeat the process to excuse additional absences. Select the "Submit and Finish" button when you have entered all of the absences and or tardies to excuse.

