

Uploading an Excused Note | As a Guardian

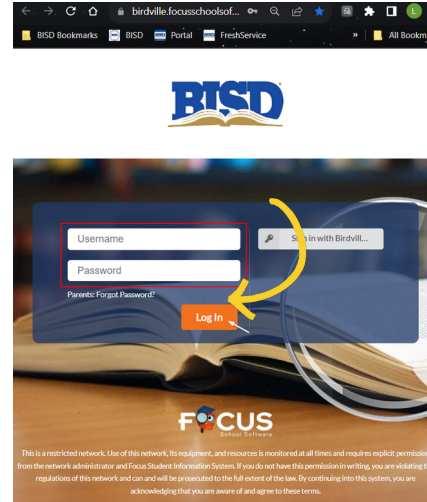


Uploading from a Computer:
<https://birdville.focusschoolsoftware.com>

1

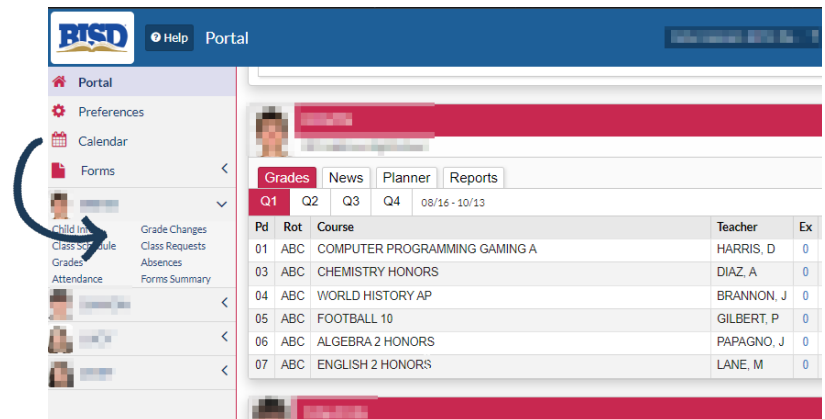
Navigate to the Focus Website & enter in your username & password. Click "Login"

If you have forgotten your password, please select "Parents: Forgot Password?"



2

Once logged in, select the down arrow to the right of the student's name on the left-hand side & then click "Absences".



3

Scroll down to the bottom of the page until you see the unexcused absence & date of absence. Select either the "Scan", "Upload", or the "Take Photo" option & follow their prompts.

