

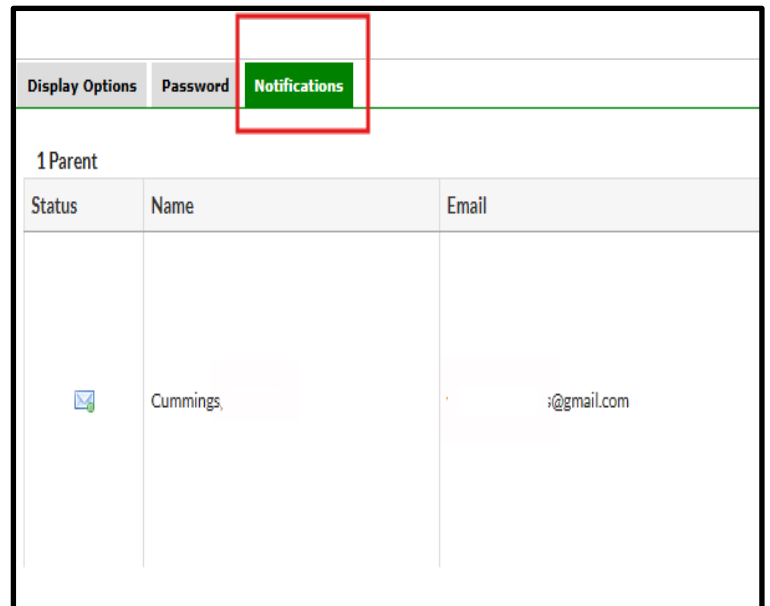
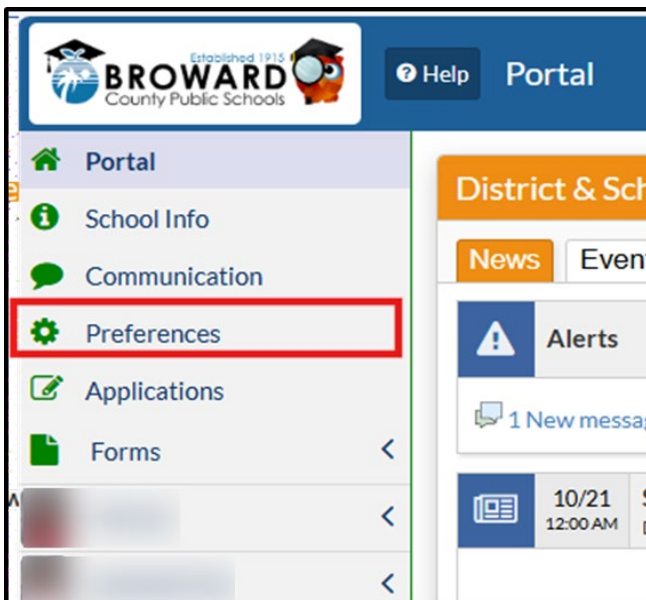
Parent Portal Page:

To create a Parent Portal account, visit <https://www.browardschools.com/focus>.

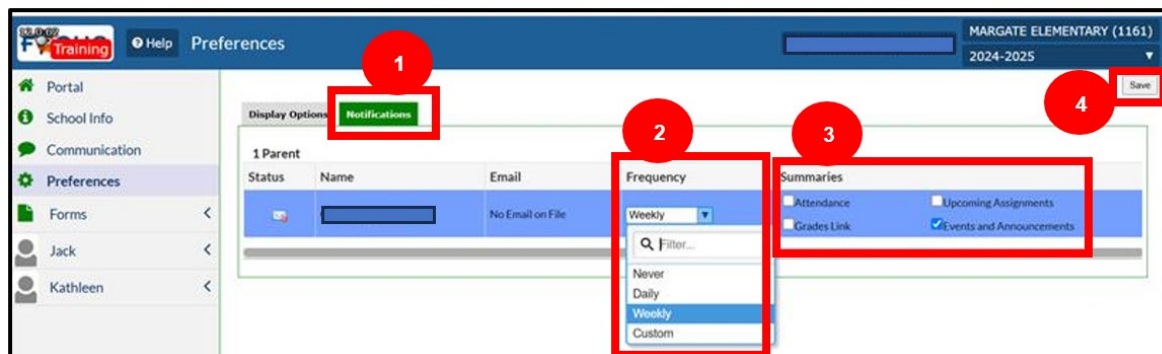
After logging into your Focus Parent Portal account at <https://browardschools.focusschoolsoftware.com/focus/>, you will see the window below.

As a parent, you can choose to be notified about your child's attendance, grades, and discipline.

In the menu, click on **Preferences -> Notifications**



Each parent/guardian can select their desired Notifications preference. The notification emails will be sent to the parent's email address on file within Focus.



1. Select Notifications
2. Select Desired frequency
 - a. Never
 - b. Daily
 - c. Weekly
 - d. Custom (See example below)

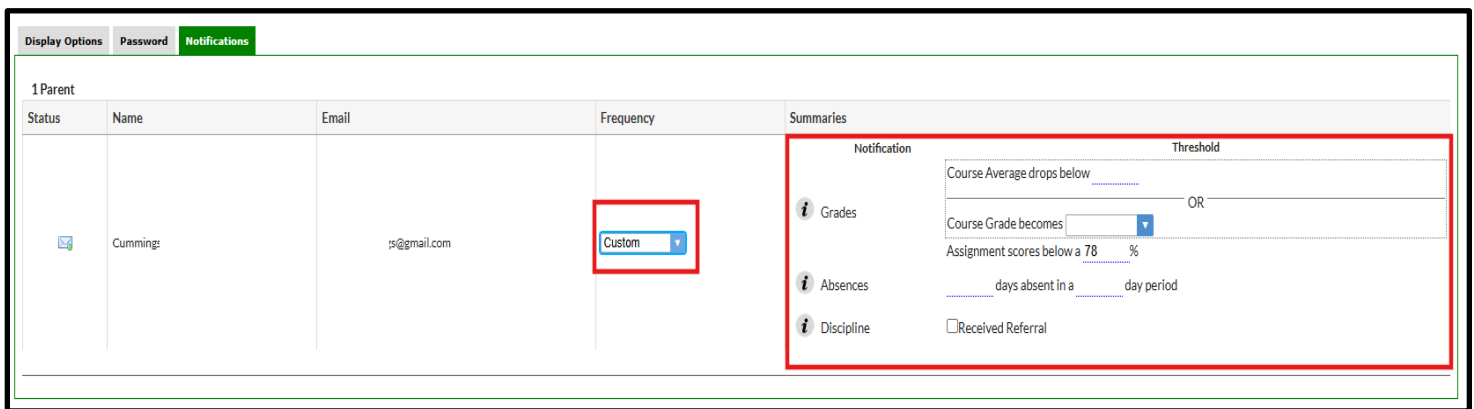
3. Select desired summaries you would like to receive
 - a. Attendance
 - b. Upcoming Assignments
 - c. Grades Link
 - d. Events and Announcements

Custom Example:

In the example below, you will see the Status, Name, Email, Frequency, and Summaries. Click on the Frequency drop-down menu and select **Custom**.

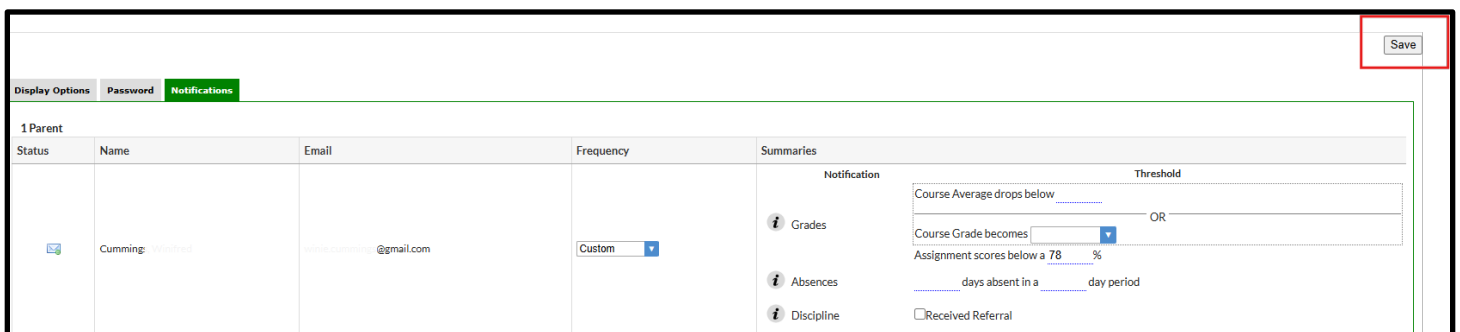
You will now be able to select/enter your preferred Notification Threshold in each category: **Grades, Absences, and Discipline**. Read each statement carefully to choose the best option for how you want to be notified.

Note: You will only receive a notification if at least one of the options you chose is triggered. If not, you can still log in to the Parent Portal at any time to check your child's attendance, grades, and discipline.



Status	Name	Email	Frequency	Summaries
	Cumming	ps@gmail.com	Custom	Notification Threshold Grades: Course Average drops below _____ OR Course Grade becomes _____ Absences: Assignment scores below a 78 % _____ days absent in a _____ day period Discipline: ☐ Received Referral

4. After selecting all of your preferred notifications, click **Save**.



Status	Name	Email	Frequency	Summaries
	Cumming	www.cumming@gmail.com	Custom	Notification Threshold Grades: Course Average drops below _____ OR Course Grade becomes _____ Absences: Assignment scores below a 78 % _____ days absent in a _____ day period Discipline: ☐ Received Referral

Save