

UPLOADING AN ABSENCE NOTE IN PARENT PORTAL



1

If needed, Request a Parent Portal Account

Visit

<https://www.fwisd.org/parentportal>

for step-by-step instructions for requesting access and creating an account

2

Log into Parent Portal

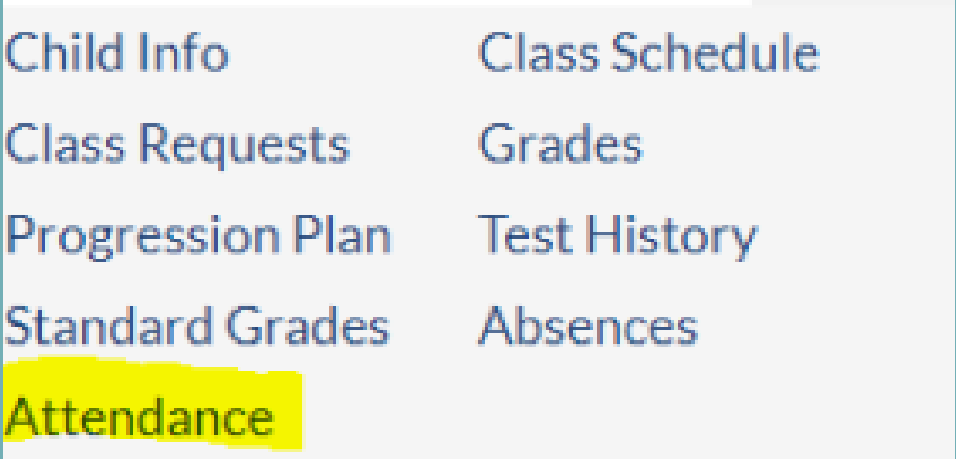
Log into Parent Portal by using the link below:

<https://fwisd.focusschoolsoftware.com/focus/>

Select Attendance

On the left side of the screen, select Attendance

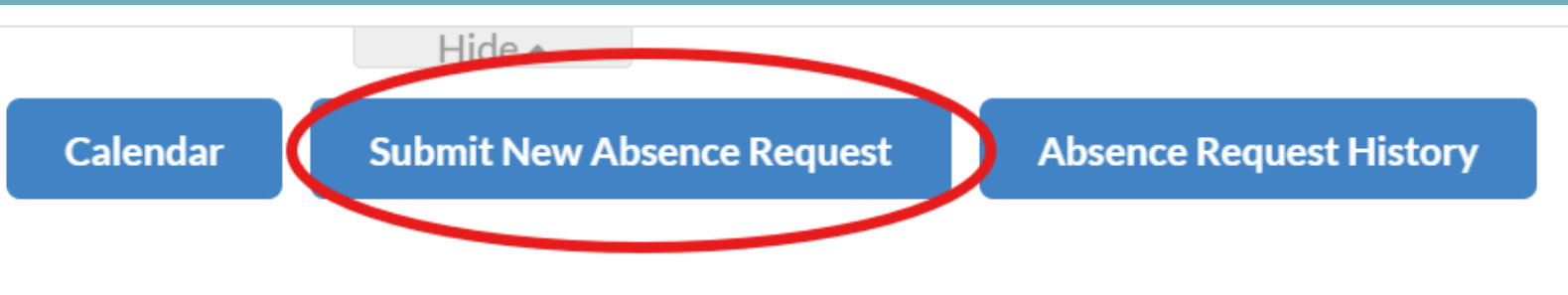
3



New Absence Request

Click the “Submit New Absence Request” Button

4



Complete Absence Request Form

Fill out the Absence Request form and upload the Excuse Note.

5

A screenshot of the Absence Request Form. It shows fields for Selected Student, Total Year Excused Absences, Total Year Unexcused Absences, Total Year Absences, Reason, Start Date, End Date, Absence Type (Full Day Absence, Arrive Late, Leave Early), Excuse Note Upload, and Comments. The 'Submit Request' button is at the bottom right.

SUBIR UNA NOTA DE AUSENCIA EN EL PORTAL DE PADRES



1

Si lo necesita, solicite una cuenta para el Portal de Padres

Visita <https://www.fwisd.org/parentportal>

para obtener instrucciones paso a paso de solicitar acceso y crear una cuenta.

2

Acceder al Portal de los Padres

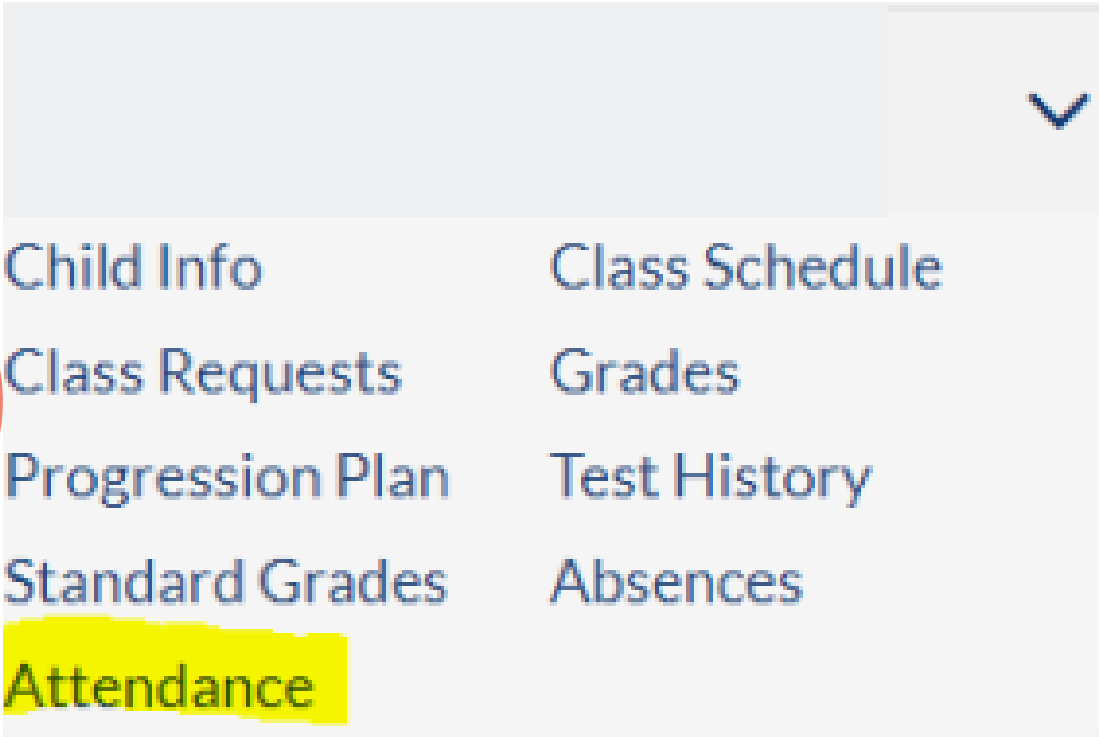
Acceda al Portal de los Padres utilizando el siguiente enlace:

<https://fwisd.focusschoolsoftware.com/focus/>

Seleccione attendance

En la parte izquierda de la pantalla seleccione attendance

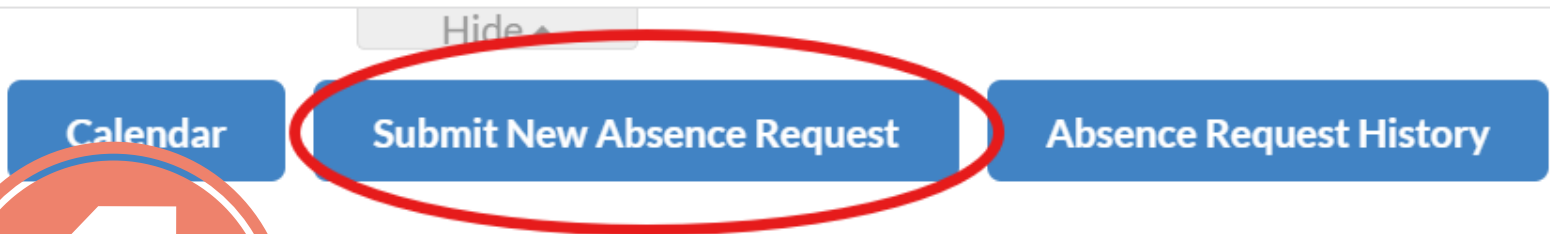
3



Nueva solicitud de ausencia

Haga clic en el botón "Enviar nueva solicitud de ausencia"

4



Formulario de solicitud de ausencia completa

Complete el formulario de Solicitud de Ausencia y cargue la Nota de Justificación.

5