

Parent FOCUS: Submitting a Student Absence or Doctor's Note.



Step 1: Log into your parent FOCUS account.

Step 2: On the left-hand side, navigate to your student, and click on their name.

Step 3: Click on “Submit Absence Request or Excuse Note”

A dropdown menu for a student named "Student Name". The menu includes options like Child Info, Class Schedule, Grades, Standard Grades, Attendance, Referrals, Special Assignment Request, Grade Changes, Class Requests, Test History, Absences, Submit Absence Request or Excuse Note (highlighted with a red box), Forms Summary, Magnet & Fundamental Program.

Step 4: You will be able to view your absence request history, view all unexcused absences and tardies, and submit absence requests and excuse notes.

The page shows a table of unexcused absences. A blue button "Submit Absence Request" is highlighted with a red box and an arrow pointing to it. A yellow box contains the text: "Clicking Submit Absence Request will allow you to manually select a date." Below the table, there are buttons for "Submit Excuse Note" and "Submit Excuse Note" (both highlighted with red boxes). A yellow box contains the text: "Clicking Submit Excuse Note will pre-populate the date for the corresponding absence." The page also shows "0 My Absence Requests" and "Absence Request History".

Step 5: Submit an absence request form. This is where you will be able to upload a doctor's note and add comment/explanation. When done, click “Submit Request”.

The form includes fields for Reason*, Start Date, End Date, Absence Type* (Full Day Absence, Arrive Late, Leave Early), Excuse Note Upload (highlighted with a red box), and Comments. At the bottom, there are "Cancel" and "Submit Request" buttons (the latter is highlighted with a red box).

Please note: Pursuant to the Pinellas County Schools Code of Conduct, Section IV Attendance, Policy 5500.05, Part VII Parent Responsibilities:

- B. Parents' responsibility to notify the school of an absence prior to the end of the school day (same day);*
- C. Parent's responsibility to provide doctor's note within 48 hours (two days) of a student's return to school.*

Submitting an absence request does not automatically guarantee that an absence will be excused. Belcher Elementary School reserves the right to deny any absence requests or doctor's notes that are provided well outside of the window permitted by the Code of Conduct.