

Saturday, August 26, 2023 at 18:44:01 Eastern Daylight Time

Subject: How to Upload Notes in Parent Portal
Date: Monday, August 21, 2023 at 7:17:27 AM Eastern Daylight Time
From: Leon Parents on behalf of Bryan, Michael
To: LEON-PARENTS@LISTSERV12.LEON.K12.FL.US
Attachments: image001.png, image002.png, image003.png, image004.jpg, image005.jpg, image006.jpg

Dear Parents,

In our efforts to be more efficient and to decrease the volume of emails and paper usage, we are aiming to use the Focus parent portal for the purpose it was designed. We ask that you please upload your notes to the system. If you do not have access to a desktop, you are welcome to send the excused note with your child, bring it to our office or the last resort, email us. Please see the instructions to upload notes attached.

Excused notes must be uploaded to the Focus Parent Portal or brought into the attendance office.

You must be on a desktop.

Log into FOCUS parent portal.

Click on child's photo on left.

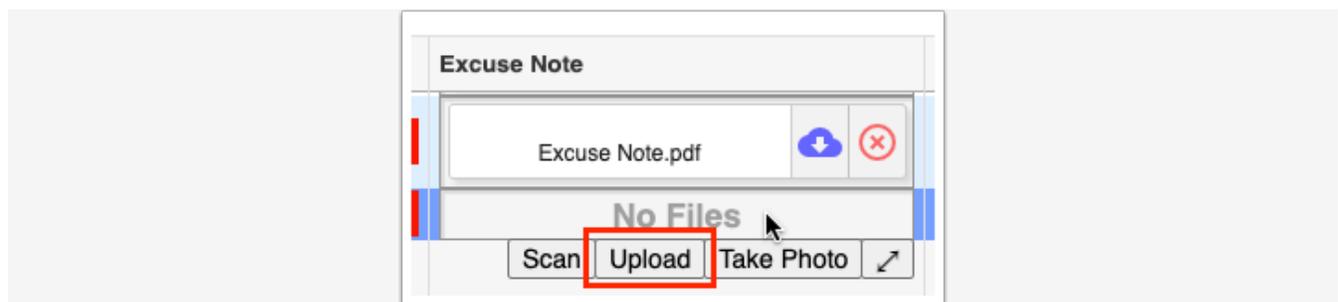
Click on absences.

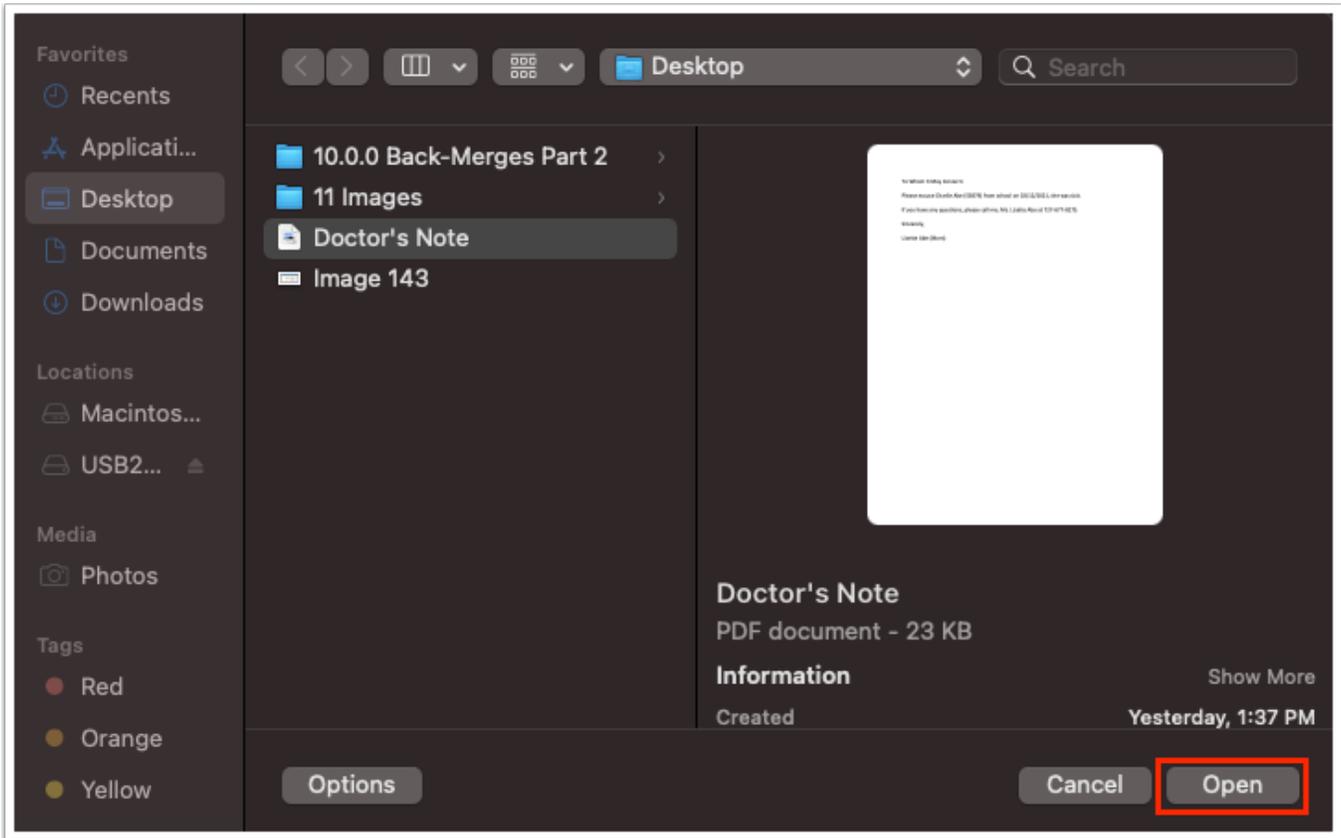
Load notes into "excuse notes" – there are three options: scan, upload, take photo

If your student has unexcused absences or tardies, an alert displays on the Portal in the Alerts section. Click the alert to navigate to the Absences (Summary) screen.

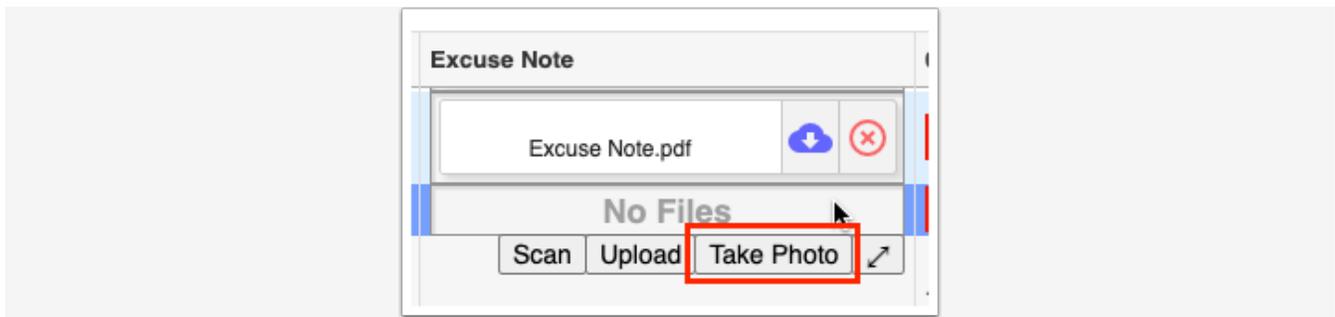
To add excuse note(s) for a student, hover over the Excuse Note field on the Attendance Chart View, then click Click **Upload** if the file is already saved on your computer.

i. Search for the file, click the file, then click **Open**. Note: You cannot upload Word documents. However, you can save a Word document as a PDF, then upload it.





- c. Click **Take Photo** to take a picture of the note with your computer camera.
 - i. Once the note is in view of the camera, click **Take Photo**.

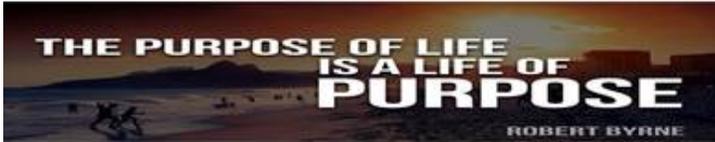


Use this link <https://leon.focusschoolsoftware.com/focus/auth/> to sign up for an account or to add another student. Instructions to upload notes to the Portal will be published routinely

Let us know if you have questions.

All our best for 2023-24 school year!!

Deshone D. Hedrington



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*SUNSHINE LAW AND PUBLIC RECORDS CAUTION: Florida has a very broad Public Records Law. Virtually all written communications to or from School Board of Leon County, Florida Personnel are public records available to the public and media upon request. E-mail sent or received on the LCSB system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law. Individual student records are deemed confidential.