# **Navigating Parent Portal**



**October 20, 2022** 

#### Navigating Parent Portal



#### Website Options

District Website

School Website

https://www.leonschools.net/

https://www.leonschools.net/sabalpalm



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			Afrikaans Albanian Amharic Arabic Armenian Azerbaijani	cus Poi	rtal » Portal User In	fo Find it Fa	st »
Focus Portal		Welcome to the Focus Po	Basque Belarusian Bengali Bosnian				
Portal User Info	*	Do you have a new LCS student?	Bulgarian Catalan	enroll them i	n school?		
Portal Announcements	*	Visit the Office of Admissions websit	Cebuano Chichewa Chinese (Simplified) Chinese (Traditional)				
Common Focus Portal C	Q's (FAQ) <mark>»</mark>	Focus Portal Announceme	Corsican Croatian Czech Danich		Log in te here	o Focus Porta	al
School Contact info	»	Verify and Update YOUR	Dutch Esperanto	contact			



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	Casa » Padres y Estudiantes » Portal de enfoque » Información del usuario del portal rápido »	ralo



Dear Parent or Guardian:

Welcome to Leon County Schools" Focus Parent Portal!

Focus Parent Portal allows parents to view their children's grades, attendance and schedules all through a single registered account. Parents will be able to view most of their child's demographic information along with their test history, health, immunizations and for secondary students, graduation requirements. All available to you by registering your Focus Parent Portal account.

Parents must first visit https://leon.focusschoolsoftware.com/locus/auth/ to register for an account. Just follow the onscreen instructions, it's easy.

Name	Student ID	Parent Portal Pin
Student, Sample	123456789	987654

Once registered, parents will need to enter the information above, along with their child's date of birth. Parents will need this information for each child to add all of their children to a single account.

Parents may also download the mobile app after registering their account. Search for "Leon County Schools Community" in the Apple or Google Play stores on your device. Parents must register an account at <a href="https://leon.focusschoolsoftware.com/focus/auth/">https://leon.focusschoolsoftware.com/focus/auth/</a> before logging into the mobile app.

Please visit <u>https://www.leonschools.net/parentportal</u> for additional announcements or assistance with Focus Parent Portal.

Thank you,

Focus User Support



#### **Parent Portal Letter**



Home About LCS Community Departments LCS Employees Parents & Students In Class Calendar

Instructions for updating contact info

#### Parent Portal Resources

#### Parent Instructions - How to Update YOUR Parent Contact Information in FOCUS

Beginning WEDNESDAY March 18th parents with portal accounts will be able to update THEIR contact information in the web portal on FOCUS. **Do not use the app** – *login into a browser using Google Chrome or Firefox.* 

Parent Instructions - How to Update Student Health and Other Form Information

- Help Desk Parent View of Focus Portal
- Help Desk Parent Portal Acct Instructions

#### REGISTER New Portal Acct /ADD Addl Student to Acct Here

Warning: Creating multiple accts will cause issues with viewing your child's information. If you are not sure, please try resetting your password first.



**Reminder:** Username is YOUR EMAIL ADDRESS.

#### The Focus Leon County Schools Parent Portal is a tool designed to enhance communication and involvement for you in your child's education.



Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian Fi	rst Name:			(Requ	ired)	
Parent/Guardian La	st Name:			(Requ	ired)	
Email Address:				(Requ	ired)	
Create Password:				(Minin	num 8 char	acters)
Retype Password:				(Requ	ired)	
	l'm n	ot a robot	reCA	PTCHA / - Terms		
		Submit				



### Select all squares with **buses**



C N O

VERIFY

### Parent Portal Registration

Student ID:	123456789				(Required)
Student's Birthdate:	January	• 1	۲	2000	<ul> <li>(Required)</li> </ul>
PIN:	123456 I'm not a robot			CAPTCHA	(Required)
12	·		P	Privacy - Terms	



### Select all squares with **buses**



C N O

VERIFY

### Parent Portal Registration

#### Add Another Child



#### **Complete Registration**



#### Signing into Parent Portal

Focus Portal		Welcome to the Focus Portal page!	
Portal User Info	»	Do you have a new LCS student? Are you needing to enroll them ir	n school?
Portal Announcements	»	Visit the Office of Admissions website	
Common Focus Portal Q's (	FAQ)»	Focus Portal Announcements	Log in to Focus Portal here
School Contact info	»	Verify and Update YOUR Parent Portal Contact Information – Critical!! Beginning WEDNESDAY March 18th 2020 parents with portal will be able to update THEIR contact information in the web portal on FOCUS. Do not use the app – <i>login into a browser using Google</i> <i>Chrome or Firefox.</i>	

#### Signing into Parent Portal





Password

Parents: Forgot Password?

Log In

#### **Update Child Information**

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🃸 Portal			District & School Appouncements
My Profi	le		
Preferen	ces		News Events
🛗 Calendar	r		Alerts
Forms	(	<	s with unexcused absences/tardies without a note or reason.
Child Info Class Schedule	ges Class Requests		07/27     Parent Information       1:29 PM     District Announcement
Grades Fest History Attendance	Grad Reqs Absences School Choice		PARENT INFORMATION UPDATES If after completing the re-authorization form you need to make health or FERPA changes, please use the available form under FORM
Forms Summary	School Choice Application 2022		SUMMARY on the student.
			Address changes require 2 PROOFS of RESIDENCE which must be submitted to Icsadmissions@leonschools.net

#### **Update Parent Information**

Filter fields	Addresses & Contacts		New Contact
Addresses & Contacts	Address	Contact #3	Contact #4
CSAP/Attendance			
Classified			
ESE	Contacts at this Address	Contact Details:	Contact Details:
Elementary Reporting Hi	#1 - A A	Home Phone	Cell Phone
Enrollment	#2-		Contact's Priority
FASTER		Work Phone	
General		Contact's	
Graduation		Priority	
Health-Immunizations	•	Other Relative	Grandmother
LCS Permission Forms			
Letter Logging	Linked Users The following users will	be able to view data for this student	

#### **Preferences for Parent Notifications**

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Preferen	ces		News Events
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Forms	< ~		s with unexcused absences/tardies without a note or reason.
Child Info Class Schedule	Grade Changes Class Requests		O7/27     Parent Information       1:29 PM     District Announcement
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#### **Notifications**

Display Opti	ons Password N	otifications			
1 Parent					
Status	Name	Email	Frequency	Summaries	
	Steed, Jamie	<u>Unsubscribe</u>	Weekly	✓Attendance ✓Grades Link	Upcoming Assignments Events and Messages

Save

#### Grades

	Portal	Jamie Steed	
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Grades Test History Attendance Forms Summary	School Choice School Choice	PARENT INFORMATION UPDATES If after completing the re-authorization form you need to make health or FERPA changes, please use the available form under FORM SUMMARY on the student.	
	Application 2022	Address changes require 2 PROOFS of RESIDENCE which must be submitted to lcsadmissions@leonschools.net	



□ Show All □ Show All □ Show Years Schools Exams 6 Records Export   Filter: OFF		Show Exams	□ Show Inactive □ Group By Courses Course Toggle Columns			iy	Update C View Detailed Report				Print Assignment Grades				
Pd 🛔 Course	# 🛔 Course 🛔		Teacher	Flags 🛔	Ex ∯	Unx 🛔	Tardy	Q1 🛊	Q2 🛔	S1 <b>≜</b>	Q3 🛔	Q4 🛔	S2 🛔	FY 🛔	Credits 🛊
			Nichols, B	н	11		0	A	В	А	75% C				0
			Stephens, D				0	Α	В	А	84% B				0
			Sessions, R					В	В	В	70% C				0.5
			Stephens, D				1	Α	Α		NG				0
			Givens, T		10		0	С	В		96% A				0
			Thompson, K		10	1	0	В	С		85% B				0

		Grades					
			na mana ang kang kang kang kang kang kang ka				
		1					
Grades Pl	anner Reports						
Q1 Q2 Q3 Q4 Q	anner         Reports           1/05 - 03/11         - 03/11						
Q1Q2Q3Q4PdCourse	anner         Reports           1/05 - 03/11         -		Teacher	Ex	Unx	Tardy	Grade
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Q1   Q2   Q3   Q4   Q4     Pd   Course	anner Reports 1/05 - 03/11		Teacher Nichols, B	Ex	Unx 0	Tardy 0 0	<b>Grade</b> 75% C 86% B
Q1   Q2   Q3   Q4   Q4     Pd   Course	anner Reports 1/05 - 03/11		Teacher Nichols, B	Ex	Unx 0	Tardy 0 0	Grade 75% C 86% B 70% C
Q1   Q2   Q3   Q4   Q4     Pd   Course	anner Reports 1/05 - 03/11		Teacher Nichols, B Stephens, F	Ex	Unx 0	Tardy 0 0 0	Grade 75% C 86% B 70% C
Q1Q2Q3Q4Q4PdCourse	anner Reports 1/05 - 03/11		Teacher Nichols, B Stephens, F	Ex	Unx 0	Tardy 0 0 0 0 0	Grade 75% C 86% B 70% C NG 96% A

#### **Email the Teacher**

Send to:			
Stephens, D			
	Cancel	Send	

### **Test History**

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A Portal		_	District & School Announcements
<ul> <li>My Profi</li> <li>Preferen</li> </ul>	le	_	News Events
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Forms	< ~		s with unexcused absences/tardies without a note or reason.
Child Info Class Schedule	Grade Changes Class Requests		District Announcement
Grades Test History Attendance Forms Summary	School Choice School Choice Application 2022		PARENT INFORMATION UPDATES If after completing the re-authorization form you need to make health or FERPA changes, please use the available form under FORM SUMMARY on the student.
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#### Test History

#### 10 Test Administrations

Test	Administration Date	School Year	Gradele
Florida End-of-Course Assessment - Civics (ECS)	May 3, 2021	2020-2021	
FSA MATH (FSA)	Apr 5, 2021	2020-2021	
FSA ELA (FSA)	Apr 5, 2021	2020-2021	
FSA MATH (FSA)	May 1, 2019	2018-2019	
FSA ELA (FSA)	May 1, 2019	2018-2019	
Florida Comprehensive Assessment Test (FCAT) 2.0 (FC2)	May 1, 2019	2018-2019	
FSA MATH (FSA)	Apr 18, 2018	2017-2018	
FSA ELA (FSA)	Apr 9, 2018	2017-2018	
FSA MATH (FSA)	Apr 11, 2017	2016-2017	

#### Attendance

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Prefer	ences		News Events
🛗 Calend	lar		A Alerts
Forms	; <		/s with unexcused absences/tardies without a note or reason.
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	Application 2022	-	Address changes require 2 PROOFS of RESIDENCE which must be submitted to lcsadmissions@leonschools.net

#### Attendance

A	Unexcused Absent
в	Absent, excused - Digital issues
E	Ex Absence
G	Religious Holiday
н	Hospital Homebound
I .	Illness
L	Late - Secondary only
м	Medical
N	Partial Day Susp (Sec)
s	Suspension
U	Unsuccessful Appeal
w	Admin Unexc Absences
VA	Absent (digital)

otal Full Days Possible: 110 otal Full Days Attended: 99 (90%) otal Full Days Absent: 11 (10%) inrollment Dates: Aug 11, 2021 - ... 1 periods 0 periods 25 periods -- **4 days** 0 periods 0 periods 21 periods -- **4 days** 0 periods 16 periods -- **3 days** 0 periods 0 periods

Clinic	1 periods
Detention	0 periods
Field Trip	0 periods
Other (present)	0 periods
Tardy (Un)	0 periods
Tardy (Ex)	0 periods
Left Early Excused	0 periods
Left Early (unexcused)	1 periods
Opportunity for Improvement	0 periods
Present (digital)	0 periods
Administrative Quarantine	0 periods

iummary Chart

#### School Choice

<b>₫</b> □	Portal	🛛 Help	Jamie Steed
🏦 Portal			District & School Appouncements
My Pro	file		
Prefere	ences	_	News Events
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orms Summary	School Choice Application 2022		SUMMARY on the student.

#### **Progress Reports and Report Cards**



#### **Parent Portal Assistance**

### HELPDESK:

## 487-7524 *7ам-5рм* PortalHelp@leonschools.net

#### **Reset Your Password**

#### EMAIL ADDRESS. Focus Portal Instructional Videos Password not working? Focus Parent Portal - Register vo THEY VERY STREET Leon County Schools signers inclusion HOME - HOMENED CHURCH CONTRACT LES MPLOYED COMMENTY DEPARTMENTS CALLERY PARENT PURTAL NARGHTE - The Sign to or Regimer business above are WOT for the Ferue Period Fortal ------New FOCUS Parent Portal is Openit Aircuty Registerer? Log in here PASSWORD ape 21 22.1 Inter LCS Proved House Ave. Find an part of the state part of the second as the comparison of the second state and the comparison of the second state of the second state of the second state and the second sprate processing of the second state. Provide and the set of the complete discriminant of the promover statement of the pro-ceeding of the set of the set of the set of the complete discriminant of the set of the s REGISTER/ADD a student here If how he as he as sound inget 10, Will be seen a relation to off president answer cartal processing and passenergy proved by the school polar to the 18.20 school pear have leave shihted and real the longer work in the new param and should De s'acardes Comparison of General States and US Forces Reveal Password not working? same, to make the third places are and man point

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#### Student Access Through Classlink

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extbooks	FL DOE	Focus	Leor US	Schoolwires Internal Form	Schoolwires
				PAYMENT PORTAL	TEADHA
VS Digital d - Canvas	Canvas by Instructure	PayPams		EDEP Digital Resource App	Teacher Portal
MORE	VIDEOS			M	

## Thank you, Parents!

# Any questions?