Parent Portal Instructions
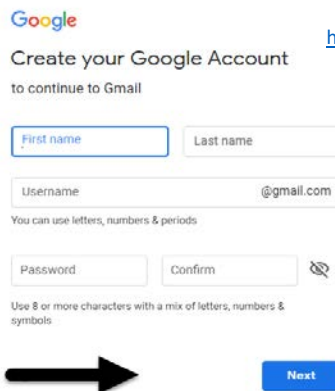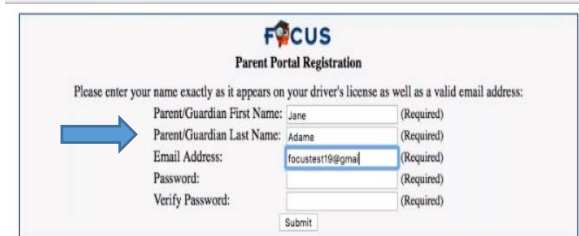
Step 1: Contact your school for your child's parent portal letter. This letter includes your child's name, student ID and parent portal pin.

Step 2: Visit https://leon.focusschoolsoftware.com/focus/auth/ to register for an account. At this website, you will enter the information provided on the **parent portal letter** you received from your child's school. *The Parent Portal accounts will remain active until all of their children leave LCS.*
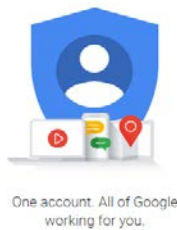
Note: The Leon Parent Portal Registration Portal allows parents to register, add a child or restore a forgotten password.

Welcome to the Leon parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

In order to create a Parent Portal account online, you must have a valid email address . If you are unable to create an account, visit your child's school for assistance.

I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled

I have an Account Registered on the Parent Portal but would like to ADD A CHILD

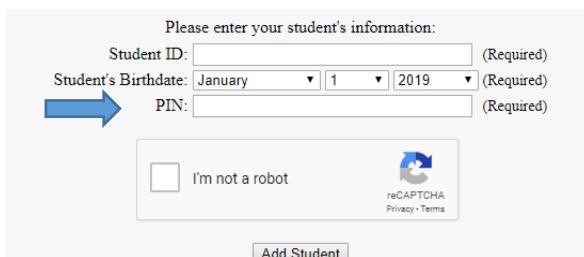I have Forgotten My Password and would like to generate a new one

Step 3: Enter your information to register for an account. Your **email address** will serve as your username. You also have the opportunity to set and verify your own password. **Click** Submit.

FOCUS
Parent Portal Registration

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

Parent/Guardian First Name: Jane (Required)
Parent/Guardian Last Name: Adame (Required)
Email Address: focustest19@gmail (Required)
Password: (Required)
Verify Password: (Required)
Submit

Google
Create your Google Account
to continue to Gmail

First name | Last name
Username | @gmail.com
You can use letters, numbers & periods

Password | Confirm

Use 8 or more characters with a mix of letters, numbers & symbols

No email Account? Visit:
https://www.google.com/gmail/about/#
It's Free!

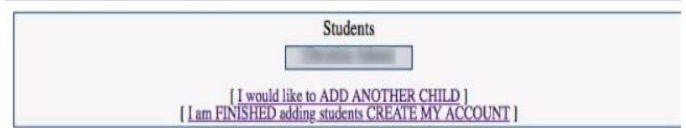One account. All of Google working for you.

Next

Step 4: **Enter** the information provided on the **Parent Portal Letter**. **Click** Add Student. Contact the school if you get an error on data entry. The PIN is the 6 digit portal PIN not the student's school lunch PIN.
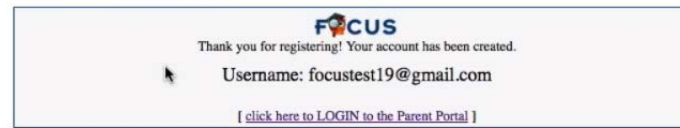
Please enter your student's information:

Student ID: (Required)
Student's Birthdate: January 1 2019 (Required)
PIN: (Required)

I'm not a robot
reCAPTCHA
Privacy - Terms

Add Student

Step 5: You have the option to ADD ANOTHER CHILD or
CREATE MY ACCOUNT.

The confirmation screen will appear and you may **LOGIN**
into the portal.

Forgot Your Password?

1) Visit https://www.leonschools.net/parentportal.
2) Click on:

3) **Enter** your email Address.

4) **Check** your email. **Click** on the link within the email to retrieve your temporary
   password. Upon logging into Focus, you will be asked to reset your password.

5) Contact the helpdesk if you forgot your email address and/or need assistance with your
   username.

6) Why should I connect to the Parent Portal?

- See a real-time view of your child's upcoming assignments, class averages, attendance information, e-mail notifications, individual assignment grades, as well as the student's FSA/FCAT test history scores directly within the portal.
- A secure site to pay your child's before/after school program fees AND place money in their lunch account.

Once you have created your credentials on the portal, please download the free Leon County District Schools FOCUS app for parents and students through the Apple and Android stores. The app is a great supplement to the Focus Portal designed to enable quick and easy access while mobile. This includes your student's grades, attendance, schedule, upcoming assignments, social media links, and district information. In addition, important school notifications can be pushed to the app. Our goal is to keep you in the know - even while you are on the go! **The Focus Portal and app use the same login credentials.**