




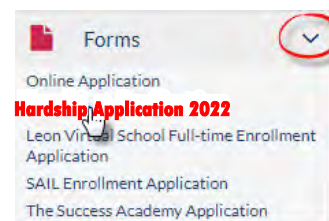
Hardship Application Instructions July 22/23

Parents of students currently enrolled and new students will log on to their active parent portal account to begin the Hardship Application process. **This option is for parents who want to apply for hardship and already have a Parent Portal account.**

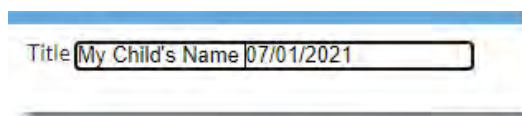
The Hardship Application is only available in the Parent Portal, it is not available on the Leon County School's Focus Community App.

<https://leon.focusschoolsoftware.com/focus/index.php?skipSAML>

- 1) **Log in** to your active Parent Portal account. 
- 2) CLICK on the **Forms** menu and click Hardship Application 2022.
- 3) The Hardship Application will appear.



****Please edit the Title at the top to your Child's name with current date.**



- 4) Complete the form. The red areas of the form are required, and form will not submit unless completed.
- 5) Scroll to the top of the form and CLICK Submit Request.