

How to Update YOUR Parent Contact Information in FOCUS

Do not use the app – login into a browser using Google Chrome or Firefox.

If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register.

Login to the portal account using your email and password.

To reset your password go here and enter your email address -

<https://leon.focusschoolsoftware.com/focus/auth/index.php?action=recovery>

At your first login of the year, you will have to complete authorizations forms for 23-24. If you are on the phone app, turn the phone sideways if you see a white screen to view the forms.

All of your children will appear on the main page even if at different schools.

You will need to update the information on each child.

1. Click the arrow to open the information on the student

The screenshot shows the FOCUS portal interface. On the left is a sidebar with navigation links: Portal, My Profile, Preferences, Calendar, Forms, and a list of students (Student 1, Student 2, Student 3). A red arrow points to 'Student 1'. The main area is titled 'District & School Announcements' and has tabs for 'News' and 'Events'. Below this is an 'Alerts' section stating 'There are no alerts.' To the right, there's a 'Student 1' section for 'Deerlake Middle-0531' with tabs for 'Grades', 'News', and 'Planner'. The 'Grades' tab is active, showing a table with columns 'Pd', 'Course', 'Q1', 'Q2', 'Q3', 'Q4', and '01'. The table lists various courses like 'INTRO ED & TRAIN', 'M/J ART WORLD CULTR', etc.

2. Click Child Info

The screenshot shows the 'Child Info' section. On the left, a sidebar has links: Child Info, Class Schedule, Grad Reqs, Absences, Grade Changes, Grades, Test History, and Attendance. A red arrow points to 'Child Info'. The main area shows the 'Child Info' section for 'Deerlake Middle-0531' with tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Child Info' tab is active, showing a table with columns 'Pd', 'Course', 'Q1', 'Q2', 'Q3', 'Q4', and '01'.

3. Addresses and Contacts
4. Click on YOUR Name
5. You can then edit the contact information.

- Update phone Numbers
- Preferred – only ONE number should be PREFERRED
- Callout – used for making calls.
- SMS – used for sending texts

6. Click SAVE

Contacts at this Address

The screenshot shows the 'Contacts at this Address' form. It has a table with columns: Contact Type, Phone Number / Value, Detail Priority, and Options. The table has three rows: Home Phone, Work Phone, and Cell Phone, each with a phone number and options for Unlisted, Callout, Blocked, Preferred, SMS, and UNSUBSCRIBE. A red arrow points to the 'Add New Contact' button.

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Contact Type	Phone Number / Value	Detail Priority	Options
Home Phone	(850)	- +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Work Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Cell Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE