



# Hardship Application Instructions

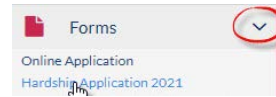
June 1

Parents of students currently enrolled and new students will log on to their active parent portal account to begin the Hardship Application process. **The Hardship Application is only available on Parent Portal, it is not available on the Leon County School's Focus Community App.** This option is for parents who want to apply for hardship and **already have a Parent Portal account.**

To register for a parent portal account use the camera on your smart phone to access the QR code.



- 1) **Log in** to your active Parent Portal account <https://leon.focusschoolsoftware.com/focus/index.php?skipSAML>
- 2) CLICK on the **Forms** menu and click Hardship Application 2021.
- 3) The Hardship Application will appear.
- 4) Please edit the Title at the top to your Child's name with current date.



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