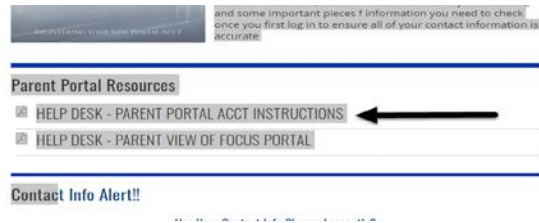




Parent Portal Forms Summary

December 2019

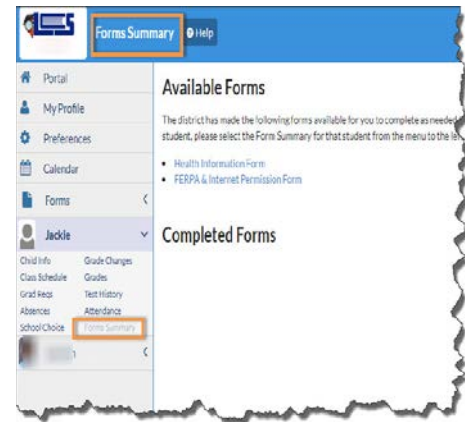
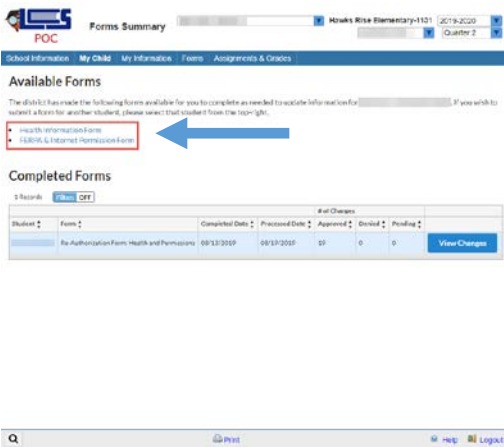
Parents of students will log on to their active parent portal account to update their student's information. Parents must have a portal account to access the **Forms Summary**. If you do not have a parent portal account, visit [Parent Portal Instructions](#) on the LCS parent portal page to view instructions for creating an account.



1) **Log in** to your active Parent Portal account.
<https://leon.focusschoolsoftware.com/focus/index.php?skipSAML>

2) Choose **Forms Summary** under the desired student's name.

3) The **Forms Summary** screen will appear.



4) **Select** and **Complete** the Health Information Form and the FERPA & Internet Permission Form. The FERPA & Internet Permission Form questions default to **Yes**. Please remember to update to **"No"** if desired, for each question.

5) After completing the form, *Click* the **Submit and Finish** button to submit the form. The updated form will appear within the **Completed Forms** section below the Available Forms.

Student	Form	Completed Date	Processed Date	Approved	Denied	Pending	View Changes
	FERPA & Internet Permission Form	11/26/2019	11/26/2019	2	0	0	View Changes
	Re-Authorization Form: Health and Permissions	02/15/2019	02/15/2019	19	0	0	View Changes

6) You have the option to Review Changes by Clicking the **View Changes** button under completed forms. A summary of changes made will appear.

Change	Value
Directory Consent	No
Permission for Internet Consent	No