

Please note the following Tips regarding your Parent and Student FOCUS Account

TRANSCRIPTS/COURSE HISTORY

Please view your course history on your FOCUS account to ensure that you are not selecting a course that you have already taken. To view your transcript/course history, please follow the steps below.

- a. Log into your FOCUS account via a web browser and click on the Grades tab on the top of the page. Do not log in on the FOCUS app on your phone.
- b. Once on the Grades Tab, if you are only seeing your current year schedule and grades, click on View Detail Grade Report above the table with your grades. Once you do that you should have a listing come up with all courses that you have completed displayed in several columns.
- c. From this screen you can print your Unofficial Transcript by clicking on the printer icon at the top of this table.

It is a good habit to check your transcript/course history periodically to ensure that it is correct. If you find any issues, you can come by guidance to make an appointment with your counselor.

To request Official Transcripts for college/scholarship applications, please follow the instructions on the Lincoln Website under Students and then Transcript Requests.

GRADUATION STATUS

Check your Graduation Status in FOCUS. To do this, click on Grad at the top of the page. This screen will bring up the graduation requirements for the State of Florida, and give you an overview of what requirements you have met versus those remaining.

This screen will also display important information you may need when completing college or scholarship applications:

- Cumulative weighted and unweighted GPA
- Class Rank
- Total Community Service Hours Completed

OTHER ITEMS TO NOTE

Through your FOCUS account you can also track the following information:

1. **Attendance** – You can monitor your absences on the Attendance link at the top of the page. If you are absent from a class, your parent/guardian must submit an email with the reason for your absence to lincolnattendance@leonschools.net.
2. **Test History** – Click on the Test History link at the top of the page. This will show all standardized tests you have taken. If you need this printed, you can click on print at the bottom of the page. Please note: ACT and SAT scores that appear on this report are not considered “official” by colleges/universities. You will need to send your scores to those institutions directly from College Board or ACT.
3. **Community Service Hours** – You can track community service hours through your demographics screen by clicking on the Graduation tab on the left side of the screen.
4. **Transcript Requests** – To request your official transcript, please follow the instructions on the Lincoln Website under Students and then Transcript Requests. If you are requesting a transcript for a school within the State of Florida, you can track the status of your request in FOCUS on the FASTER Tab on the left side of screen on your demographics section.