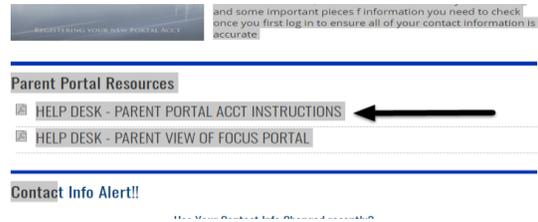




Parent Portal Forms Summary

December 2019

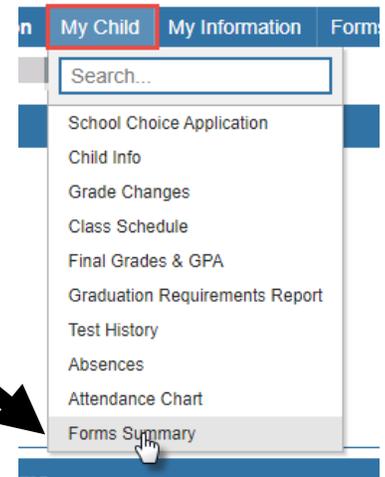
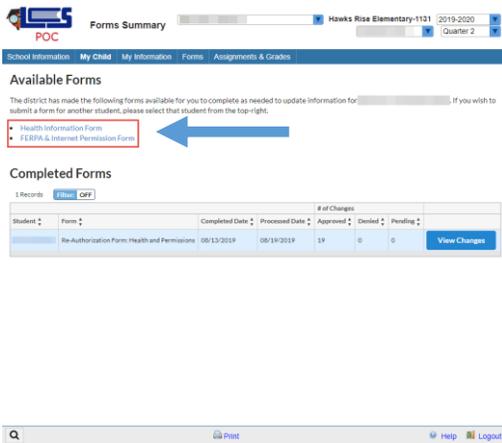
Parents of students will log on to their active parent portal account to update their student’s health and FERPA consent information. Parents must have a portal account to access the **Forms Summary**. **If you do not have a parent portal account, visit [Parent Portal Instructions](#) on the LCS parent 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/>

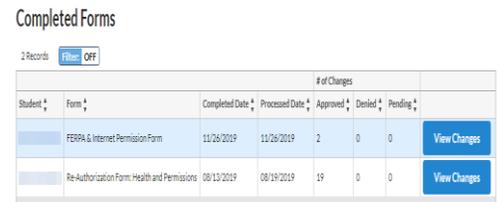
2) Choose the **My Child** menu and **Click Forms Summary**.

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



4) **Select and Complete** the Health Information Form or 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.



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



7) Parents with multiple children must complete the process for each child.