

# ACCESSING THE PARENT PORTAL

*Register, Access, Attach, and View Your Student's Information.*

## WHAT IS THE PARENT PORTAL?

The FOCUS Parent Portal is a new on-line service offered to parents and guardians in Polk County. The service will bring together into one single web page information about ALL of the students for a particular parent. Instead of visiting several different websites, making telephone calls or visiting the school to access records or information, the parent may access them all from any Internet-connected computer. The most important goal of the Parent Portal is to enhance district-to-school-to-home communication as outlined in the Polk County Schools Strategic Plan item 7(1): **“Establish an effective system of communication linking district, school and home.”**

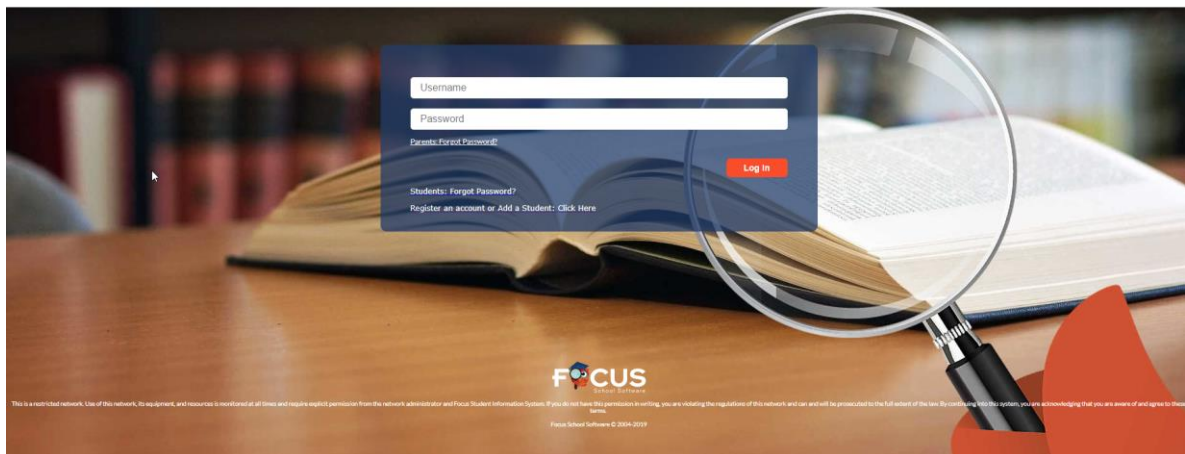
## WHERE IS IT? HOW DO I GET THERE?

### Google Chrome is preferred when using Focus

Go to <https://focusk12.polk-fl.net/focus/index.php>

## HOW DO I REGISTER?

In order to access the Parent Portal you must first register. Please visit the portal and click the “Register an account or Add a Student” link.



Click on “I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled” link.

UNIQUE PIN NUMBER \_\_\_\_\_  
STUDENT ID NUMBER \_\_\_\_\_



## Parent Portal Registration

Welcome to the Polk County Public Schools parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

If you wish to create a Parent Portal Account, you must obtain a PIN number from your child's school, and know your child's Student ID number. Once you have that information, then using a valid email address you can create and activate your account from home using the directions provided by the district.

**I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled**

[I have an Account Registered on the Parent Portal but would like to ADD A CHILD](#)

[I have Forgotten My Password and would like to generate a new one](#)

[Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español](#)  
[Klike isit la pou krevo/aktualize kont Pobay Focus pou Paran yo nan lang krevo/ ayisyen](#)  
[Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal](#)

## I'VE REGISTERED, NOW WHAT?

Now, after you have registered and logged into the Portal click the link under messages "Add Child to My Account, I have an Account Registered on the Parent Portal but would like to ADD A CHILD"  
You should have received one P.I.N. per student from your student(s)' school(s).

**POLK COUNTY PUBLIC SCHOOLS** Portal  
STUDENTS FIRST

Welcome, [Name] Last login: Mon 01 Jul 2019 01:57:04 PM EDT

**Alerts**

[Empty Alerts Section]

**Messages**

- ▶ **Hello Parent**  
Welcome to the new Polk County Public School's Parent Portal. You can now view your student's grades and schedule. Use the navigation menu to the left of your screen.
- ▶ **Contact Information**  
For security reasons, all contact information must be changed by school based personnel. Please contact your child's school to update this information.
- ▶ **Calculated Semester Grades**  
Learn how to access your student's calculated semester grade within FOCUS. Click [HERE](#) to find out how.
- ▶ **Add Child To My Account**  
**I have an Account Registered on the Parent Portal but would like to ADD A CHILD**

**Upcoming Events**

There are no upcoming events.

**Featured Programs**

- ▶ Absences
- ▶ Final Grades & GPA
- ▶ Class Schedule
- ▶ View All Programs

**Resources**

- ▶ Navigation Guide For Parents



## Parent Portal Registration

### Students

**You do not have any linked students at this time.**

[ [I would like to ADD ANOTHER CHILD who is already enrolled.](#) ]

[ [I would like to APPLY FOR ENROLLMENT for a new child.](#) ]

[ [I am FINISHED adding students. Please take me to the Portal.](#) ]



## Parent Portal Registration

Please enter your student's information:

Student ID:  (Required)

Student's Birthdate:    (Required)

PIN:  (Required)

I'm not a robot



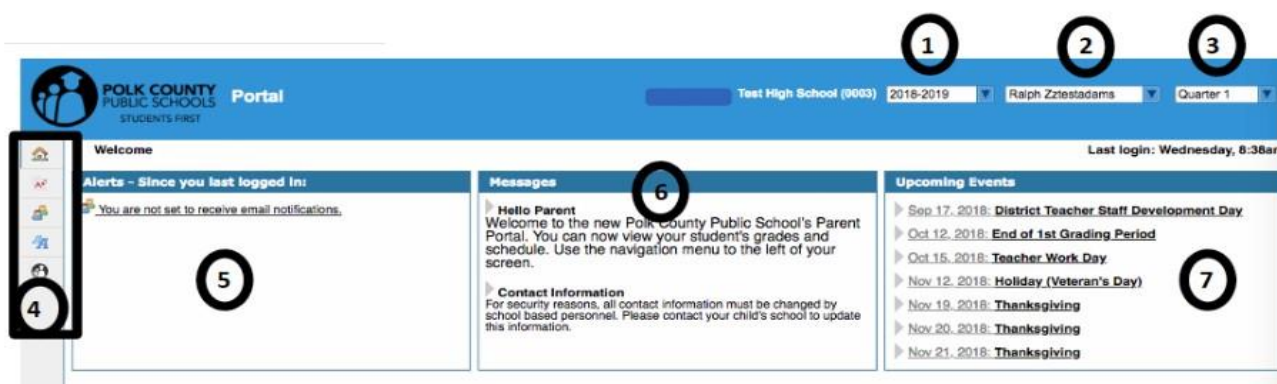
[ [Return to the Student listing.](#) ]



## Focus Document Parent Portal

### Child Info/Demographic Info

The Child Info screen lists demographic information. Parents can review any of the information for accuracy and contact the school if changes should be made. Select a child from the top m



1. School year selection--defaults to current year
2. Displays the student's name. If you have multiple students within the district, you will use this dropdown to navigate between each student's information.
3. Quarter selection defaults to current quarter
4. Additional menu options:
 

	School Information
	My Child
	<b>My Information</b>
	Assignments & Grades
	Additional Student Information
5. Alerts you are signed up for within the portal
6. Messages for parents
7. Upcoming events at the student's school

### Additional Menu Options

- School Information--Clicking on portal will bring you back to the home page.
- My Child

Search...

Child Info

Class Schedule

Final Grades & GPA

Graduation Requirements Report

Absences

Attendance Chart

Referrals

## Child Info

Addresses & Contacts, Demographics, Graduation (community service hours), Student Obligations, Transportation, Schedule, Grades (Posted Grades), Absences, and Referrals

## Class Schedule

Display the student's schedule by clicking on the gray Schedule sub-menu in **Child Info** or by navigating to **My Child > Class Schedule**.

Course	Period - Teacher	Meeting Days	Room	Term	Enrolled	Dropped
ERTHS/SPA SCI	Period 1 - 003 - Geoffrey Todd Diaz	MTWTF	2 214	Full Year	Jun 14, 2018	-
ENG 1	Period 2 - 001 - Diane L. Ellison	MTWTF	M25	Full Year	Aug 16, 2017	-
CULINARY ARTS 1	Period 3 - 002 - Valerie Garcia	MTWTF	2 105	Full Year	Aug 16, 2017	-
PAINT 1	Period 4 - 001 - Prisca Teresa Ray	MTWTF	4 102	Full Year	Aug 16, 2017	-
WORLD CLTRL GEOG	Period 5 - 004 - Milan Ann Escudero	MTWTF	1 205	Full Year	Aug 16, 2017	-
SPANISH 2	Period 6 - 004 - Chris M McNally	MTWTF	2 205	Full Year	Jun 22, 2018	-
ALG 1	Period 7 - 002 - Meris L Alantz	MTWTF	2 216	Full Year	Aug 16, 2017	-

Display the student's schedule in weekly planner format by clicking **Weekly Planner**

Full Year	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:00am							
8:00am		Room: 2 214 Period: 01 Diaz, Geoffrey ERTHS/SPA SCI	Room: 2 214 Period: 01 Diaz, Geoffrey ERTHS/SPA SCI	Room: 2 214 Period: 01 Diaz, Geoffrey ERTHS/SPA SCI	Room: 2 214 Period: 01 Diaz, Geoffrey ERTHS/SPA SCI	Room: 2 214 Period: 01 Diaz, Geoffrey ERTHS/SPA SCI	
9:00am		Room: M25 Period: 02 Ellison, Diane ENG 1	Room: M25 Period: 02 Ellison, Diane ENG 1	Room: M25 Period: 02 Ellison, Diane ENG 1	Room: M25 Period: 02 Ellison, Diane ENG 1	Room: M25 Period: 02 Ellison, Diane ENG 1	
10:00am		Room: 2 105 Period: 03 Garcia, Valerie CULINARY ARTS 1	Room: 2 105 Period: 03 Garcia, Valerie CULINARY ARTS 1	Room: 2 105 Period: 03 Garcia, Valerie CULINARY ARTS 1	Room: 2 105 Period: 03 Garcia, Valerie CULINARY ARTS 1	Room: 2 105 Period: 03 Garcia, Valerie CULINARY ARTS 1	
11:00am		Room: 4 102 Period: 04 Ray, Prisca PAINT 1	Room: 4 102 Period: 04 Ray, Prisca PAINT 1	Room: 4 102 Period: 04 Ray, Prisca PAINT 1	Room: 4 102 Period: 04 Ray, Prisca PAINT 1	Room: 4 102 Period: 04 Ray, Prisca PAINT 1	
12:00pm		Room: 1 205 Period: 05 Escudero, Milan WORLD CLTRL GEOG	Room: 1 205 Period: 05 Escudero, Milan WORLD CLTRL GEOG	Room: 1 205 Period: 05 Escudero, Milan WORLD CLTRL GEOG	Room: 1 205 Period: 05 Escudero, Milan WORLD CLTRL GEOG	Room: 1 205 Period: 05 Escudero, Milan WORLD CLTRL GEOG	
1:00pm		Room: 2 205 Period: 06 McNally, Chris SPANISH 2	Room: 2 205 Period: 06 McNally, Chris SPANISH 2	Room: 2 205 Period: 06 McNally, Chris SPANISH 2	Room: 2 205 Period: 06 McNally, Chris SPANISH 2	Room: 2 205 Period: 06 McNally, Chris SPANISH 2	
2:00pm		Room: 2 216 Period: 07 Alantz, Meris ALG 1	Room: 2 216 Period: 07 Alantz, Meris ALG 1	Room: 2 216 Period: 07 Alantz, Meris ALG 1	Room: 2 216 Period: 07 Alantz, Meris ALG 1	Room: 2 216 Period: 07 Alantz, Meris ALG 1	

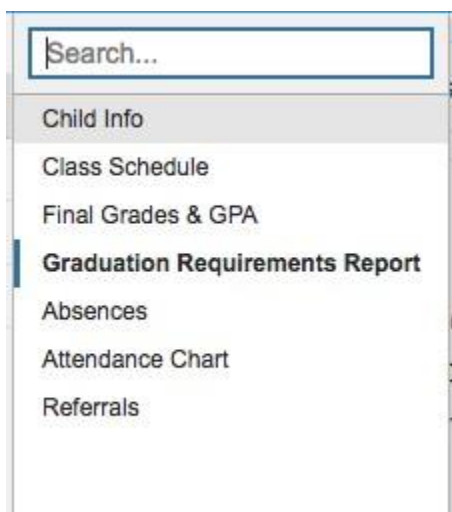
## Final Grades & GPA

Display student's grade history, final grades, and GPA by clicking on the Grades gray sub-menu or by navigating to **My Child > Final Grades & GPA**. Grade information can be displayed by marking period, semester, year, or full academic history.

Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Weighted GPA	Affects GPA	Teacher	Grad Subject	Reason Code	Comments	Report Card Comments
2017-2018	Semester 1	WORLD CLTR. GEOG 2103300	2103300	85	B	Unweighted 0.5	0.5	3	3		☑	Kater, Kelly	Social Studies Electives			1,7
2017-2018	Semester 1	CULINARY ARTS 1 8800510	8800510	92	A	Unweighted 0.5	0.5	4	4		☑	McGraw, Corie	Vocational			
2017-2018	Semester 1	ETHN/SPA SCI 2001310	2001310	70	C	Unweighted 0.5	0.5	2	2		☑	Giles, Wellington	Equally Rigorous course that counts for Science credits			
2017-2018	Semester 1	ENG 1 1001110	1001110	86	B	Unweighted 0.5	0.5	3	3		☑	Zofchak, Michele	English			
2017-2018	Semester 1	PERS CAR SCH DEV 1 0500500	0500500	90	A	Unweighted 0.5	0.5	4	4		☑	Hager, Aetium	Electives			
2017-2018	Semester 1	FRANT 1 0104370	0104370	96	A	Unweighted 0.5	0.5	4	4		☑	Kelley, Carmen	Approved Practical/ Performing Fine Arts			
2016-2017	Full Year	MJ RESEARCH 1 1700000	1700000	99	A	Unweighted 0.0	0.0	4	4		☑	Price, Lindsay				
2016-2017	Full Year	MJ US HIST/CAR PLAN 2100015	2100015	81	B	Unweighted 0.0	0.0	3	3		☑	Jensen, Alicia				
2016-2017	Full Year	MJ PHY SCI 2003010	2003010	83	B	Unweighted 0.0	0.0	3	3		☑	Enright, James				1,2,7
2016-2017	Full Year	MJ LANG ARTS 3 1001070	1001070	76	C	Unweighted 0.0	0.0	2	2		☑	Patterson, Jacqueline				
2016-2017	Full Year	MJ GRADE 8 REA/MC 1205070	1205070	79	C	Unweighted 0.0	0.0	2	2		☑	Owen, Zachary				
2015-2016	Full Year	MJ 2-D STUDIO ART 1 0101010	0101010		B	0.00	0.00	0	0.00		☑	BURNS, KRISTEN JONNE				
2015-2016	Full Year	MJ PERS CAR SCH 2 0500010	0500010		A	0.00	0.00	0	0.00		☑	SCHER, CHAD L				
2015-2016	Full Year	MJ LANG ARTS 2 1001040	1001040		B	0.00	0.00	0	0.00		☑	ARIATTI, TAREN SHIRE				
2015-2016	Full Year	MJ GRADE 7 MATH 1201940	1201940		C	0.00	0.00	0	0.00		☑	BLANCHE, NICOLE ELLI				
2015-2016	Full Year	MJ LIF SCI 2000010	2000010		B	0.00	0.00	0	0.00		☑	GRIFFITH, CHARLES				
2015-2016	Full Year	MJ CIVICS 2106010	2106010		B	0.00	0.00	0	0.00		☑	MCDANIEL, KIMBERLY B				
2014-2015	Full Year	MJ LANG ARTS 1 1001050	1001050		B	0.00	0.00	0	0.00		☑	BURNS, JOSEPH CRIGOR				
2014-2015	Full Year	MJ INTENS MATH 0MC 1204006	1204006		D	0.00	0.00	0	0.00		☑	BYRNES,DEBRA				
2014-2015	Full Year	MJ MATH 1 ADV 1205020	1205020		D	0.00	0.00	0	0.00		☑	MAUE, OWEN S.	No Credit			

# Graduation Requirements Report

- From the My Child menu, select the Graduation Requirements pull-down menu tab.



- The Graduation Requirements screen will display the courses needed for graduation, along with the required credits in each area. The Credits Remaining to be Taken column does not include the credits listed under Credits Currently Enrolled. Once those currently enrolled credits are completed, they will be deducted from the Credits Remaining to be Taken column. (I.e. A credit is not considered to be earned toward the graduation requirement until the course is successfully passed).
- Hover your mouse over a field in the Credits Remaining to be Taken or Currently Enrolled Credits columns to see a pop-up which lists the courses the student has completed or is enrolled in which meet the requirement

## Absences

Display the student's attendance by clicking on the gray Absences sub-menu in Child Info or by

navigating to **My Child > Absences**.

Demographic Enrollment Schedule Requests Grades Absences Referrals Test History

Absent: 18 periods (during 6 days)

■ No Show (DNE) 0 periods  
■ Unexcused Absence 18 periods - 2 days  
■ Excused Absence Related to Discipline 0 periods  
■ Excused Absence 7 periods - 1 days  
■ Juvenile Detention Center 0 periods  
■ Hospitalized Abs Not Related to Discipline 0 periods  
■ Out of School Suspension 0 periods  
■ Excused Doctor Note 0 periods

■ Other Marks: 2 periods (during 2 days)  
■ N/A 0 periods  
■ Excused Tardy 1 periods  
■ Clinic 0 periods  
■ Guidance 0 periods  
■ Hospital Homestay 0 periods  
■ In School Suspension 0 periods  
■ Alternative to OSS 0 periods  
■ School Activity 0 periods

Total Full Days Possible: 198  
 Total Full Days Attended: 195 (98.48%)  
 Total Full Days Absent: 3 (1.52%)  
 Enrollment Dates: Aug 16, 2017

Date	Daily	01	02	03	04	05	06	07
Jun 8, 2018	Excused Absence		E	E	E	E		
Dec 19, 2017	Present							
Dec 15, 2017	Present							
Nov 30, 2017	Unexcused Absence		U	U	U	U		U
Nov 27, 2017	Unexcused Absence		U	U	U	U		U
Nov 17, 2017	Present							E
Nov 15, 2017	Present							
Oct 30, 2017	Present							E

ABSENCES:	01	02	03	04	05	06	07
Unexcused Absences	0	2	2	2	3	0	2
Excused Absences	0	3	3	3	4	0	3
Total Absences	0	5	5	5	7	0	5
TARDIES:							
Unexcused Tardies	0	0	0	0	1	0	0
Excused Tardies	0	0	0	0	0	0	0
Total Tardies	0	0	0	0	1	0	0
Other Marks	0	0	0	1	0	0	0

Parents can also access the student's attendance in chart view by navigating to **My Child > Attendance Chart**.

Report Timeframe: 07/01/2018 - 07/31/2018 Daily Update

Display Scheduled and Attended Hours as Decimal:

Student ID: 400055827

Demographic Enrollment Schedule Requests Grades Absences Referrals Test History

Attendance breakdown for Smith, Jazmin Elizabeth (00055827)

Export: Filters: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	7/2	7/3	7/5	7/6	7/9	7/10
Daily Attendance	1	-	-	-	UT	P	P	P	U	P
Period 1 - 003 - Geoffrey Todd Diaz	2	12	14	85.7	U	P	P	P	U	P
Period 2 - 001 - Diane L Ellison	1	13	14	92.9	P	P	P	P	U	P
Period 3 - 002 - Valerie Garcia	1	13	14	92.9	P	P	P	P	U	P
Period 4 - 001 - Prisca Teresa Ray	1	13	14	92.9	P	P	P	P	U	P
Period 5 - 004 - Milan Ann Escudero	1	13	14	92.9	T	P	P	P	U	P
Period 6 - 004 - Chris M McNally	1	13	14	92.9	P	P	P	P	U	P
Period 7 - 002 - Meris L Alaniz	1	13	14	92.9	P	P	P	P	U	P
<b>Total Present</b>	<b>90</b>	<b>out of 98</b>	<b>91.8%</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>0</b>	<b>7</b>	<b>7</b>
<b>Total Absent</b>	<b>8</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>0</b>
<b>Course</b>	<b>Absences</b>	<b>Att Periods</b>	<b>Sched Periods</b>	<b>Daily Att %</b>	<b>7/2</b>	<b>7/3</b>	<b>7/5</b>	<b>7/6</b>	<b>7/9</b>	<b>7/10</b>

## Referrals

Display the referrals the student has received by clicking on the gray **Referrals** sub-menu in **Child Info** or by navigating to **My Child > Referrals**.

Demographic Enrollment Schedule Requests Grades Absences Referrals Test History

1 Referrals Found

Export: Filters: OFF

Student	Student ID	Grade	Reporter	Entry Date	Submission Date	Processed	Incident Description	Teacher Action/Intervention	Case Number	Location	Discipline Code
Smith, Jazmin Elizabeth	4400055827	09	Ellison, Diane	07/14/2018	07/16/2018 13:22:00	Yes	Student was disrespectful towards her classmates.	Warning, Assigned Different Seat.		Classroom	Discourteous

Click on the student name next to the referral to open and view details of the referral.

Demographic Enrollment Schedule Requests Grades Absences Referrals Test History

Previous Next

Student Documentation

Jazmin Elizabeth Smith  
 Reporter: Ellison, Diane L  
 Incident Date: Jul 14, 2018  
 Submission Date: Jul 16, 2018 01:22 PM  
 Reviewed by an Administrator: Yes  
 Closed without Processing: No

Referral

Location \* Classroom

Discipline Code \* Discourteous

Incident Description \* Student was disrespectful towards her classmates.

Teacher Action/Intervention \* Warning, Assigned Different Seat

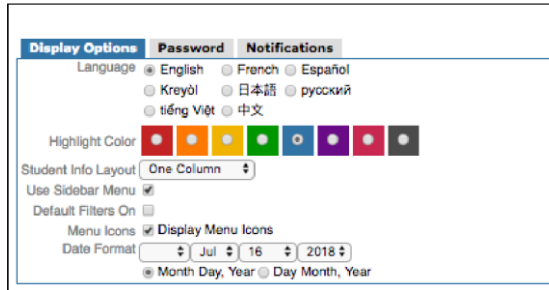
Case Number \*

# My Information Menu

Parents can access the **My Information Menu** to change passwords, configure preferences for language, set notifications and more.

## Preferences

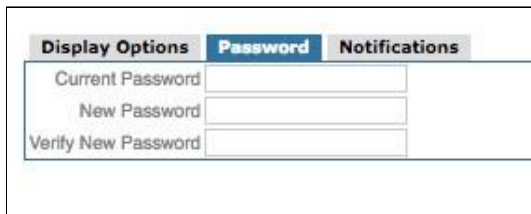
- **Display Options Tab** – Users can edit the language, menu locations, color, and date format of the Focus portal page.



The screenshot shows the 'Display Options' tab with the following settings:

- Language: English (selected), French, Español, Kreyòl, 日本語, русский, tiếng Việt, 中文
- Highlight Color: A row of color swatches (red, orange, yellow, green, blue, purple, pink, grey)
- Student Info Layout: One Column
- Use Sidebar Menu:
- Default Filters On:
- Menu Icons:  Display Menu Icons
- Date Format: Jul 16 2018
- Month Day, Year (selected), Day Month, Year

- **Password Tab** – Users can edit the password.



The screenshot shows the 'Password' tab with the following fields:

- Current Password
- New Password
- Verify New Password

- **Notifications Tab** – Users can subscribe to email notifications and determine the frequency and areas of summary included in the notifications.

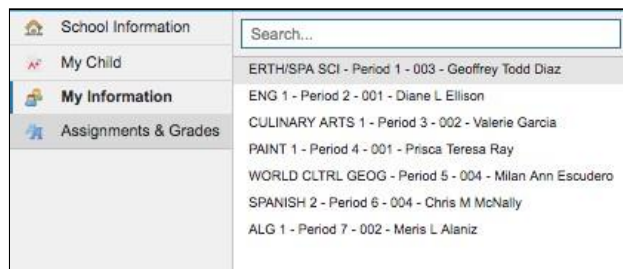


The screenshot shows the 'Notifications' tab with the following settings:

- 1 Parent
- Status:
- Name: Medrano, Kristen VANCE
- Email:
- Frequency: Never (selected), Daily, Weekly
- Summaries: Attendance, Discipline, Billing Fees, Upcoming Assignments, Grades Link, Events and Messages

# Assignments & Grades

**Assignments & Grades** lists all the classes the child is enrolled in.



The screenshot shows the 'Assignments & Grades' section with the following content:

- School Information: Search...
- My Child: EARTH/SPA SCI - Period 1 - 003 - Geoffrey Todd Diaz
- My Information: ENG 1 - Period 2 - 001 - Diane L Ellison
- Assignments & Grades: CULINARY ARTS 1 - Period 3 - 002 - Valerie Garcia, PAINT 1 - Period 4 - 001 - Prisca Teresa Ray, WORLD CLTRL GEOG - Period 5 - 004 - Milan Ann Escudero, SPANISH 2 - Period 6 - 004 - Chris M McNally, ALG 1 - Period 7 - 002 - Meris L Alaniz