



# Focus Parent Portal

Creating a new parent portal account

# Parent Portal Registration - Creating a new parent portal account

- Parent portal documentation is located on the SDMC website. <https://www.manateeschools.net/focus>

The screenshot shows the School District of Manatee County website. The navigation bar includes links for Careers, Community, Departments, District, Parents & Students (highlighted), eLearning, Student Registration, and Register to Ride. The main content area is titled "FOCUS PARENT PORTAL" and includes a welcome message, a description of the portal's purpose, and instructions on using the Google Chrome browser. There are four main action buttons: "Login to FOCUS", "Reset FOCUS Password", "Create FOCUS Parent Portal Account", and "Add Child to Existing FOCUS Account". A yellow banner at the bottom states: "After you create your Focus account, don't forget to download the MySDMC Focus App." Another yellow banner at the bottom asks: "Are you trying to enroll your child in an SDMC school? Click here for Registration information."

## FOCUS DOCUMENTATION FOR PARENTS/STUDENTS

[FOCUS Training Videos for Parents/Students](#)

[FOCUS Parent Portal Help Tutorial](#)

[Tutorial del Portal de Padres FOCUS - Español](#)

[FOCUS Parent Portal Access Authorization Form](#)

[Formulario de autorización del Portal de Padres FOCUS - Español](#)

The advertisement features a woman holding a smartphone displaying the Focus app interface. The text reads: "Focus at your fingertips. Focus a tu alcance. Download the app today! ¡Obtén la aplicación ahora!" Below the text are icons for the App Store and Google Play. The MySDMC Focus logo is at the bottom left.

# Parent Portal Registration – Step one

- Click on **Create FOCUS Parent Portal Account** [Create FOCUS Parent Portal Account →](#)
- The parent will enter their first and last name as it appears on their driver's license
- Email address
- Create Password
- Retype Password
- Click on I'm not a robot
- Be sure to click the submit button



The screenshot shows the registration form for the FOCUS Parent Portal. At the top, there is a dark blue header with the FOCUS logo and the text "Parent Portal Registration". Below the header, a light blue banner contains the text "Please enter your name exactly as it appears on your driver's license as well as a valid email address:". The form consists of five input fields, each with a label and a "(Required)" note: "Parent/Guardian First Name:", "Parent/Guardian Last Name:", "Email Address:", "Create Password:", and "Retype Password:". Below the input fields is a reCAPTCHA widget with the text "I'm not a robot" and a "Submit" button. The reCAPTCHA logo and "reCAPTCHA Privacy - Terms" are also visible.

# Parent Portal Registration – Step two

- Select I would like to ADD A Child who is already enrolled.



Parent Portal Registration

## Students

You do not have any linked students at this time.

I would like to ADD A CHILD who is  
already enrolled.

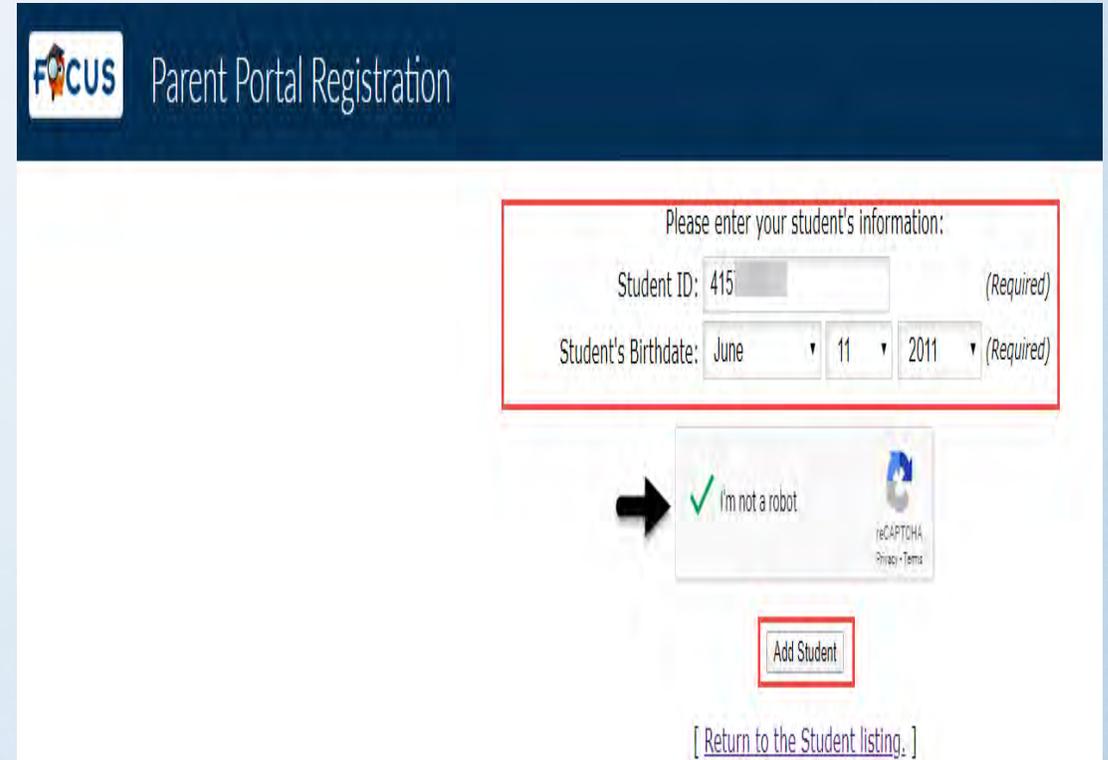
I would like to APPLY FOR  
ENROLLMENT for a new child.

I am FINISHED adding students.  
Please take me to the Portal.

- **DO NOT** select “I would like to APPLY FOR ENROLLMENT for a new child” this applies to Online Enrollment.
- **DO NOT** select “ I am FINISHED adding students, Please take me to the Portal.

# Parent Portal Registration – Step Three

- The parent will be prompt to enter the following:
- The Student Manatee ID number
- The Student's Birthdate
- Check I'm not a robot
- Click the ADD Student



**FOCUS** Parent Portal Registration

Please enter your student's information:

Student ID: 415 (Required)

Student's Birthdate: June 11 2011 (Required)

I'm not a robot reCAPTCHA

[Add Student](#)

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

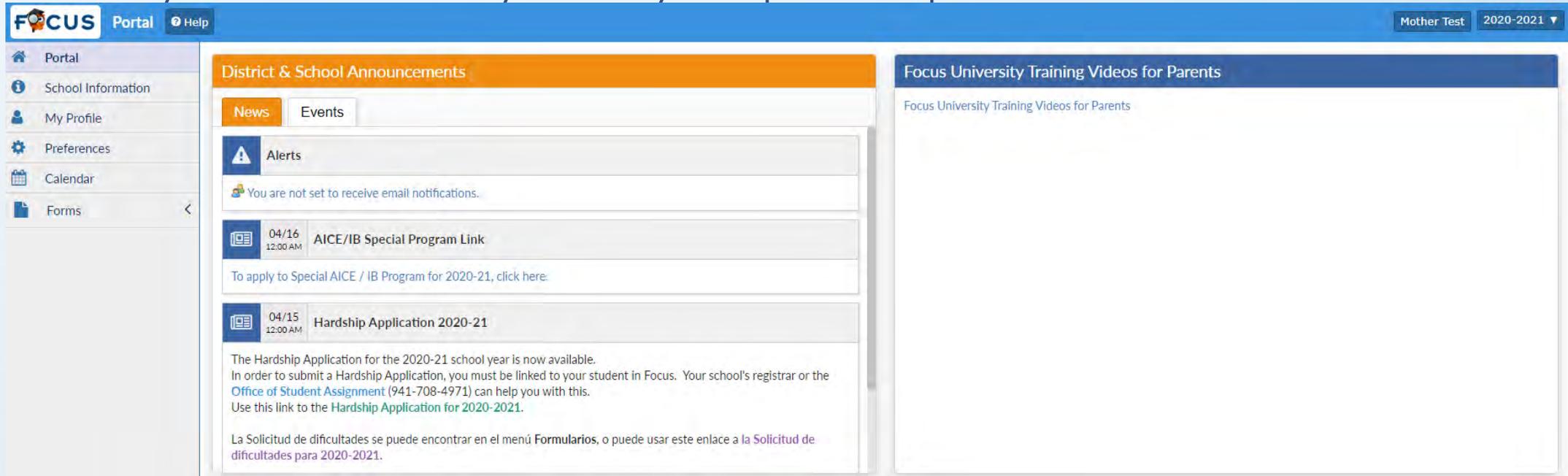
# Parent Portal Registration – Step Four – select one of the following options listed below.

- If you have more than one child to add, continue by selecting “I would like to ADD A Child”. Repeat this process until you have added all of your children
- **DO NOT** select “ I would like to APPLY FOR ENROLLMENT for a new child, this applies to Online Registration.
- If you are done adding your child(ren), click on “I am FINISHED adding students, Please take me to the Portal”.

The screenshot shows the 'Parent Portal Registration' interface. At the top left is the 'FOCUS' logo. The main heading is 'Parent Portal Registration'. Below this, the 'Students' section is visible, featuring a placeholder for a student profile with a 'Student Test' button. A speech bubble contains the instruction: 'If you are done adding your child or children, click on I am FINISHED adding students. Please take me to the Portal.' At the bottom, three buttons are shown: a green arrow pointing to the first button, 'I would like to ADD A CHILD who is already enrolled'; a second button, 'I would like to APPLY FOR ENROLLMENT for a new child', which is crossed out with a large red 'X'; and a third button, 'I am FINISHED adding students. Please take me to the Portal.'.

# Parent Portal Registration - Step five

- The system will take you to your parent portal.



The screenshot displays the Focus University Parent Portal. The top navigation bar includes the 'FOCUS Portal' logo, a 'Help' icon, and user information for 'Mother Test' in the '2020-2021' school year. A left-hand sidebar lists navigation options: Portal, School Information, My Profile, Preferences, Calendar, and Forms. The main content area is divided into two columns. The left column, titled 'District & School Announcements', features tabs for 'News' and 'Events'. It contains an 'Alerts' section with a notification: 'You are not set to receive email notifications.' Below this are two news items: one dated 04/16 at 12:00 AM titled 'AICE/IB Special Program Link' with a sub-link 'To apply to Special AICE / IB Program for 2020-21, click here.', and another dated 04/15 at 12:00 AM titled 'Hardship Application 2020-21' with detailed text about the application process and a Spanish translation. The right column, titled 'Focus University Training Videos for Parents', contains a heading for 'Focus University Training Videos for Parents' but no video content is visible.

- You have completed creating your Parent Portal account.
- Any changes to your parent portal account, contact your child's school Registrar or Parent Portal Liaison.



# Parent Portal

The Focus Parent Portal is a tool designed to enhance communication and involvement of your child's education. This communication tool will improve your ability to assist your child with their assignments and grades as well as collaborate directly with the teacher.

# Parent Portal

- To access the parent portal **AFTER** the parent created the account.
  - Login to <http://focus.manateeschools.net>
  - The username: will be the email address used to create the account
  - Enter your password



The screenshot shows the login interface for the Focus Parent Portal. At the top center is the "FOCUS" logo, which includes a stylized orange and blue character. Below the logo is a dark blue login form with a white background. The form contains two input fields: "Username" with the placeholder text "Parents email address" and "Password" with the placeholder text "Parents password". Both input fields are outlined in red. Below the password field is a link that says "Parents: Forgot Password?". At the bottom right of the form is a red "Log In" button. The background of the page is a blurred image of an open book.

# Focus Parent Portal screen

- If you click on the Help button this will take you to step by step tutorials
- To the far right you can change the school year



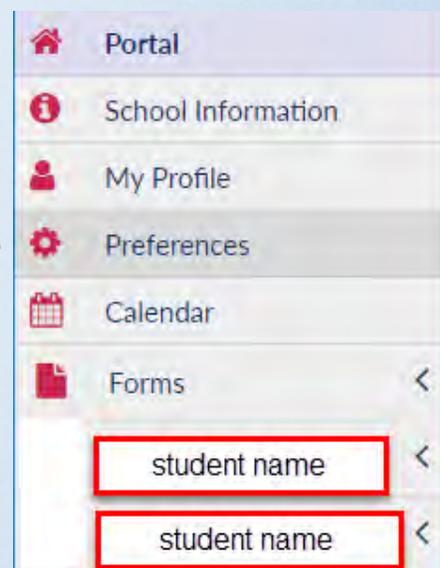
- Any time you want to return to the Focus Portal page click on the Focus logo on the upper right corner of the screen.



# Focus Parent Portal – Home Portal page

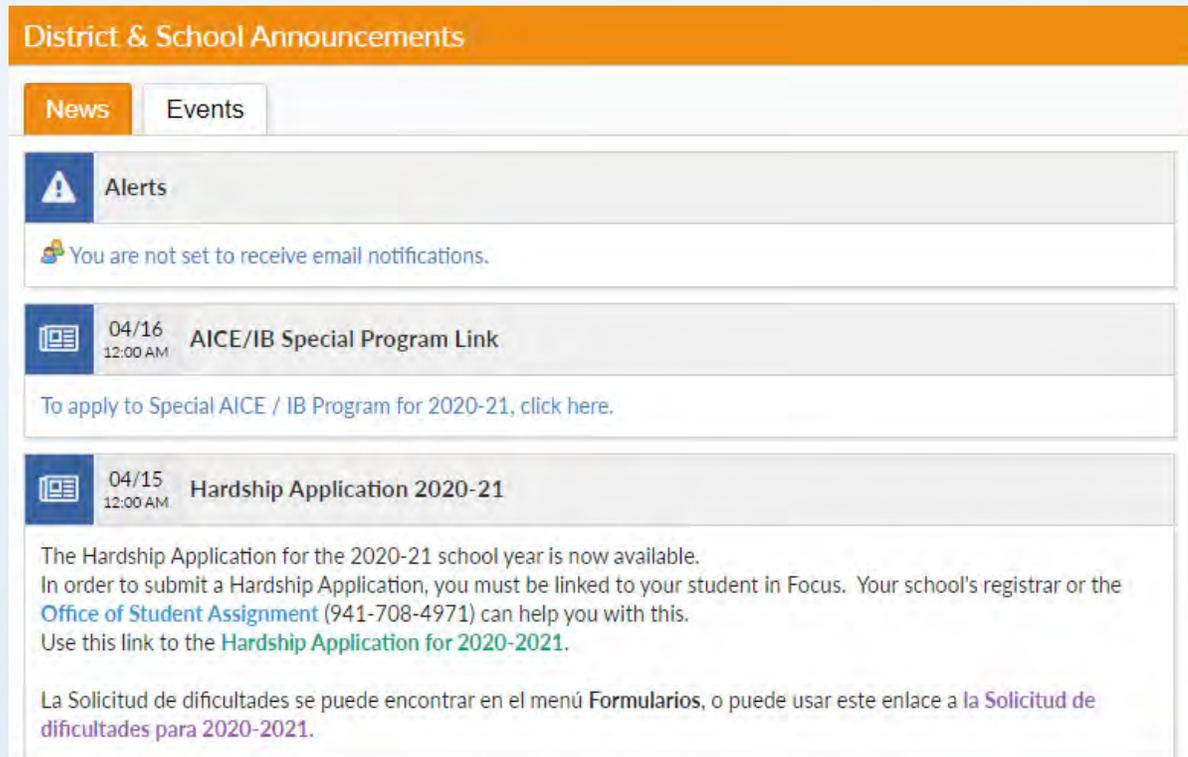
The Parent Portal Home page contains the following tabs.

- **Portal** – the portal page will display District & School Announcements, Events.
- **School Information** – Contains the Principals name, schools address, phone number, and school calendar
- **My profile** – Contains attached students and parents email address
- **Preferences** – Display options, password reset, notifications
- **Calendar** – View the District calendar
- **Forms** – Online Application, Hardship Application
- **Click on your child name to view** – Child info., Test History, Attendance, Grades, Absences, and Referrals.



# Parent Portal – District & School Announcements

- News tab contains Alerts any District messages



District & School Announcements

News Events

**Alerts**

You are not set to receive email notifications.

04/16 12:00 AM **AICE/IB Special Program Link**

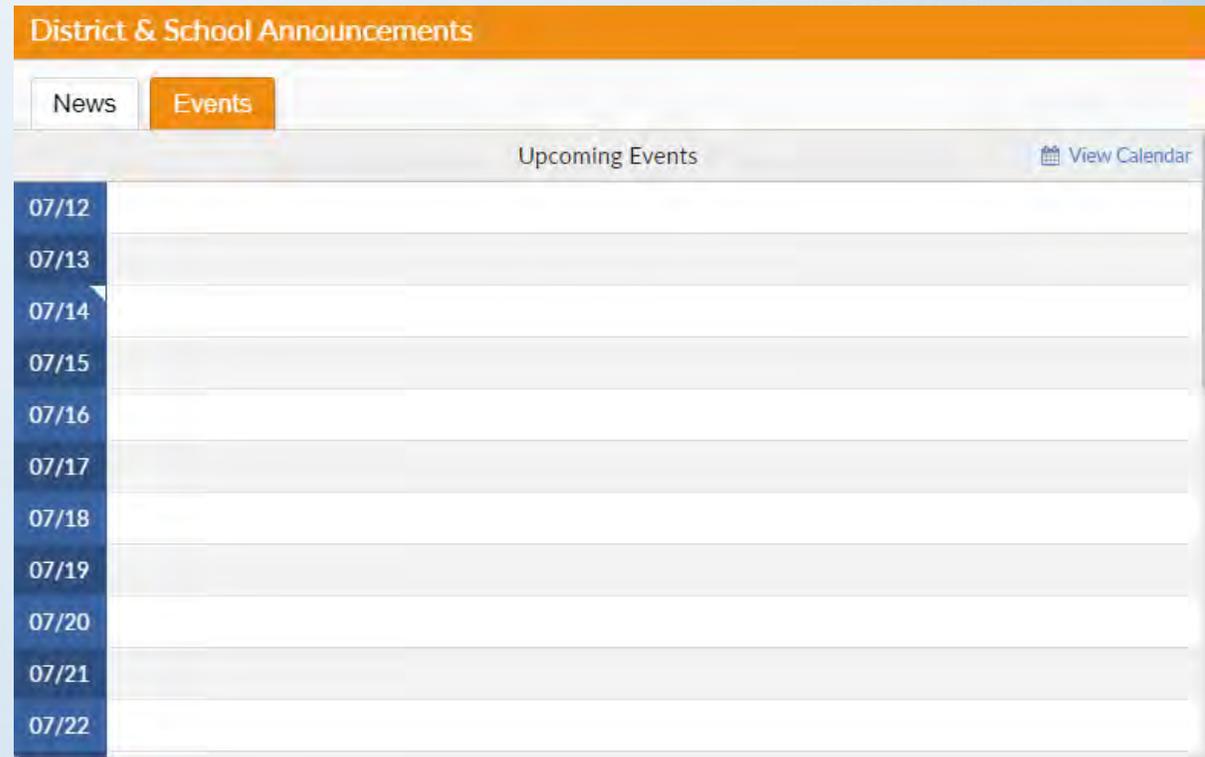
To apply to Special AICE / IB Program for 2020-21, click here.

04/15 12:00 AM **Hardship Application 2020-21**

The Hardship Application for the 2020-21 school year is now available. In order to submit a Hardship Application, you must be linked to your student in Focus. Your school's registrar or the [Office of Student Assignment](#) (941-708-4971) can help you with this. Use this link to the [Hardship Application for 2020-2021](#).

La Solicitud de dificultades se puede encontrar en el menú [Formularios](#), o puede usar este enlace a la [Solicitud de dificultades para 2020-2021](#).

- Events tab contains any upcoming events



District & School Announcements

News Events

Upcoming Events [View Calendar](#)

07/12

07/13

07/14

07/15

07/16

07/17

07/18

07/19

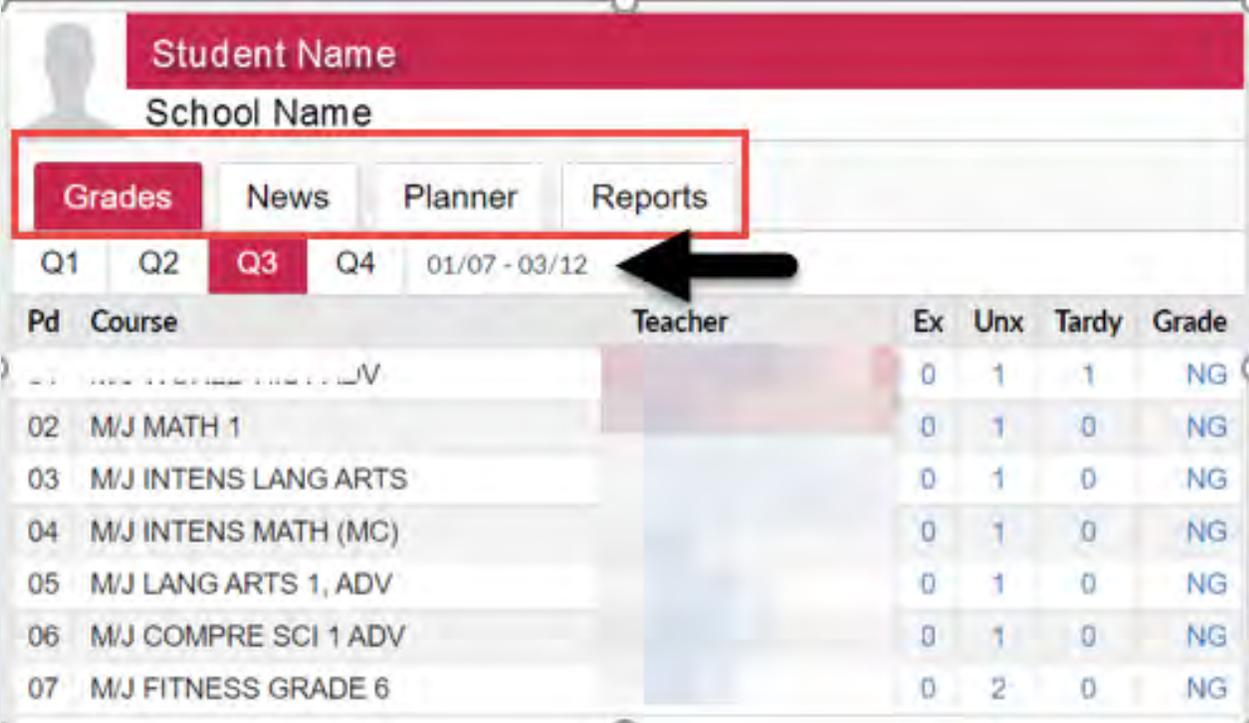
07/20

07/21

07/22

# Focus Parent Portal page

- **Grades** tab – displays the Period, Course, Teacher, and Attendance.
- Click on the quarter tab change the marking period.
- **News** tab – displays weekly assignments
- **Planner** tab – displays assignments due
- **Reports** tab – displays your child report card or progress report
- Note: Be sure to print or save your child's report card or progress report.

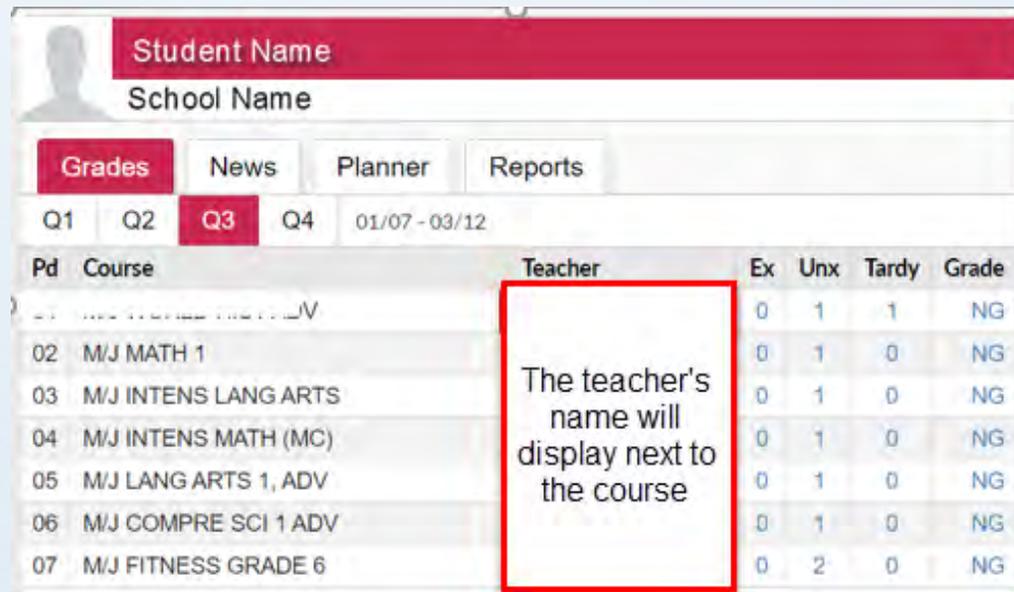


The screenshot shows the Focus Parent Portal interface. At the top, there is a red header bar with a student profile icon and the text "Student Name" and "School Name". Below this is a navigation bar with four tabs: "Grades", "News", "Planner", and "Reports". The "Grades" tab is selected and highlighted in red. Below the tabs, there are four quarter tabs: "Q1", "Q2", "Q3", and "Q4". The "Q3" tab is selected and highlighted in red. To the right of the quarter tabs, the marking period "01/07 - 03/12" is displayed, with a black arrow pointing to it. Below the navigation bar is a table with the following columns: "Pd", "Course", "Teacher", "Ex", "Unx", "Tardy", and "Grade". The table contains seven rows of data, with the first row partially obscured by a redacted area.

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	M/J INTENS LANG ARTS		0	1	1	NG
02	M/J MATH 1		0	1	0	NG
03	M/J INTENS LANG ARTS		0	1	0	NG
04	M/J INTENS MATH (MC)		0	1	0	NG
05	M/J LANG ARTS 1, ADV		0	1	0	NG
06	M/J COMPRE SCI 1 ADV		0	1	0	NG
07	M/J FITNESS GRADE 6		0	2	0	NG

# Focus Parent Portal - emailing a teacher

- To email your child's teacher, click on the on the teachers name.
- Type your message
- Click send email.



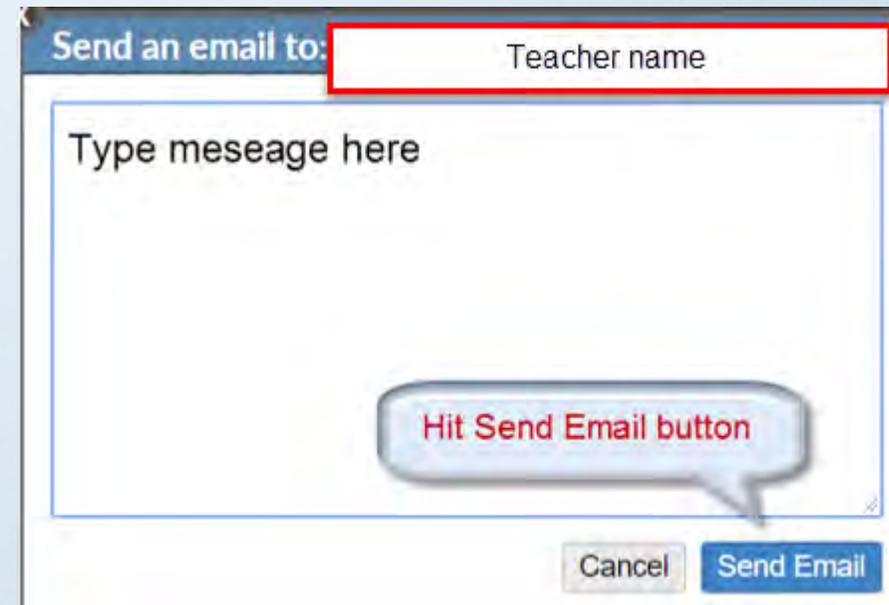
Student Name  
School Name

Grades News Planner Reports

Q1 Q2 Q3 Q4 01/07 - 03/12

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
			0	1	1	NG
02	M/J MATH 1		0	1	0	NG
03	M/J INTENS LANG ARTS		0	1	0	NG
04	M/J INTENS MATH (MC)		0	1	0	NG
05	M/J LANG ARTS 1, ADV		0	1	0	NG
06	M/J COMPRE SCI 1 ADV		0	1	0	NG
07	M/J FITNESS GRADE 6		0	2	0	NG

The teacher's name will display next to the course



Send an email to: Teacher name

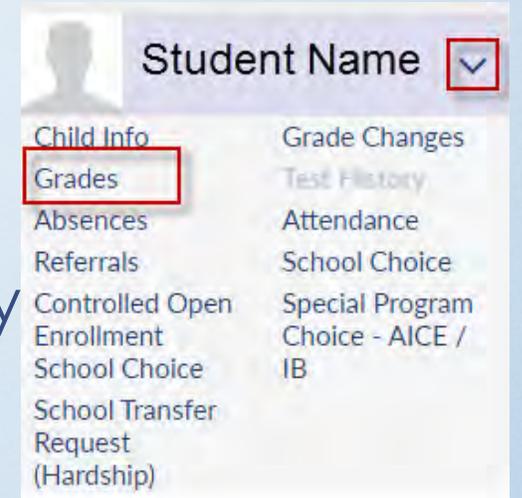
Type message here

Hit Send Email button

Cancel Send Email

# Focus Parent Portal - Final Grades & GPA

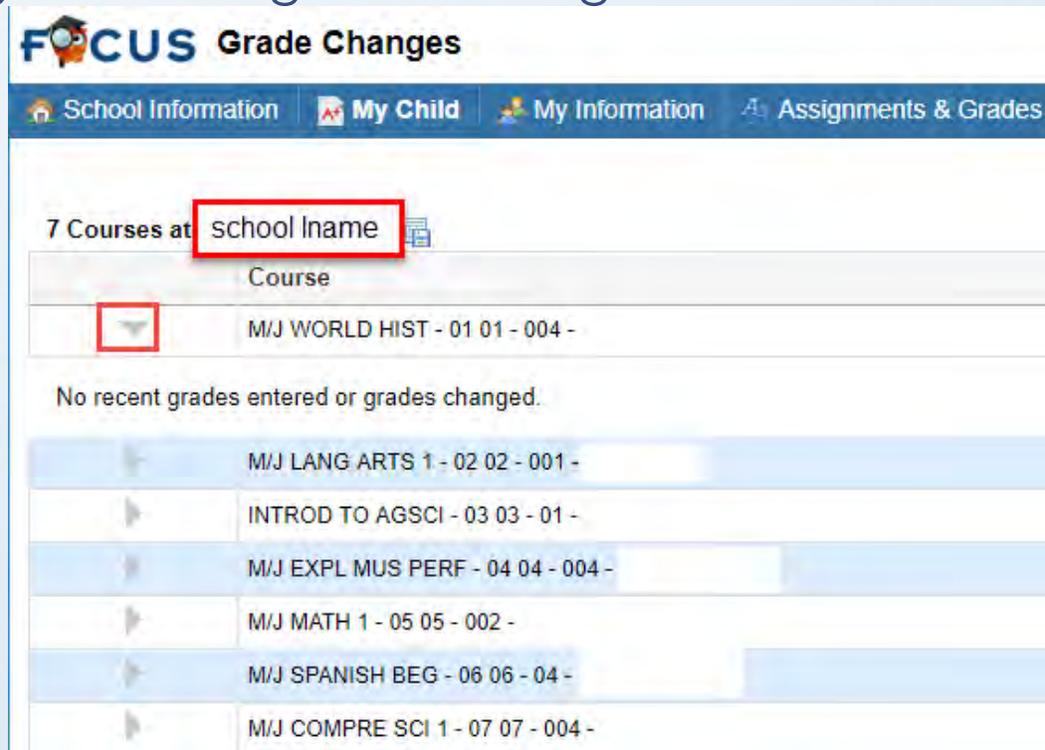
- Click on My Child → Grades to view your child's grades.
- Click the box to view all years, all schools, show Progress periods, Inactive Courses, and Group By Course by
- Once the criteria is selected, click the Update button.
- Click the View Detailed Report to view the child's Course History, GPA, and Class Rank.
- Click the Print Assignment Grades to print all the students assignments



Show All Years  Show All Schools  Show Progress Periods  Show Inactive Courses  Group By Course  [View Detailed Report](#) [Print Assignment Grades](#)

# Focus Parent Portal - Grade Changes

- Click on My Child → Grade Change to see any grades changes.
  - Click on the gray triangle next to the each class to view the assignments original grade and grade change.



The screenshot shows the Focus Parent Portal interface. At the top, there is a navigation bar with the following links: School Information, My Child, My Information, and Assignments & Grades. Below the navigation bar, the text "7 Courses at school name" is displayed, with "school name" highlighted in a red box. Below this, there is a table with the following columns: Course. The first row of the table has a gray triangle icon in a red box next to the course name "M/J WORLD HIST - 01 01 - 004 -". Below the table, the text "No recent grades entered or grades changed." is displayed. Below this, there is a list of courses with gray triangle icons next to them:

Course
M/J WORLD HIST - 01 01 - 004 -
M/J LANG ARTS 1 - 02 02 - 001 -
INTROD TO AGSCI - 03 03 - 01 -
M/J EXPL MUS PERF - 04 04 - 004 -
M/J MATH 1 - 05 05 - 002 -
M/J SPANISH BEG - 06 06 - 04 -
M/J COMPRE SCI 1 - 07 07 - 004 -

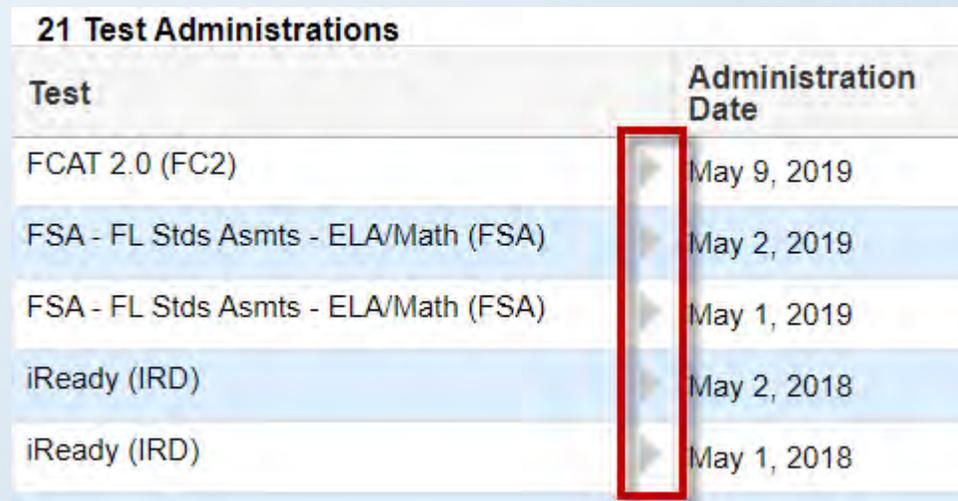
# Focus Parent Portal - Test History

- Click on drop down arrow next to the student's name → click on Test History to view a child's list of all standardized tests taken. Including FCAT, FSA, EOC, AP, SAT.
- To view test scores, click on the gray triangle in front of the administration date.



A screenshot of the Focus Parent Portal interface. At the top, there is a profile header with a silhouette icon, the text "Student Name", and a red-bordered dropdown arrow. Below this is a list of menu items arranged in two columns. The "Test History" item in the second column is highlighted with a red rectangular box.

Child Info	Grade Changes
Grades	<b>Test History</b>
Absences	Attendance
Referrals	School Choice
Controlled Open Enrollment	Special Program Choice - AICE / IB
School Choice	
School Transfer Request (Hardship)	



A screenshot of a table titled "21 Test Administrations". The table has two columns: "Test" and "Administration Date". The "Administration Date" column contains a gray right-pointing triangle icon next to each date, which is highlighted with a red rectangular box. The table lists several test administrations, including FCAT 2.0 (FC2) and FSA - FL Stds Asmts - ELA/Math (FSA).

Test	Administration Date
FCAT 2.0 (FC2)	▶ May 9, 2019
FSA - FL Stds Asmts - ELA/Math (FSA)	▶ May 2, 2019
FSA - FL Stds Asmts - ELA/Math (FSA)	▶ May 1, 2019
iReady (IRD)	▶ May 2, 2018
iReady (IRD)	▶ May 1, 2018

# Focus Parent Portal – Absences/Attendance Chart

- My Child → Absences.
- Use the Absent or Other Marks Legends to interpret the assigned code.

Student Name

- Child Info
- Grades
- Absences**
- Referrals
- Controlled Open Enrollment
- School Choice
- School Transfer Request (Hardship)
- Grade Changes
- Test History
- Attendance**
- School Choice
- Special Program Choice - AICE / IB

**FOCUS Absences**

School Information | **My Child** | My Information | Assignments & Grades

Demographic | Grades | **Absences** | Referrals | Test History

**Absent:** 0 periods (during 0 days)

- Unexcused Absence: 0 periods
- 3rd Party Documented Excused: 0 periods
- Excused Absence: 0 periods
- Religious Holiday/Instruction not otherwise recognized by the School District: 0 periods
- Needs a note=9 parent/guard excuse days used, still calling in sick days, unexcused: 0 periods
- Out of School Suspension: 0 periods
- Illness Influenza-Like: 0 periods
- Personal Reasons, Unexcused: 0 periods

**Other Marks:** 0 periods (during 0 days)

- In-School Suspension: 0 periods
- Tardy-Excused: 0 periods
- School Business: 0 periods
- Unexcused Tardy: 0 periods
- Time Out-Discipline: 0 periods
- Unexcused Early Departure: 0 periods
- Signed Out Excused (but counted present): 0 periods
- ATOSS - Out School Suspension, Off Campus: 0 periods

Total Full Days Possible: 1  
 Total Full Days Attended: 1 (100%)  
 Total Full Days Absent: 0 (0%)  
 Enrollment Dates: Aug 13, 2018 - ...

- My Child → Attendance
- Click here to view daily attendance by period.

Report Timeframe: 08/01/2018 - 08/31/2018 Daily Update

Student ID:

Demographic | Grades | Absences | Referrals | Test History

Attendance breakdown for

Export:   Filters: OFF

Course	Absences	Att Periods	Sched Periods	Daily Att %	8/13	8/14	8/15	8/16	8/17	8/20	8/21	8/22	8/23	8/24	8/27	8/28	8/29	8/30	8/31
Daily Attendance	0	-	-	-	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
01 01 - 004	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
02 02 - 001	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
03 03 - 01 -	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
04 04 - 004	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
05 05 - 002	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
06 06 - 04 -	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
07 07 - 004	0	1	1	100.0	?	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Present	7	out of 7	100.0%	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total Absent	0	-	-	-	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Course Absences Att Periods Sched Periods Daily Att % 8/13 8/14 8/15 8/16 8/17 8/20 8/21 8/22 8/23 8/24 8/27 8/28 8/29 8/30 8/31

# Focus Parent Portal - Referrals

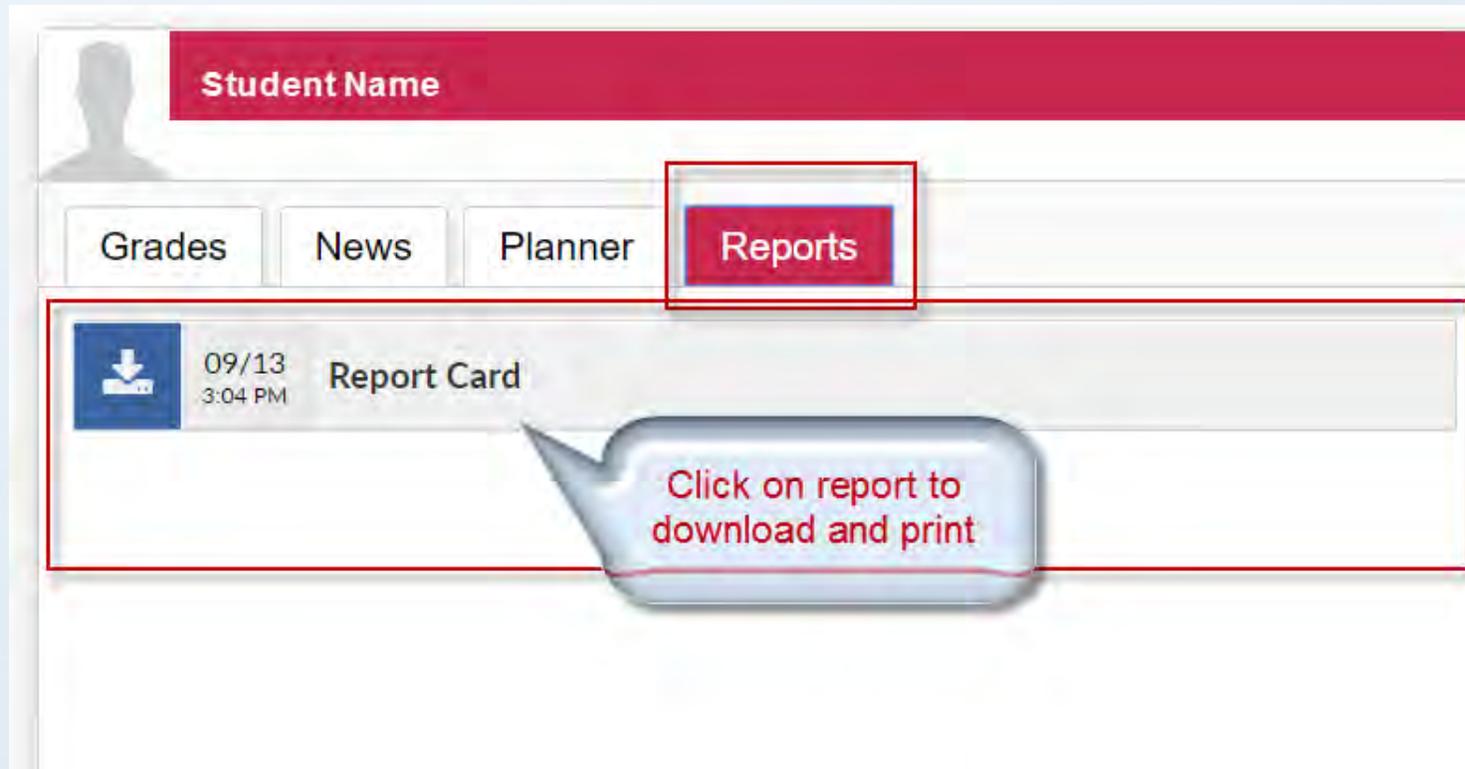
- To view your child's referral click on My Child → Referral

The parent will be able to view the reporters name, incident date, submission date, referral time, context, discipline code(s), disciplinary action, and location.

Referral	
Reporter	
Incident Date	
Submission Date	
Reviewed by an Administrator	Yes
▼ Referral	
Referral Time	
Additional Reporter ( non-user )	-
Context	
Discipline Code(s)	
Disciplinary Action	
Incident Location	

# Focus Parent Portal – To view your Childs Report Cards and Progress Reports

- Parents will be able to view their child's report card or progress report by clicking on Reports tab. Be sure to Print a copy or save a copy of your Childs report card or progress report.



# Focus Parent Portal

## My Profile:

- Parent can view their email address used to create their parent portal account.

General	
E-mail Address	parent email

# Focus Preferences

**Display Options** - Parents can change the Language and background color.

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

- Language:** English (selected), Français, English (Canada), русский, Español, 日本語, tiếng Việt, 中文, Kreyòl, Português.
- Highlight Color:** A row of eight colored circles (red, orange, yellow, green, blue, purple, pink, grey).
- Student Info Layout:** One Column (dropdown menu).
- Default Filters On:**
- Date Format:** Feb 26 2020 (dropdowns), with radio buttons for Month Day, Year (selected) and Day Month, Year.

**Password** - Parent can also change their password.

The screenshot shows the 'Password' tab with three input fields:

- Current Password
- New Password
- Verify New Password

**Notifications** – Parents can set up notifications for attendance, discipline, upcoming assignments, Grades Link, and Events and Messages.

The screenshot shows the 'Notifications' tab with a table for 1 Parent and a 'Save' button. A callout bubble says 'Click Save'.

Status	Name	Email	Frequency	Summaries
	Parents Name	Parents Name	<input checked="" type="radio"/> Never <input type="radio"/> Daily <input type="radio"/> Weekly	<input checked="" type="checkbox"/> Attendance <input checked="" type="checkbox"/> Discipline <input checked="" type="checkbox"/> Upcoming Assignments <input checked="" type="checkbox"/> Grades Link <input checked="" type="checkbox"/> Events and Messages

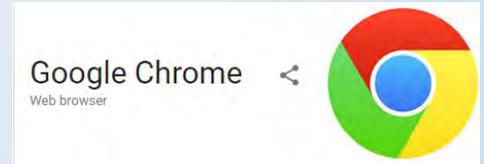
# Parent Portal – Change your password

- To change your password go to **Preferences** then **Password**
- Enter current or temporary password, then enter your new password twice.
- Password **MUST** be 8 characters long.
- Be sure to click the **SAVE** button

The screenshot shows the 'Parent Portal' interface. At the top left is the 'FOCUS' logo, followed by 'Preferences' and a 'Help' button. On the right side of the header, there are input fields for 'Parent Name', 'School Name', and 'School Year', along with a 'Save' button. A left-hand navigation menu includes 'Portal', 'School Information', 'My Profile', and 'Preferences'. The main content area has four tabs: 'Display Options', 'Password', 'Notifications', and 'Linked Accounts'. The 'Password' tab is active, showing three yellow input fields labeled 'Current Password', 'New Password', and 'Verify New Password'. A red callout box with a speech bubble points to the 'Save' button, containing the text 'Be sure to click the SAVE button'.

# Focus Parent Portal – Tips

- Having issues with logging into your parent portal account.
  - Be sure you are using Google Chrome as your browser.



- Check to make sure you are using the email address used to create your account.
- Check to make sure your caps lock is not on.
- To change your email address or any changes or issues, contact your child's school Registrar or Parent Portal Liaison.

# Focus Parent Portal - Tips

- Click on the Focus logo located in the upper left hand corner to go back to the parent home portal page.



More than one child will be seen on the tab.

