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](https://www.manateeschools.net/focus)
Parent Portal Registration – Step one

• Click on **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
Parent Portal Registration – Step two

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

• **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 prompted to enter the following:
  - The Student Manatee ID number
  - The Student’s Birthdate
  - Check I’m not a robot
  - Click the ADD Student
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”.
Parent Portal Registration - Step five

- The system will take you to your parent portal.

- 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
Focus Parent Portal screen

- If you click on the Help button this will take you to step by step tutorials

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

- To the far right you can change the school year
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 Principal's 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
- Events tab contains any upcoming events
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.
Focus Parent Portal - emailing a teacher

- To email your child’s teacher, click on the teacher's name.
- Type your message.
- Click 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.
Focus Parent Portal - Grade Changes

- Click on My Child → Grade Change to see any grades changes.
  - Click on the gray triangle next to each class to view the assignments original grade and grade change.
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.
Focus Parent Portal – Absences/Attendance Chart

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

- My Child → Attendance
- Click here to view daily attendance by period.
Focus Parent Portal - Referrals

• To view your child’s referral click on My Child → Referral

The parent will be able to view the reporter’s name, incident date, submission date, referral time, context, discipline code(s), disciplinary action, and location.
Focus Parent Portal – To view your Child's 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 Child's report card or progress report.
Focus Parent Portal

My Profile:

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

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

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

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