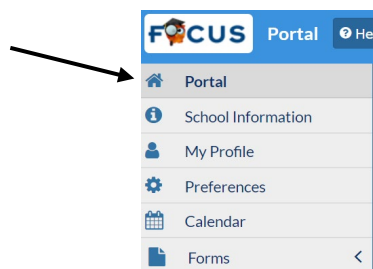




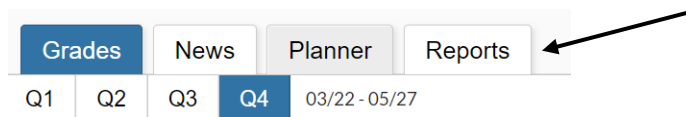
Parent Guide to Downloading Report Card/Progress Report

Starting quarter 4 of the 20-21 school year, printed copies of the report card and will no longer be sent home. All documents will need to be accessed through the Parent Portal.

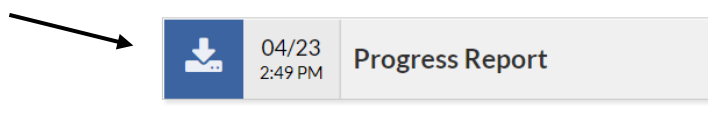
1. Login to Focus Parent Portal. Use **Google Chrome** as your browser.
<https://focus.manateeschools.net/focus/index.php?skipSSO>
2. After logging in you will stay on the main page, or the Portal tab.



3. Scroll down the main page until you see your child(s) name. This is where you will find the tabs for grades, news, planner, and reports. To view the report card, you will click on the correct quarter (Q1, Q2, Q3, or Q4) and then click on the Reports tab.



4. Next, click on the download arrow to download and view your child's report card. Once downloaded you can view the report card in PDF print preview screen.



5. Be sure to **Print** or **Save** a copy of your child's Report Card or Progress Report for future reference.

Extra Tips

* To change your password go to **Preferences** then **Password**.

* Contact your child's school with any changes with your name or email address or issues with your parent portal account.