



King Middle School

600 75th Street N.W.
Bradenton, FL 34209
941-798-6820

Michele Romeo—Principal
Kate Collis,
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Assistant Principals

Home of the Crusaders

Dear Parents,

We invite parents to utilize the following instructions to access your student's grades and attendance.

Please note that Firefox and Chrome are the supported browsers for the Parent Portal system. Full system functionality may not be achieved if using Internet Explorer.

1. Launch Firefox or Chrome and go to: <http://focus.manateeschools.net/auth/>
2. Select the first choice: I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled.
3. Enter enrolling parent information: First Name, Last Name, and Email Address.
4. Enter Student information: Student ID and Date of Birth. The student ID number can be found on the label attached to the top of this page.
5. Then click: "Add Student".
6. Click either: "Add Another Child" or "I am Finished".
7. Write down the temporary Password that appears. You will be required to change your password when you login for the first time.
8. Choose "Click Here to login to the Parent Portal", you will be prompted to enter the temporary password. Then create your own password . *You can now enter the Portal; however, you WILL NOT see any data until after you have completed the authorization instructions below.*
9. Fill out the Authorization Form on the reverse side of this page.
10. Send the completed form to King Middle School by one of the following methods:
 - Give to your student to bring to the school office.
 - Fax the form to the school at 941-798-6835.
 - Mail the form to the school.
 - Take the form to the school yourself.

Once the completed form is submitted, please allow the school up to 72 hours to process the form and activate your account. Thank you.

Every Student, Every Day



School District of Manatee County

PARENT PORTAL ACCESS AUTHORIZATION FORM

Instructions: Print and complete this form, and mail, fax, email, or hand-deliver it to the school to gain access to the Parent Portal, an online tool you can use to access your child's grades, attendance, and other information.

I _____, will use _____ as my
(Print Parent Name) (Print Parent Email Address)

email address and request that the following school: _____ provide me
(Print School Name)

online access to grades, attendance, and other student information for my child(ren) named below:

Printed Student Name Student ID# Student Date of Birth

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WARNING: Pursuant to section 837.06, Florida Statutes, falsification of this document is a criminal offense that may result in up to sixty (60) days in jail and a \$500 fine.

By my signature below, I hereby swear or affirm, under penalty of perjury, that all of the following is true and correct:

- 1. I am the parent or legal guardian of the above-named student(s).
2. My parental rights as to the above-named student(s) have not been legally terminated.
3. I am legally entitled to access the confidential student records of all the above-named students.
4. I have not had my rights under the Family Educational Rights and Privacy Act ("FERPA") removed by a court of law.
5. I am under no restraining order, other court order, or legal document that prohibits me from accessing or obtaining any of the above-named students' records.
6. I hereby consent to the transmission of the above-named students' grades, attendance, and other confidential student information to me via the internet to my email address and through the online parent portal and hereby accept sole responsibility to maintain the confidentiality and security of my login and password used to access the parent portal.

Parent or Legal Guardian Signature

Date

NOTE: Please allow the school 72 hours to process this form.

Parent Portal Link:
https://focus.manateeschools.net/