

Parent Portal

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

(Note: If you have an account, you have nothing further to do. Log in and access the system as usual.)

Please note that Google Chrome is the supported browser for the Parent Portal system.

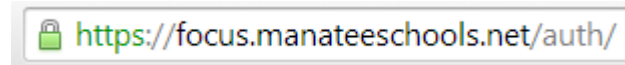
Getting Started: Setting Up Your Account

1. Launch Google Chrome.



2. Go to:

<http://focus.manateeschools.net/auth/>



3. Select:

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

Request Access to the Parent Portal

School District of Manatee County

Welcome to the School District of Manatee County 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 that are 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.

In order to create a Parent Portal account online, you must have a valid email address. If you are unable to create an account, visit your child's school for assistance.

[\[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled \]](#)
[\[I have an Account Registered on the Parent Portal but would like to ADD A CHILD \]](#)
[\[I have Forgotten My Password and would like to generate a new one \]](#)

Powered by [Focus/SIS](#)

4. Enter parent information:

First Name, Last Name, and Email Address.

Request Access to the Parent Portal

School District of Manatee County

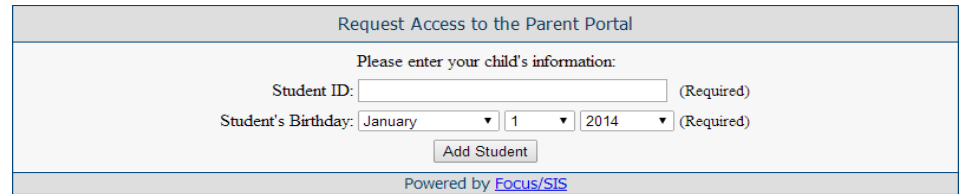
Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name: (Required)
Middle Name: (Optional)
Last Name: (Required)
Email Address: (Required)

Powered by [Focus/SIS](#)

Getting Started: Setting Up Your Account

5. Enter Student information:
Student ID and Date of Birth.



6. Then click:
“Add Student”.



7. Click either:
“Add Another Child “or “I am Finished”.

8. Your account has been created.

IMPORTANT

WRITE DOWN the Temporary Password that appears. You will be required to change your password when you login for the first time.



9. Select “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.** (Note: You **WILL NOT** see any data until after you have completed the authorization instructions on the next page.

Authorization Instructions

1. To download the “Parent Portal Access Authorization” Form go to:

http://www.manateeschools.net/files/_4KLKR_/17dfc4628ed19def3745a49013852ec4/Parent_Portal_Access_Authorization.pdf

2. Print and complete the form.

3. Send the completed form to your student’s school using one of the following methods:

- Give to your student to bring to the school
- Fax the form to the school
- Scan the form and email it to the school
- Mail the form to the school
- Take the form to the school yourself

After the school receives your completed form, your account will be activated. You will have access to your student’s grades and attendance within 72 hours of the school’s receipt of the completed form.

Navigating to Grades, Attendance and Email

1. Launch Google Chrome.



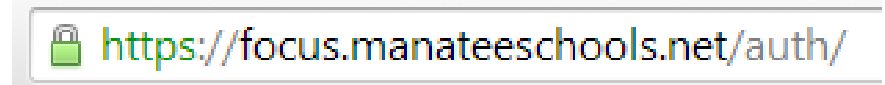
2. Log into Focus:

<http://focus.manateeschools.net/>

If you forget your password, go to:

<http://focus.manateeschools.net/auth>

Click "Forgot Password" and follow the directions.



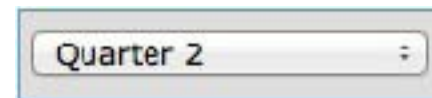
Note: A message will be generated by the system and sent to the email address you provided at account set up. You will have 24 minutes to click on the link contained within the message to reset your password or a new request must be initiated.

3. Important Tips:

To return to the Portal's home page, click on the District logo at the top of the page.



To view a different quarter, click the grading period drop down at the top of the portal.



Navigating to Grades, Attendance and Email

4. To view gradebook grades, click on the course names.

Featured Programs

-  [Alg 1 Hon - 01 - FY](#)
-  [Eng Hon 1 - 02 - FY](#)
-  [Spanish 1 - 03 - FY](#)
-  [Adv Pl Human Geo](#)
-  [Intens Read - 05 - F](#)
-  [Avid 1 - 06 - FY - 00](#)
-  [Bio 1 Hon - 07 - FY](#)
-  [Absenocs](#)
-  [Final Grades, GPA,](#)
-  [Calendar](#)

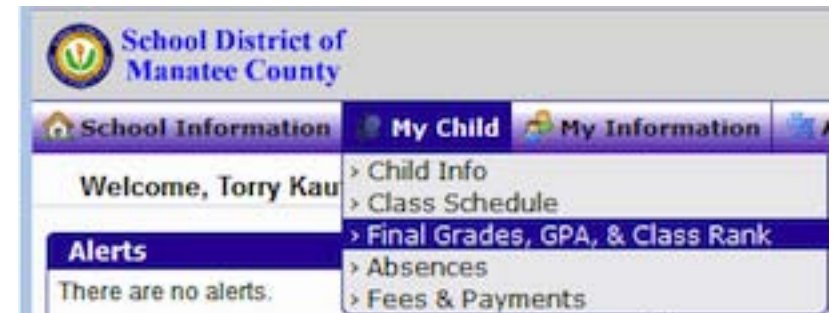


5. To view assignments and events, click on the Calendar. Select the month and year you want to view from the drop down at the top of the page. When you look at the calendar, red dots indicate District events and blue dots indicate student assignments.



6. To view posted report card grades, click on "My Child." Scroll down to select Final Grades, GPA, & Class Rank.

For Elementary and Middle School, select the "All Years" tab.
For High School, Select the "Course History" tab.



Quarter 1

Full Year

Progress Report 1

All Quarters

All Years

All Progress Periods

Course History

Navigating to Grades, Attendance and Email

7. To email a course teacher, click the teacher's checkbox.

Select teachers to email:

- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net

Type your message and click send.

Saved Email Addresses:

Your Email Address:

CC:

Receive Personal Copy

Navigating to Grades, Attendance and Email

8. To see your student's attendance, click Absences.

Featured Programs

-  [Alg 1 Hon - 01 - FY](#)
-  [Eng Hon 1 - 02 - FY](#)
-  [Spanish 1 - 03 - FY](#)
-  [Adv Pl Human Geo](#)
-  [Intens Read - 05 - F](#)
-  [Avid 1 - 06 - FY - 00](#)
-  [Bio 1 Hon - 07 - FY](#)
-  [Absences](#)
-  [Final Grades, GPA,](#)
-  [Calendar](#)



Use the legend codes at the top of the page to interpret the assigned student codes.

Absences

Absent: 1 periods (during 0 days)
 Unexcused Absence: 0 periods
 Documented Absence: 0 periods
 Excused Absence: 0 periods
 Skipped Class: 0 periods
 Lien, Excused Absence: 0 periods
 Skipped All Day: 0 periods
 Need Doctors Note: 0 periods
 Signed Out-Excused: 0 periods
 Out of School Suspension: 0 periods
 Signed Out-Unexcused: 0 periods
 Personal: 0 periods
 Run Away: 0 periods
 Dress Code: 0 periods
 Missed Bus: 0 periods
 Illness Influenza-Like: 0 periods
 Illness Non Influenza-Like: 0 periods

Other Marks: 0 periods (during 0 days)
 Discipline Office: 0 periods
 Clinic: 0 periods
 Field Trip: 0 periods
 In-School Suspension: 0 periods
 Tardy-Excused: 0 periods
 Office: 0 periods
 Testing: 0 periods
 Unexcused Tardy: 0 periods
 Unexcused Absence-Half Day: 0 periods
 Work Duty: 0 periods
 Time Out-Discipline: 0 periods
 Unexcused AM Tardy & Early Departure: 0 periods
 Unexcused Early Departure: 0 periods
 With/Another Class/Teacher: 0 periods
 Late Bus: 0 periods
 Time Out-Tardy: 0 periods

Total Full Days Possible: 48
 Total Full Days Attended: 46 (95.83%)
 Total Full Days Absent: 2 (4.17%)
 Enrollment Dates: Aug 22, 2011 - ...

Date	Present	01
Sep 21, 2011	None	
Sep 20, 2011	None	
Total Absences		1
Total Tardies		0