



Welcome to FOCUS!

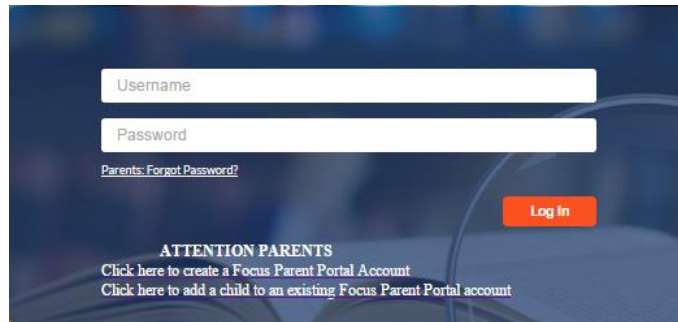
Focus is a new software program that Lee County has implemented throughout the district for scheduling, attendance and grading. The program offers parents the opportunity to view their child’s attendance information as well as current averages and assignment grades for all of the child’s classes. Here is a link to a short commercial about Focus

<http://focusschoolsoftware.com/#prettyPhoto/0/>

Here is a Step-by-Step guide to Set up a Parent Account in Focus:

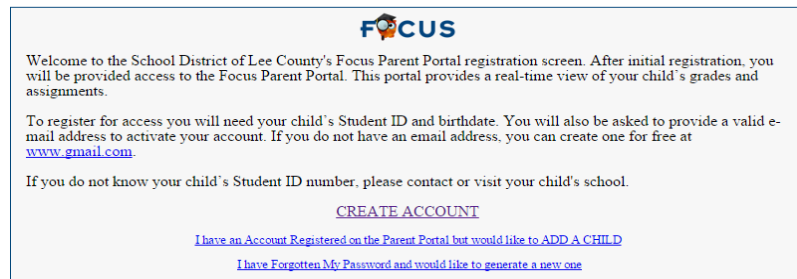
Directions on how to set up a Parent Account in Focus using Google Chrome as the web browser:

1. Access the Focus Parent Portal registration screen at <http://focus.leeschools.net>



If you know your child’s student ID you can register from the link,

“**Parents: Click here to create a Focus Parent Portal Account**”. When you click on this link the following screen will open:



When you have the required information click on the “**CREATE ACCOUNT**” link. The following screen will open:



Lee County School District Employees should not use their school district email address when creating a Focus Parent Account. Enter all of the required fields and click on the “**Submit**” button. The next screen will open.

Please enter your child's information:

Student ID: (Required)

Student's Birthday: January | 1 | 2015 (Required)

Enter the child’s 8-digit Student ID and use the drop down menu to add your child’s date of birth. Click on the “**Add Student**” button.

Here is the next screen you will see:

Students

Your child's name appears here

[I would like to ADD ANOTHER CHILD]

[I am FINISHED adding students CREATE MY ACCOUNT]

You can either click on “**I would like to ADD ANOTHER CHILD**” or “**I am FINISHED adding students CREATE MY ACCOUNT**”:

Following the addition of your last child to your account, and clicking on “**I am FINISHED adding students CREATE MY ACCOUNT**” the next screen will ask you to enter and submit your personal email address.

2. Once your personal email is submitted, this screen will appear:

FOCUS

Thank you for registering. your account has been created.
You can now login using the credentials below:

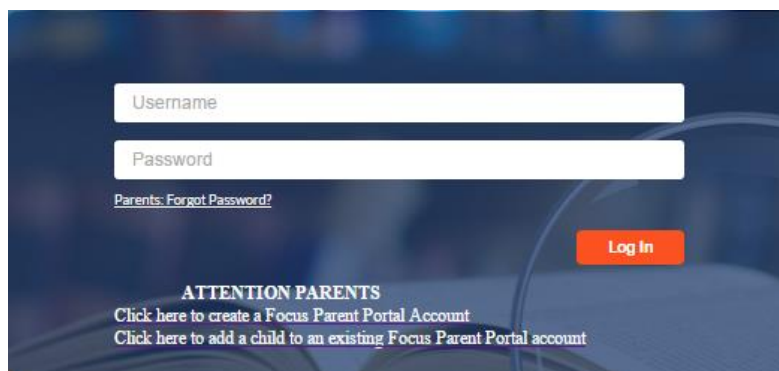
Username: XXXXXXX@ZZZZ.com
Password: abc123xyz

This information will NOT be emailed to you, please write it down.

[click here to LOGIN to the parent portal]

The new screen will be displayed with your user name (the email you provided) and a unique password. The screen warns you to write down the password, as it will not be emailed to you. Once you initially activate your account you will given an opportunity to change the password (directions on how to change your Password at end of this document).

From this screen click on “click here to LOGIN to the parent portal”. Once you have completed the registration, process here is the web address: <http://focus.leeschools.net> which will bring you back to the log in screen:



Once your account is established, you will use the following web address to access the parent portal:

<http://focus.leeschools.net>

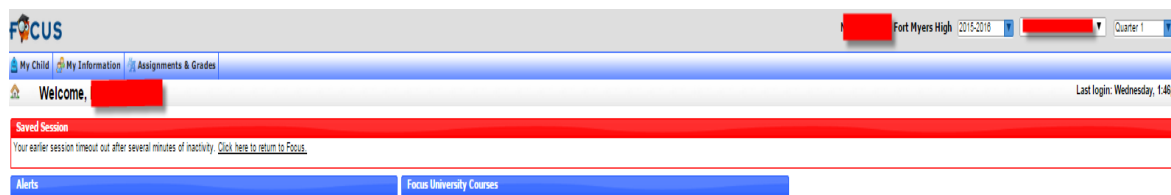
Your Username is the complete email address that you provided (example: XXXXXXXX@ZZZZ.com), and your Password is the one the system generated (example: abc123xyz). If you have forgotten your Parent Portal Password, click on the link “**Parents: Forgot Password?**” or the link “**CLICK HERE IF YOU FORGOT YOUR PASSWORD**” and an email will be sent to you with the following message:

“If you have forgotten your Lee County Schools Parent Portal Password and requested a new one be generated for you please click the link below:”

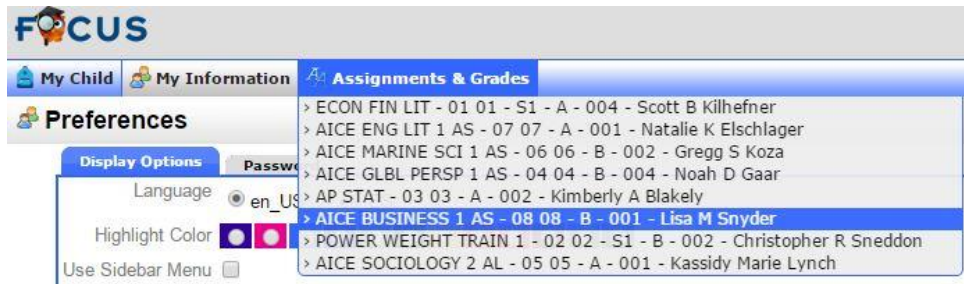
Click on the link and you will be directed back to the welcome screen where you can then change your password.

3. On the Welcome Screen your child’s name will appear in the top right of the screen with a drop down menu. If you have registered more than one child, use the drop down menu to select the child you wish to view.

To the right of the child’s name, select the quarter you wish to view.

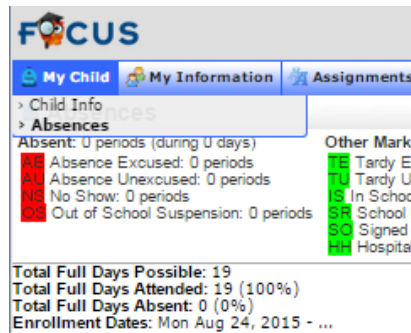


Click on “**Assignments and Grades**” to access grade information. A drop down menu lists all of the courses for the selected child.

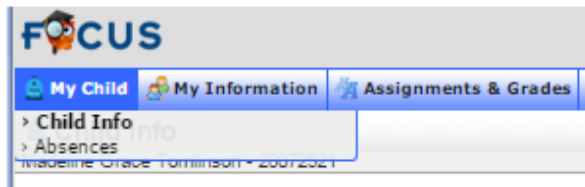


To access the Assignments and Grades for a specific course, click on the course and all of the assignments will be listed as well as a current course average.

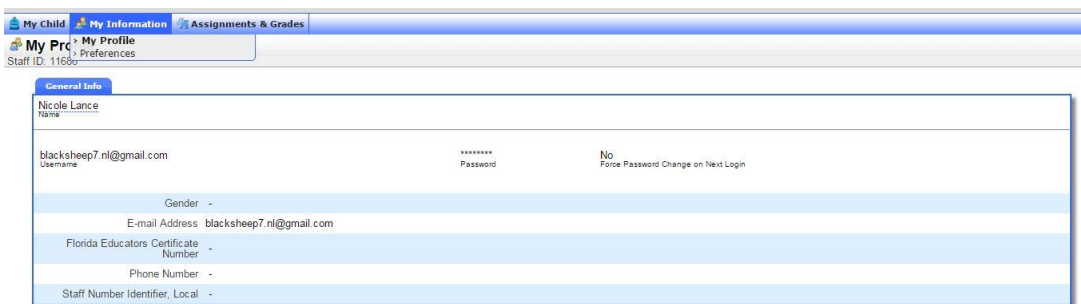
To access attendance information go to the “My Child” tab and click on “Absences”.



4. You may view your child’s information by clicking on My Child > Child Info



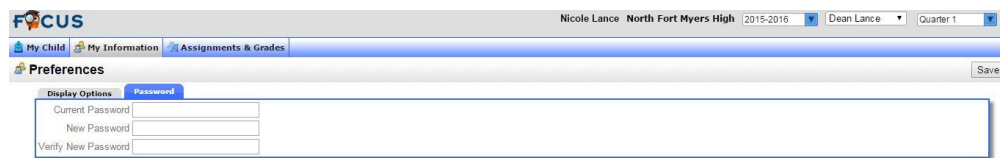
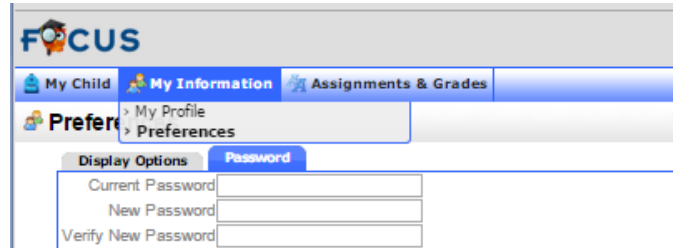
Review the information on the screen and contact your child’s school if any of the information needs to be updated.



5. If you have another child attending a public or charter school, you may add him/her to your account by returning to the initial Focus Parent Portal at <http://focus.leeschools.net> and click on the link

“CLICK HERE TO ADD A CHILD TO AN EXISTING FOCUS PARENT PORTAL ACCOUNT”

6. If you have any questions regarding the information on the Focus Parent Portal please contact your child's school.
7. To change your Password click on My Information > Preference> Password.



You may change your password at any time on this page. Enter your Current Password, New Password, then verify the New Password. Remember to save your changes.