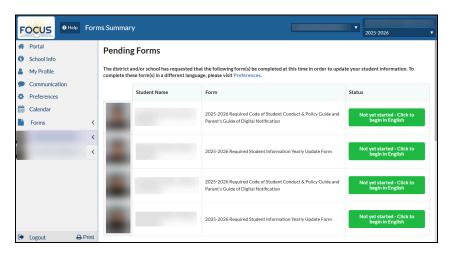


Completing Forms in the Focus Parent Portal

All forms for the school year are available digitally on the parent portal or at the kiosk at your child's school in Focus.

Required Forms

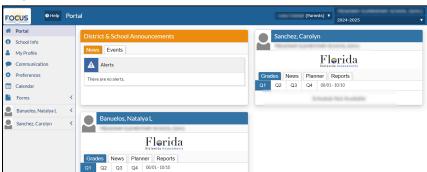
All Required Forms will automatically be on the main portal page and are prerequisite before you can navigate through the rest of the platform. Other Available Forms and Completed Forms can be viewed by scrolling down bottom. This feature is available until all Required forms are completed. See below to see these forms at a later date.



Please note: After opening the form, please be sure to follow the directions provided on the form to **save/submit** each form. This will help ensure that all forms are completed correctly and the notification to disappear.

Navigating to Optional Forms at a later date

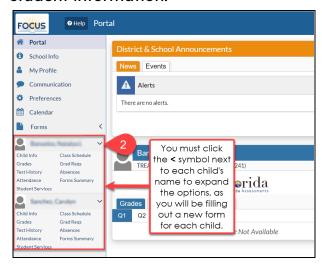
1. Log in to the Parent Portal.



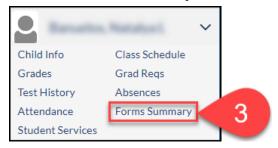


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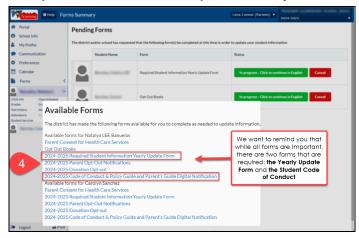
2. On the left navigation menu select the < caret next to your child's name to expand student information.



3. Select Forms Summary.



4. Complete the forms that pertain to your child or your preferences.



Please note: After opening the form, please be sure to follow the directions provided on the form to **save/submit** each form. This will help ensure that all forms are completed correctly.



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FAQ's

If I am having trouble completing these forms, where should I go?

Please contact your child's school for more information, you can also complete these forms at your school's online kiosk.

I'm clicking on the button that says Forms, but my child's enrollment is coming up. Why is that happening?

This is because the Forms menu option on the parent portal refers to Enrollment, you will need to click on each student's name to complete the student specific yearly forms.

I can't see the forms that I need to complete, what should I do? Please reach out to your child's school for assistance.