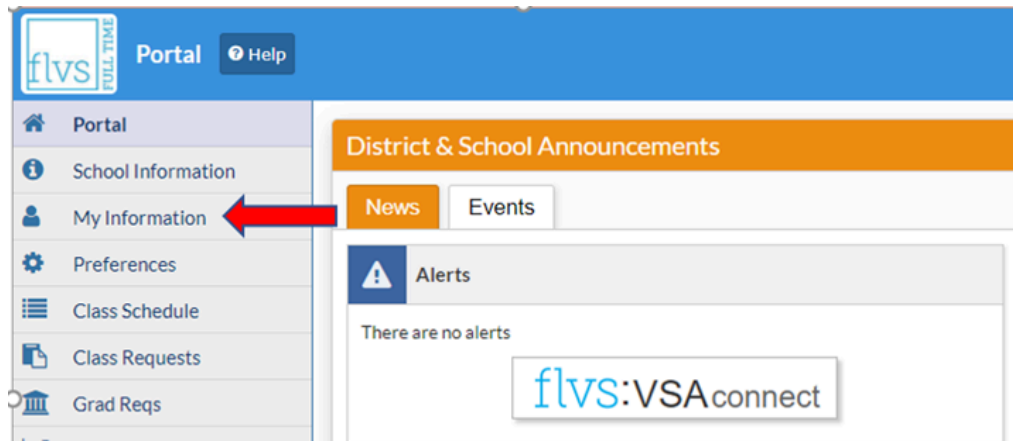


Directions to Change **STUDENT** email/phone contact: \*\*Parents/Students/Staff can all update student email and phone contact in FOCUS.

### Student Steps:

1. Student – My Information>Phase 1 Online Application



2. Edit student email address and/or student phone number if blank or incorrect. [Directions to update phone/email contact.](#)

Filter fields...

9-12 - Schedule Change Request...

9-12 Intent to Return

9-12 State Testing Info

Academic History Application

Acceleration

Addresses & Contacts

Application Resubmission

College Admissions Tab

Contact Info

Document Review

ESE Basic Info

ESE Case Manager

Enrollment

General

Gifted

Graduation

Graduation Ceremony

Graduation Form

Immunizations

Phase 1 Online Application

Student Documentation

Teacher Contact Log

Phase 1 Online Application

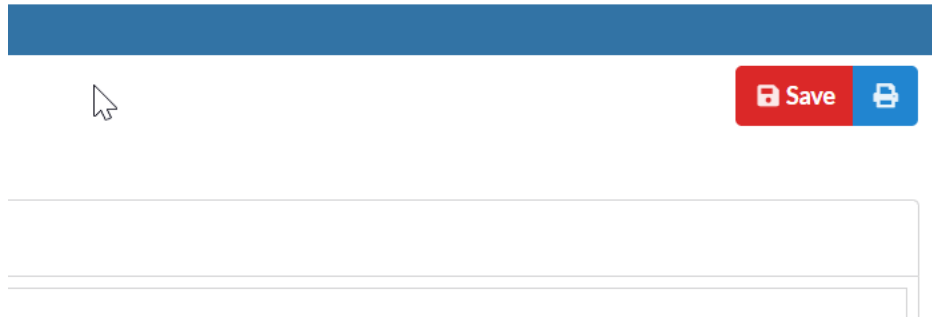
* Gender	M - Male
Student Email Address	
Student Mobile Phone Number	
Resubmit IEP or ESE Documentation	
Resubmit EP or Gifted Documentation	
Resubmit 504 Documentation	

Check that both student and parent contact information is correct in Focus In High School we request parent and student to have two DIFFERENT email contacts as well as 2 DIFFERENT phone contacts. **Students with a FLVSft912.flvs.net or FLVSft68.flvs.net address need to change these to a non-FLVS email** to ensure that all communication is received (if a student does not use a personal email address this may be left blank, however **important** communication may be missed. High school students are strongly encouraged to have their own personal email address. The student and parent email address cannot be the same). [CLICK above](#) for instructions to change email/phone

UPDATE \*23-24- Students will need to provide a separate email address from parent and the Educator email CANNOT BE USED! Please obtain a student email to use for high school different from parent

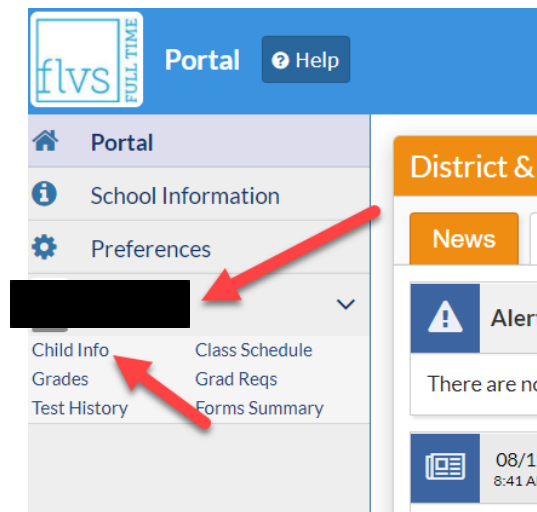
### Student Email and Student Phone Change Process

3. Click "SAVE" top right corner of screen.



### Parent Steps

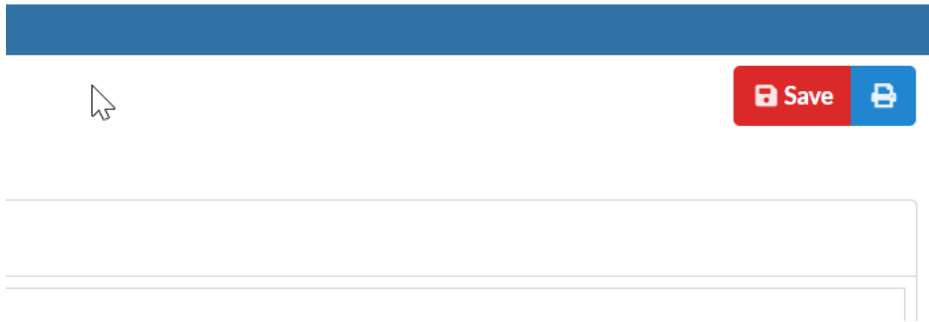
1. Parent can update student email without approval by going to their parent portal>Child's Name>Child Info >Phase 1 Online Application



2. Scroll down to student mobile phone number/student email address and edit as needed.

K-5 State Testing Info	* Gender	M - Male
Parent Enrollment Confirmation	Student Mobile Phone Number	
Phase 1 Online Application	Student Email Address	
Student Documentation	* Residence County	Palm Beach (50)
Student Withdrawal Form	Please select Yes if you are submitting a MS PE ...	

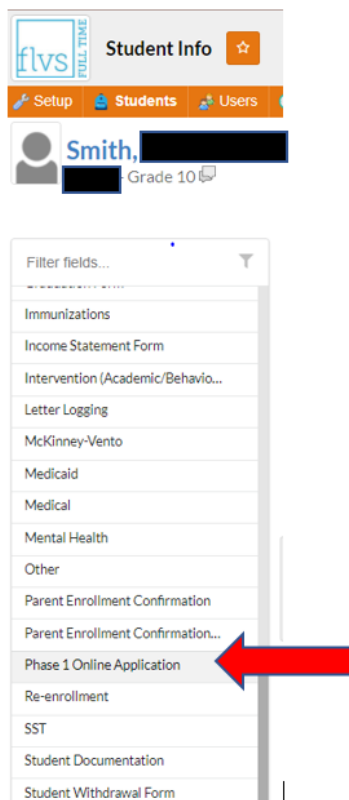
3. SAVE at the top right.



A screenshot of a form header. At the top is a solid blue horizontal bar. Below it, on the left, is a mouse cursor icon. On the right is a red button with a white floppy disk icon and the word "Save", followed by a blue button with a white printer icon. Below these elements are two horizontal lines representing form fields.

### Teacher Steps:

1. Teachers can update student email and phone number. Click on the student> Scroll down to “Phase 1 Online Application” tab.



2. Edit student email and/or phone number as needed.

Filter fields...

Intervention (Math/Reading)

K-5 Intent to Return

K-5 State Testing Info

Letter Logging

McKinney-Vento

Phase 1 Online Application

Student Documentation

Student Withdrawal Form

Teacher Contact Log

### Phase 1 Online Application

* Gender	F - Female
Date of Birth	
Student Email Address	
Student Mobile Phone Number	
Does your student have a sibling currently enroll...	Applying
Sibling's Name	
Homeless Student PK-12	*Student is not homeless [N]
Homeless Cause	

3. SAVE at the top right.

Save