

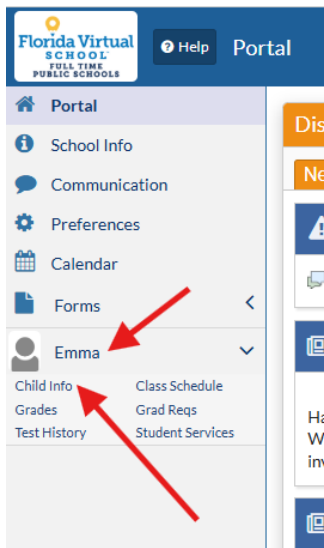
Directions to Change Parent/Guardian Information

1. Update Parent/Guardian Email Address or Phone #
2. Parent Contact Change Request

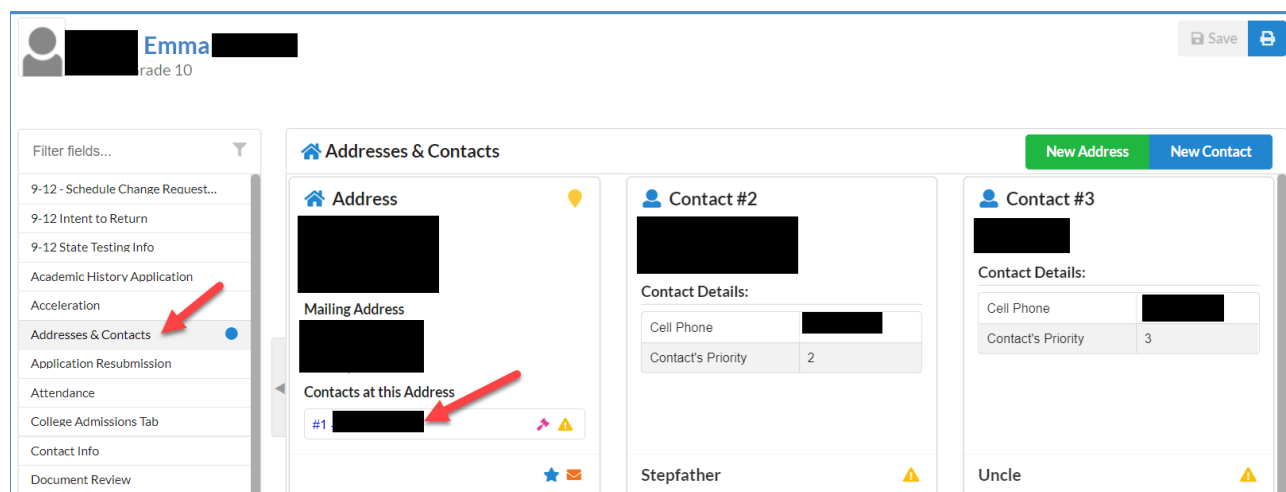
1. Update Parent/Guardian Email Address and/or Phone Number

1. Parents can update their email and phone in FOCUS from their parent portal. The change(s) will be submitted for approval. Approvals will be processed within 48 hours of submission.

Child's Name>Child Info



2. Parent clicks Addresses & Contacts, then Parent selects parent name for the information they want to update.



3. Click SAVE

Contact Address Click to move this contact to a different address

Mailing Address



No Address 

Cancel

or

Save

2. Parent Contact Change Request

1. Add/Remove Parent/Guardian: In FOCUS, parents/guardians and contacts are listed under “Addresses and Contacts.” In the example below, Allyson is contact #1. Because she has a gavel academic and personal information may be shared with her about her student. Contact #2 and Contact #3 are listed as emergency contacts but neither has a gavel therefore academic and personal information may not be shared.

 Addresses & Contacts

New Address

New Contact

 Address

Mailing Address

Contacts at this Address

#1 -  Allyson  



 Contact #2

Contact Details:

Cell Phone	
Contact's Priority	2

Stepfather 

 Contact #3

(No Address)

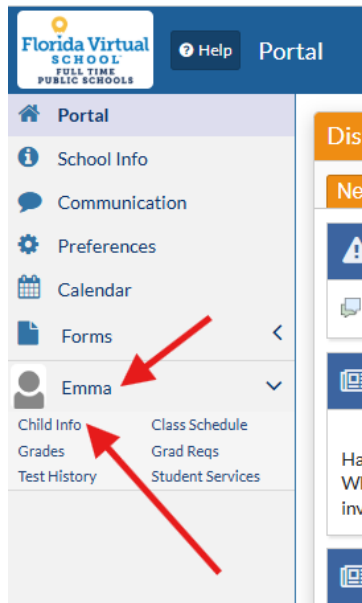
Contact Details:

Cell Phone	
Contact's Priority	3

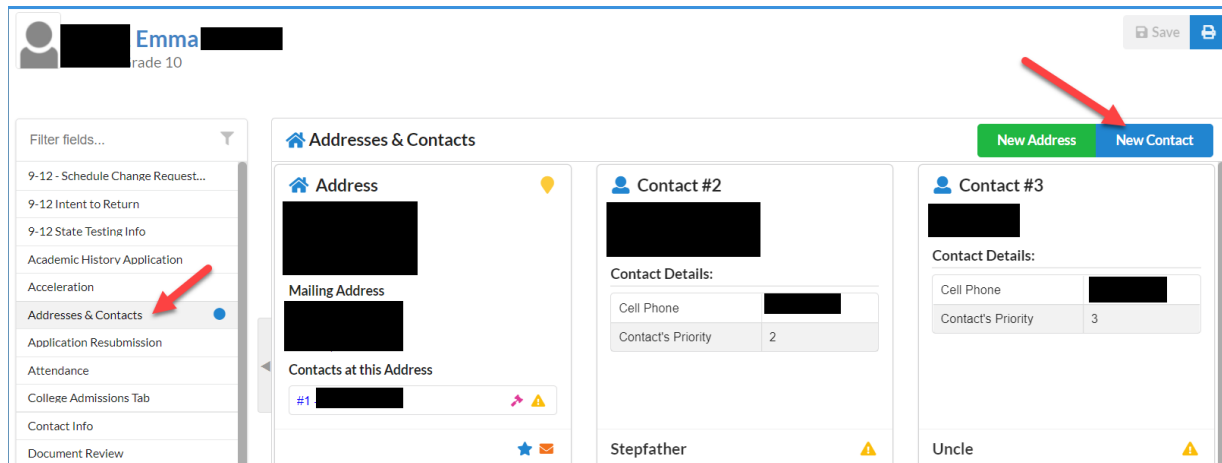
Uncle 

Parents/guardians can add or remove a contact from their parent portal by completing the steps below. **The request to add or remove a new contact will be submitted for approval.**

Parent portal>Click on Child's Name>Child Info



2. Select Addresses & Contacts. Click New Contact at the top right of the address block



3. Parents should enter all appropriate information for the new contact. Be sure they indicate custody or emergency contact. See pic below:

New Contact

The 'New Contact' form includes the following fields and options:

- Title (Mr, Ms, etc.)
- First Name
- Middle Name
- Last Name
- Relationship (e.g., Father)
- Email
- Notes
- Options:
 - Custody (toggle)
 - Emergency (toggle)
 - Priority: - 4 + Contact's Priority

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

This section includes an 'Export' button, a 'Filter: OFF' button, and a table with the following columns:

Contact Type	Phone Number / Value	Detail Priority	Options
		- +	

Contact Address Click to move this contact to a different address

4. Click SAVE

Contact Address Click to move this contact to a different address

The 'Contact Address' section displays two cards: a 'Mailing Address' card and a 'No Address' card. At the bottom right, there are 'Cancel' and 'Save' buttons.

5. Parents will receive this message indicating that the change requires approval.

