Focus Parent Portal is designed to enhance your involvement in your child's education. The portal will allow you to monitor your child's progress by providing access to assignments, grades, discipline, and attendance entered by the teacher and school staff. This access will improve your ability to assist your child and to communicate with the teacher.

**Getting Started**

Go to the Escambia County School District's website: [http://www.escambia schools.org](http://www.escambia schools.org). Select the Families button at the top of the page and click on **Focus Parent Portal Registration**.

Select from the 2 options:

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

Or

**I have an** Account Registered on the Parent Portal but would like to ADD A CHILD.

Enter your name **EXACTLY** as it appears on your driver's license.

```
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)

[Submit]
```

Enter your child's information. Remember, you must know their social security number and six digit school ID number to add them to your account.

```
Please enter your child's information:

Last 4 Digits of Social Security Number: ___________________________ (Required)
Student ID: ___________________________ (Required)
Student's Birthday: January 1 2016 (Required)

[Add Student]
```
On the next screen, you can either add another child or complete your account registration.

Focus

For registering, your account has been created.
You can now login using the credentials below:

Username: [REDACTED]
Password: 73b6efc6

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

[click here to LOGIN to the parent portal]

By clicking on the tabs at the top of screen you access the following information:

1: School Information
   - Portal: Messages and Posted Report Cards
   - School Information
   - Calendar

2: My Child
   - Grade Changes
   - Class Schedule
   - Final Grades & GPA
   - Test History
   - View Standard Grades
   - Absences
   - Attendance Chart
   - Referrals

3: My Information
   - Preferences

4: Assignments & Grades
   - All Scheduled Courses: click on the course to view the current average and individual assignments
If a parent is unable to access their account, they usually can be due to not having a social security number on file in FOCUS. The parent or guardian would need to visit the school and provide their information. However, they are the parent that signed the "guide card" which is the only authenticated person to make changes in the student account with a valid ID.

If a parent is unable to access their account or their account has issues, they should contact the school.

If a parent is having issues viewing information in FOCUS, please try changing the browser which the parent is using. We highly encourage the use of Google Chrome or Mozilla Firefox.

Some additional tips in providing support to parents:

- If a parent needs assistance in creating their account, they will need to visit the school for assistance.

The link for parents to start the process can be found below. This is the same link that a parent would use if they had forgotten their password.

Directions for Creating Parent Account

- Student Birthday
- Student ID
- Last 4 digits of Social Security Number

A parent or guardian will need to know the following three (3) pieces of information to set up a parent account and access a student's account.

A few reminders about Parent Accounts in FOCUS: