



Focus is the software program Lee County uses for purposes of scheduling, attendance and grade reporting. Lee County's *Focus Parent Portal* provides parents/guardians a real-time view of their child's assignment grades, attendance information, as well as current averages in all classes. For the protection of your child's confidential information, we have created the following secure procedures for parents/guardians to register for a *Focus Parent Portal* account online.

TO REGISTER FOR A FOCUS PARENT PORTAL ACCOUNT, YOU WILL NEED:

- **Your Email address** - The email address used to create your *Focus Portal Account* should be the one you have on file at your child's school. If you do not have an email account, you can create one for free at www.gmail.com. Be sure to provide your new/updated email address to your child's school so they can update your emergency contact information in the district's official system of record.
- **Your child's Student ID**
- **Your child's Date of Birth**

Setting up a Focus Parent Portal Account


(Google Chrome is the preferred browser)

1. Access the *Focus Parent Portal* registration screen at <http://focus.leeschools.net>.
2. Under ATTENTION PARENTS, select **"Click here to create Focus Parent Portal Account"** to open the registration screen for the *Focus Parent Portal*.





To create a *Focus Parent Portal* account, parents/guardians have two options available to them, both of which are explained on the registration screen (shown below).



Welcome to the School District of Lee County Focus Parent Portal registration screen. This portal provides parents/guardians a real-time view of their child's grades and assignments. For the protection of your child's confidential information, we have created the following secure procedures for parents/guardians to register for a Focus Parent Portal account online.

TO REGISTER FOR A FOCUS PARENT PORTAL ACCOUNT, YOU WILL NEED:

Your Email address - The email address used to create your Focus Portal Account should be the one you have on file at your child's school. If you do not have an email account, you can create one for free at www.gmail.com. Be sure to provide your new/updated email address to your child's school so they can update your emergency contact information in the district's official system of record.

Your child's Student ID

Your child's Date of Birth

To create a Focus Parent Portal Account, parents/guardians have two options to register online:

OPTION 1: ONLINE REGISTRATION & AUTOMATIC ACTIVATION:

If you can provide your current email address on file with the district, your child's Student ID, Date of Birth, and the last 4-digits of your child's Social Security Number (if their SSN is on file with the district), you can register and activate your Focus Parent Portal account online by clicking the CREATE MY ACCOUNT link below. Providing this information during the registration process will allow the system to automatically verify your Focus Parent Portal account and give you with immediate access to your student's information.

OPTION 2: ONLINE REGISTRATION AT HOME & SCHOOL ACTIVATION

If you can provide your current email address on file with the district, your child's Student ID and Date of Birth, but do not know (or do not want to provide) the last 4-digits of your child's Social Security Number (or their SSN is not on file with the district), you can register for a Focus Parent Portal account online by clicking the CREATE MY ACCOUNT link below; however you will not have immediate access to your student's information. Instead, once you've registered, your child's school will verify your request and activate your account within 1-2 business days. At that time, you will be provided access to your child's confidential information via the Focus Parent Portal.

DO YOU HAVE MORE THAN ONE STUDENT IN THE DISTRICT?

Regardless of the number of students enrolled in the District, you only need to create one Focus Parent Portal account. If you have multiple children in the District, you can add additional students to your existing account by clicking the ADD A CHILD link below. Your child's school will verify your request and activate your account within 1-2 business days. At that time, you will be provided access to your child's confidential information via the Focus Parent Portal.

QUESTIONS?

If you need assistance with your Focus Parent Portal account, please contact or visit your child's school.

[CREATE ACCOUNT](#)

[I have an Account Registered on the Parent Portal but would like to ADD A CHILD](#)

[I have Forgotten My Password and would like to generate a new one](#)

OPTION 1: ONLINE REGISTRATION & AUTOMATIC ACTIVATION

If you can provide your current email address on file with the district, your child's Student ID, Date of Birth, **AND** your child's Social Security Number (SSN) is on file with the district (and you are willing to provide the last 4-digits of their SSN), you will be able to **register** and **activate** your *Focus Parent Portal* account by clicking the CREATE MY ACCOUNT link at the bottom of the registration screen. Providing this information during the registration process will allow the system to automatically verify your *Focus Parent Portal* account and give you with immediate access to your student's information.

If your child's SSN is not on file with the district, Option 2 must be used to request access to your child's information.



OPTION 2: ONLINE REGISTRATION AT HOME & SCHOOL ACTIVATION

If you can provide your current email address on file with the district, your child's Student ID and Date of Birth, **AND** your child's SSN is not on file with the district (or you do not know or are not willing to provide the last 4-digits of your child's SSN), you will be able to **register** for a *Focus Parent Portal* account by clicking the CREATE MY ACCOUNT link at the bottom of the registration screen. However, you will not be provided access to your student's information until your child's school has verified your request, which occurs within 1-2 business days of receiving your request. Once verified, you will have access to your child's confidential information via the *Focus Parent Portal*.

3. Once you have the information you need for either **Option 1** or **Option 2**, click "**CREATE ACCOUNT**" at the bottom of the registration screen.
4. Enter all required fields on the next screen and click "**SUBMIT**"
NOTE: The email address used to create your *Focus Portal Account* should be the one you have on file at your child's school. If you do not have an email account, you can create one for free at www.gmail.com. Be sure to provide your new/updated email address to your child's school so they can update your emergency contact information in the district's official system of record.

FOCUS

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)

**** Lee County School District Employees should not use their district email address when creating a Parent Account. ****

5. Enter the 8-digit **Student ID** and **Birthdate** of the child for whom you're requesting access.

Please enter your child's information.

Last 4 Digits of Social Security Number:

(If your child does not have a SSN on file, or you do not want to provide it now, you will not have immediate access to your student's information. Instead, please allow 1-2 business days for your child's school to verify your request and provide you access.)

Student ID: (Required)

Student's Birthday: (Required)



6. If your child's Social Security Number (SSN) is on file with the District, you may enter the last 4-digits of their SSN in the field provided. Providing this information during the registration process will allow the system to automatically verify your *Focus Parent Portal* account and give you with immediate access to your student's information. **(OPTION 1)**

If your child's SSN is **NOT** on file with the District, or you do not know it or want to provide it, simply leave the SSN field blank. Your account will be created, but you will not be provided access to your student's information until your child's school has verified your request, which occurs within 1-2 business days of receiving your request. Once verified, you will have access to your child's confidential information via the *Focus Parent Portal*. **(OPTION 2)**

Once all information has been entered, click **"Add Student"** at the bottom of the screen.

Please enter your child's information:

Last 4 Digits of Social Security Number: _____ (If your child does not have a SSN on file, or you do not want to provide it now, you will not have immediate access to your student's information. Instead, please allow 1-2 business days for your child's school to verify your request and provide you access.)

Student ID: _____ (Required)

Student's Birthday: January 1, 2016 (Required)

Add Student

7. If you receive the error message below after when you click **"Add Student"**, you've either made a mistake while entering your child's information OR you entered the last 4-digits of your child's SSN; however, your child does not have a SSN on file with the District. In that case, simply leave the SSN field blank and try to **"Add Student"** again.

Please enter your child's information:

The student you requested could not be found.

Last 4 Digits of Social Security Number: _____ (If your child does not have a SSN on file, or you do not want to provide it now, you will not have immediate access to your student's information. Instead, please allow 1-2 business days for your child's school to verify your request and provide you access.)

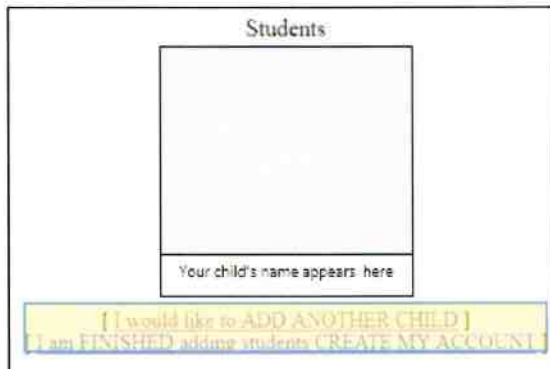
Student ID: _____ (Required)

Student's Birthday: _____ (Required)

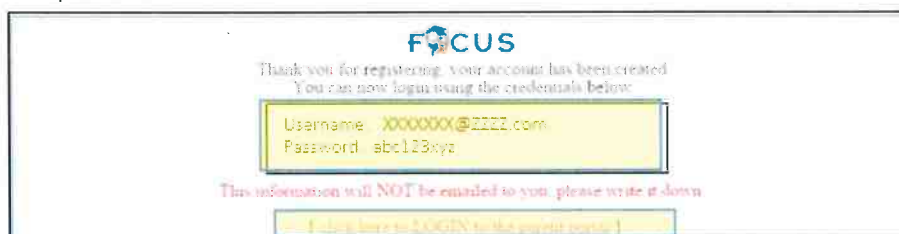
Add Student



8. Regardless of the number of students enrolled in the District, you only need to create one *Focus Parent Portal* account. If you have multiple children in the District, you can add additional students to your account by clicking the **"ADD ANOTHER CHILD"** link. If necessary, you can add additional children to your account at a later time using the **"Add a child to existing Focus Parent Portal account"** on the main Focus login screen.



9. When all children have been added, click **"I am FINISHED adding students CREATE MY ACCOUNT"**.
10. Write down your username & password, then click the **"Log in"** link beneath your username and password.



**** BE SURE TO WRITE DOWN YOUR USERNAME & PASSWORD!! ****

In the future, visit the *Focus Portal Page* at <http://focus.leeschools.net> to sign-in to your parent/guardian account and view your student's information.