



STAY CONNECTED THROUGH FOCUS PARENT PORTAL

Lee County's **FOCUS Parent Portal** provides parents/guardians a real-time view of their child's assignment grades, attendance information, current grade averages in all classes, as well as progress monitoring results.



HOW TO REGISTER

- ▶ <https://lee.focusschoolsoftware.com/focus/>
- ▶ If you are creating an account for the first time, select the "Click here to create a Focus Parent Portal Account" link at the center of the page.
- ▶ Select the "CREATE ACCOUNT" icon on the bottom of the page.
- ▶ Enter the information in all the required fields and click "Submit" to create your account.
- ▶ Once all required information has been entered click "I would like to ADD A CHILD who is already enrolled".
- ▶ You will need a Student ID, Birth Date, and Portal PIN for each student account you wish to add.
- ▶ Note that the student Portal PIN will be emailed to the Parent's email address on file. If you did not receive this PIN, contact your child's school.
- ▶ Enter the information in all the required fields and click "Add Student" to create your account.
- ▶ Your student's account is now linked to your parent portal account.
- ▶ To add another child, click "I would like to ADD A CHILD who is already enrolled." Enter all the information required and click **Add Student**. (Note that this step can be completed as many times as necessary, or later, if needed).
- ▶ Otherwise, click "I am Finished Adding Students Please take me to the Portal"