

Child Info / My Information

The Child Info screen displays the student's record. Many of the categories and student fields displayed in Child Info were set up by the school district, therefore much of what you see in Child Info is custom to your district. The categories and student fields that display are also based on your parent profile. You may not be able to view or edit certain fields.

The My Information screen displays your student record, which includes general demographics, addresses and contacts, and more.

Viewing Information

1a. As a parent, click the arrow next to the applicable student to open the student's screens. Then, click **Child Info**.

The screenshot shows the Focus Writers02 portal interface. At the top, there is a navigation bar with the Focus logo, a 'Help' button, and the word 'Portal'. On the right side of the top bar, the user is identified as 'Elaine Bell (Parents)' and the school as 'Focus High School - 0041' for the '2022-2023' school year. A left-hand navigation menu lists various options: Portal, School Info, My Profile, Communication, Preferences, Calendar, Request Conference, Forms, and a student profile for 'Charlie'. The 'Charlie' profile is expanded, showing a dropdown menu with 'Child Info' highlighted. Other options in the dropdown include Change Requests, Grade Changes, Class Requests, Progression Plan, Test History, Absences, Referrals, Forms Summary, School Choice Application 2022, Magnet Application 2022, Change Requests, Class Schedule, Grades, Grad Reqs, Standard Grades, Attendance, School Choice, Fees & Payments, School Choice Application 2023, and Magnet Application 2023. The main content area displays 'District & School Announcements' with tabs for 'News' and 'Events'. Below this is an 'Alerts' section with several messages regarding unexcused absences and outstanding invoices. At the bottom, there is a student profile for 'Charlie' at 'Focus High School - 0041' with tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Grades' tab is active, showing a table for the 2022-2023 school year, specifically for the 4th quarter (03/29 - 08/31). The table has columns for 'Pd', 'Course', 'Teacher', 'Ex', 'Unx', 'Tardy', and 'Grade'. Two courses are listed: '3-D STUDIO ART 3 HON' with a grade of '95% A' and 'ALG 1 HON' with a grade of 'A'. The teacher for both is 'Roxy, Frida'.

Q1	Q2	Q3	Q4	03/29 - 08/31			
Pd	Course	Teacher	Ex	Unx	Tardy	Grade	
	3-D STUDIO ART 3 HON	Roxy, Frida	0	0	0	95% A	
	ALG 1 HON		0	0	0	A	

1b. As a student, in the menu, click **My Information**.

The screenshot shows the Focus Writers02 portal interface. The top navigation bar includes the Focus logo, a 'Help' button, the word 'Portal', and user information for 'Charlie Abe (Student)' at 'Focus High School - 0041' for the '2022-2023' school year. A left-hand navigation menu lists various options, with 'My Information' highlighted in a red box. The main content area is titled 'District & School Announcements' and features tabs for 'News' and 'Events'. Below this is an 'Alerts' section with three messages: 'You have outstanding invoices to be paid!', 'You have available invoices!', and '8 new messages'. A student profile card for 'Charlie' is visible, with tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Grades' tab is active, showing a table for the 2022-2023 school year, specifically for the 4th quarter (03/29 - 08/31). The table lists a course '3-D STUDIO ART 3 HON' with a teacher 'Roxy, Frida' and a grade of '95% A'. Other columns include 'Ex', 'Unx', 'Tardy', and 'Grade'.

2. The student's record is displayed. The category that is displayed by default (such as General Demographics, Addresses & Contacts, Daily Visit Log, etc.) is determined by the district.

The screenshot shows the 'My Information' page in the Focus Writers02 portal. The top navigation bar is the same as in the previous screenshot. The left-hand navigation menu is expanded, and 'My Information' is selected. The main content area has tabs for 'Schedule', 'Requests', 'Grades', 'Absences', 'Referrals', 'Test History', and 'Grad'. The 'Addresses & Contacts' tab is active. On the left, there is a 'Filter fields...' dropdown menu with a list of categories: 'PI Primary Info', 'A Address', 'Addresses & Contacts' (selected), 'C Classified', 'E ESE', 'GD General Demographics', 'G Graduation', 'Health Daily Health Scre...', 'Health Immunizations', 'N N/A', and 'TE Technical Education'. The main content area displays two 'Address' cards and one 'Contact #2' card. The first 'Address' card shows '1234 Love Lane, St. Petersburg, FL 33701, (727) 555-8275' and lists a contact '#1 - Brown, Mel'. The second 'Address' card shows '123 Central Ave, St. Petersburg, FL 33701'. The 'Contact #2' card shows 'Samson, Eugene, eusamson102@yahoo.com, (No Address)' and includes 'Contact Details' for '1: Cell Phone (727) 909-8899' and 'Contact's Priority 2'. There are 'New Address' and 'New Contact' buttons at the top right of the section.

3. Click the **Primary Info** tab to view the student's photo (if photos were imported into Focus), First Name, Middle Name, Last Name, other applicable names, Student ID, etc.

12.0.21
FOCUS
 s Writers02

Help My Information Charlie Abe (Student) Focus High School - 0041
 2022-2023

Portal School Info My Information Communication Change Requests Preferences Calendar Request Conference Class Schedule Class Requests A+ Grades Progression Plan Portfolio

Schedule Requests Grades Absences Referrals Test History Grad Save Print

Filter fields... Primary Info

- PI Primary Info
- A Address
- Addresses & Contacts
- C Classified
- E ESE
- GD General Demographics
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A
- TE Technical Education

Primary Info

* First Name	Charlie
Middle Name	Noel
* Last Name	Abe
Suffix	
Student ID	055879
Username	abecharlie
Profile	

4. Along the left side of the screen, each of the student field categories are listed. Some categories may have a colored icon, such as on the Addresses & Contacts category.

5. Click a category to view the corresponding student fields.

12.0.21
FOCUS
 s Writers02

Help My Information Charlie Abe (Student) Focus High School - 0041
 2022-2023

Portal School Info My Information Communication Change Requests Preferences Calendar Request Conference Class Schedule Class Requests A+ Grades Progression Plan Portfolio Grad Reqs

Schedule Requests Grades Absences Referrals Test History Grad Save Print

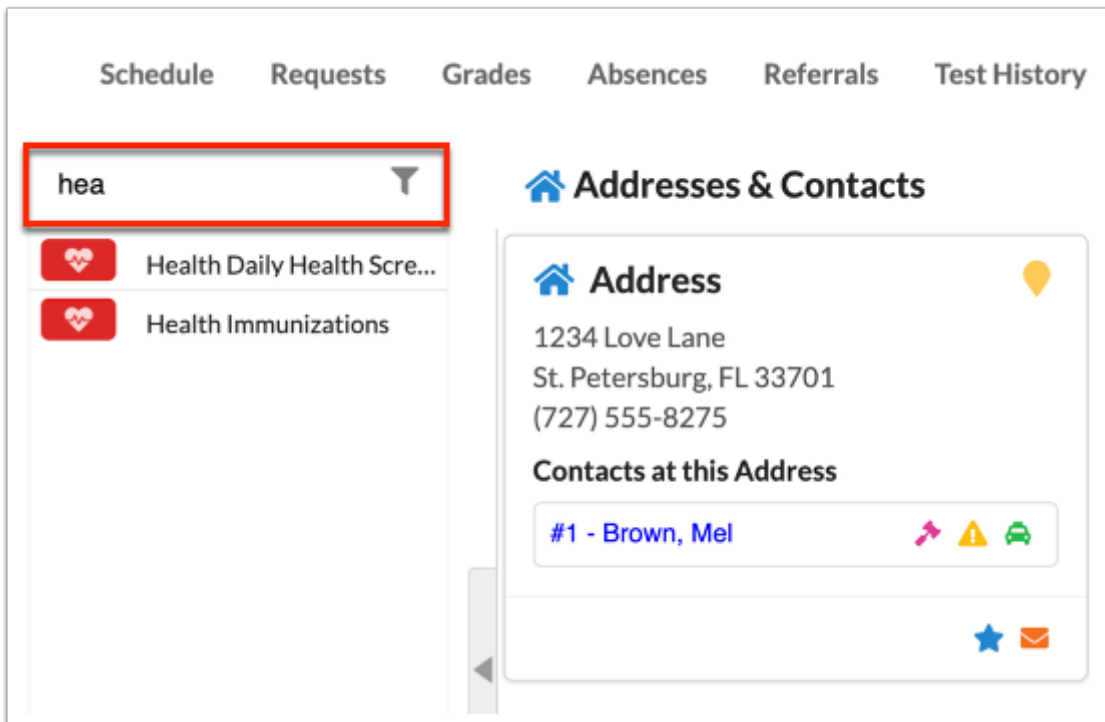
Filter fields... Primary Info

- PI Primary Info
- A Address
- Addresses & Contacts
- C Classified
- E ESE
- GD General Demographics
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A
- TE Technical Education

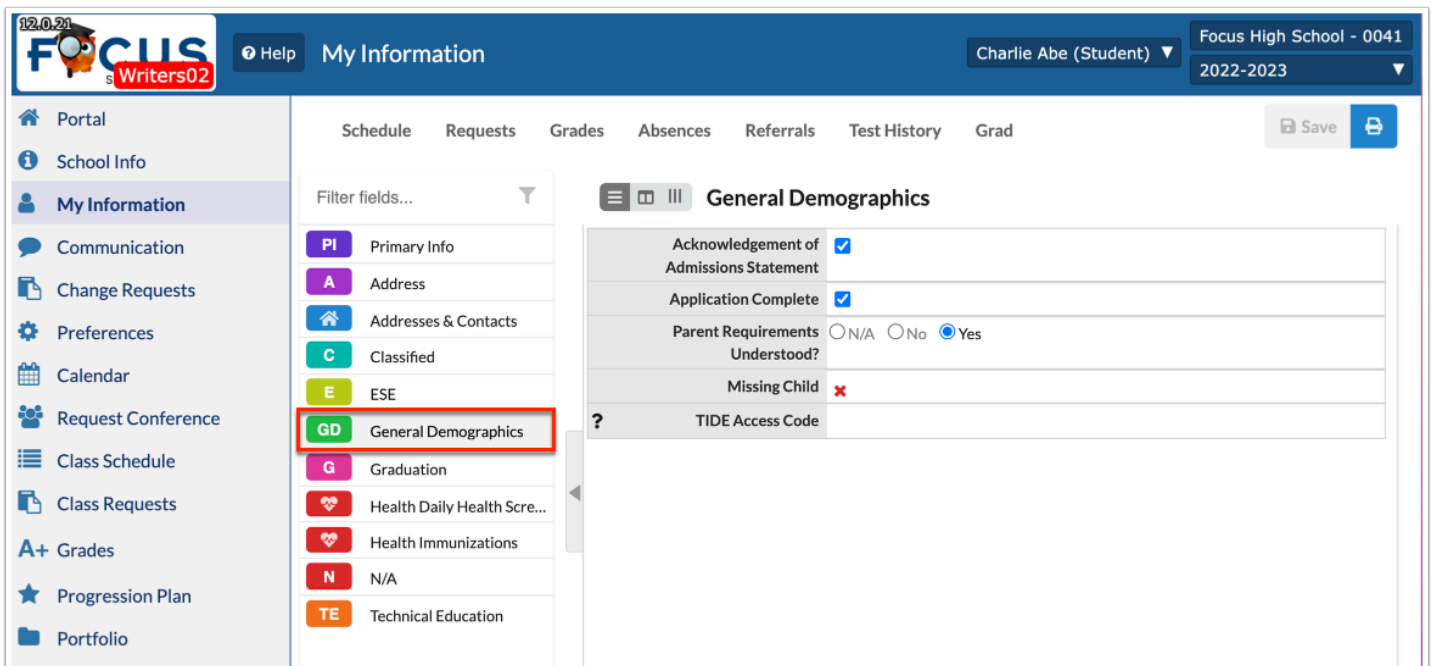
Primary Info

* First Name	Charlie
Middle Name	Noel
* Last Name	Abe
Suffix	
Student ID	879
Username	abecharlie
Profile	

6. To easily locate a category in the list, begin typing the category name in the **Filter fields...** text box. The applicable categories will display in the list for selection. To return to the full list of categories, delete the text in the Filter fields... text box.



7. To view the student's **General Demographics**, click the corresponding tab.



a. The General Demographics tab displays various fields depending on your district.

My Information Charlie Abe (Student) Focus High School - 0041
2022-2023

Schedule Requests Grades Absences Referrals Test History Grad Save Print

Filter fields... **General Demographics**

- PI Primary Info
- A Address
- Addresses & Contacts
- C Classified
- E ESE
- GD General Demographics**
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A
- TE Technical Education

Acknowledgement of Admissions Statement	<input checked="" type="checkbox"/>
Application Complete	<input checked="" type="checkbox"/>
Parent Requirements Understood?	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes
Missing Child	<input checked="" type="checkbox"/>
TIDE Access Code	<input type="text"/>

8. Click the **Printer** icon located in the upper right corner of the screen next to the Save button to print information on any of the tabs displayed.

FOCUS 12.0.21 Writers02 Help **Child Info** Elaine Bell (Parents) Focus High School - 0041
2022-2023

Portal School Info My Profile Communication Preferences Calendar Request Conference Forms **Charlie**

Abe, Charlie Noel 0055879 - Grade 10 Save Print

Filter fields... **Health Immunizations**

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts
- Document Management
- E ESE
- E Enrollment
- FS Food Service
- GD General Demographics
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A

Is student currently...	<input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes	Medical Condition(s)?	<input type="radio"/> N/A <input type="radio"/> No <input checked="" type="radio"/> Yes
Current SCHOOL...	No Files	Upload a copy of the...	No Files
Upload a copy of the...	No Files		

Addresses & Contacts

Viewing Addresses & Contacts

The student's address and contact information is housed in the Addresses & Contacts category. Multiple addresses and contacts can be defined, including separate mailing addresses if needed.

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

The screenshot shows the Focus Writers02 student record interface. The top navigation bar includes the Focus logo, a 'Help' button, 'Child Info', and user information for Elaine Bell (Parents) at Focus High School - 0041 for the 2022-2023 school year. The left sidebar contains a menu of categories, with 'Addresses & Contacts' highlighted in a red box. The main content area displays the student's name, Abe, Charlie Noel, and ID 055879 - Grade 10. Below this is a filter menu with options like Primary Info, 504, Address, and Addresses & Contacts. The 'Addresses & Contacts' section is active, showing two address blocks and one contact block. The first address block is for 1234 Love Lane, St. Petersburg, FL 33701, with contact Mel Brown. The second address block is for 123 Central Ave, St. Petersburg, FL 33701. The contact block is for Samson, Eugene, with email eusamson102@yahoo.com and a cell phone number (727) 909-8899.

2. Each address is displayed as a block. The physical address and mailing address (if defined) are listed.

Abe, Charlie Noel 5879 - Grade 10 Save

Filter fields... ▾

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts**
- Document Management
- E ESE
- E Enrollment
- FS Food Service
- GD General Demographics
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A

Addresses & Contacts

New Address New Contact

Address

1234 Love Lane
St. Petersburg, FL 33701
(727) 555-8275

Contacts at this Address

#1 - Brown, Mel

Contact #2

Samson, Eugene
eusamson102@yahoo.com
(No Address)

Contact Details:

1: Cell Phone	(727) 909-8899
Contact's Priority	2

3. At the bottom of the address block, the address icons give a quick indication if this is the student's primary residence, mailing address, or bus pick up/drop off location.

Address

500 Main St
St. Petersburg, FL 33701

Mailing Address
PO Box 245
St. Petersburg, FL 33701

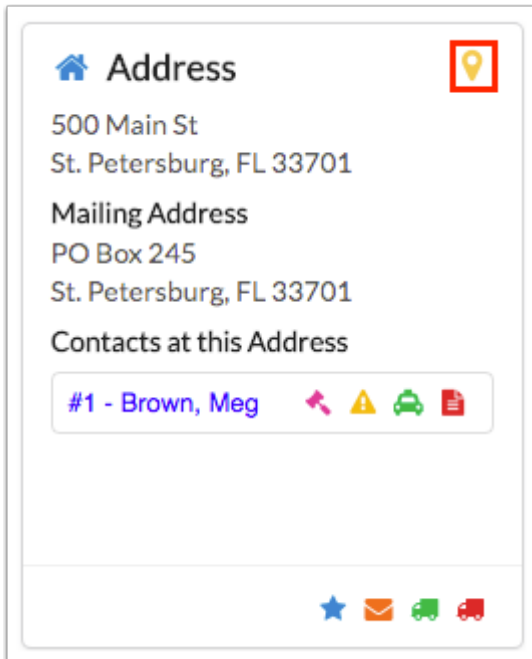
Contacts at this Address

#1 - Brown, Meg

- a. A blue star indicates that this is the student's primary residence.
- b. An orange envelope indicates that this is the student's mailing address. Hover over the icon to view the student's mailing address in a tool-tip.
- c. A green bus indicates that this is the student's bus pick up location.

d. A red bus indicates that this is the student's bus drop off location.

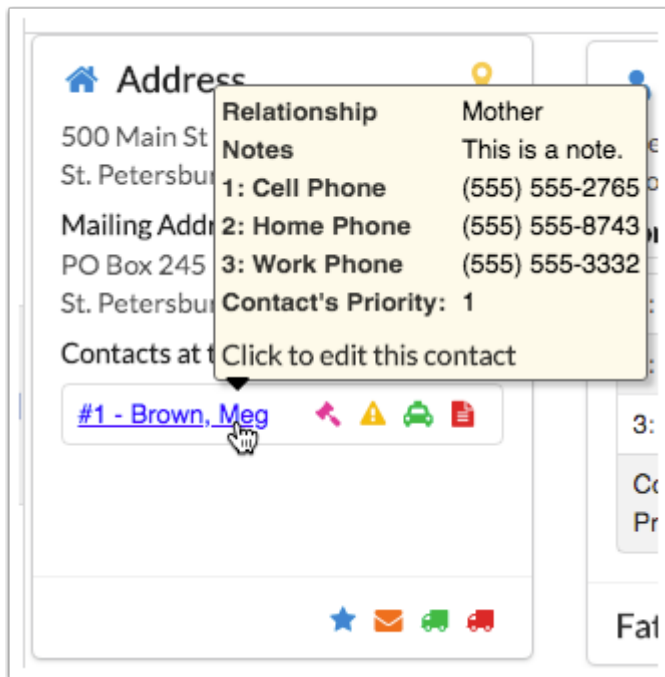
4. Click the **Map this Address** icon to open Google Maps in a new window or tab with the mapped address.



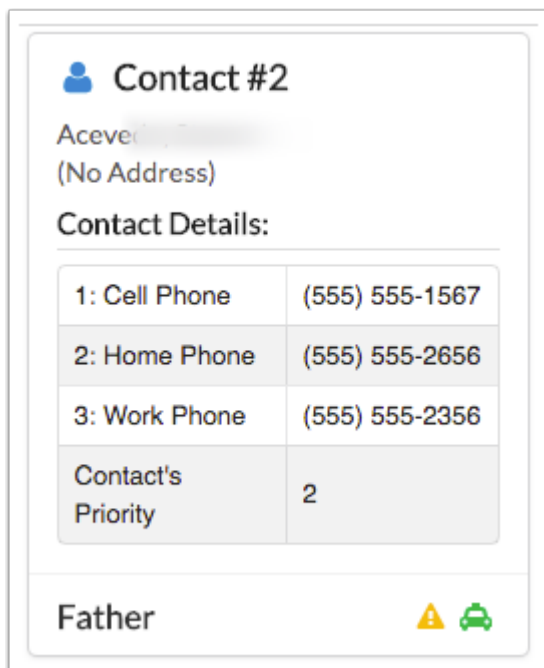
i Only one address can be designated as the primary residence. If you select Primary Residence on an address, it will remove the Primary Residence status on any other addresses. Once an address is designated as the Primary Residence, the address is displayed at the top-left of the screen.

i If you do not have permission to edit the primary residence, you will not be able to select or clear the Primary Residence toggle on any address; it will be grayed out. You also cannot edit the address fields if the address is flagged as the Primary Residence. However, you are still able to edit the mailing address and phone number of the primary residence.

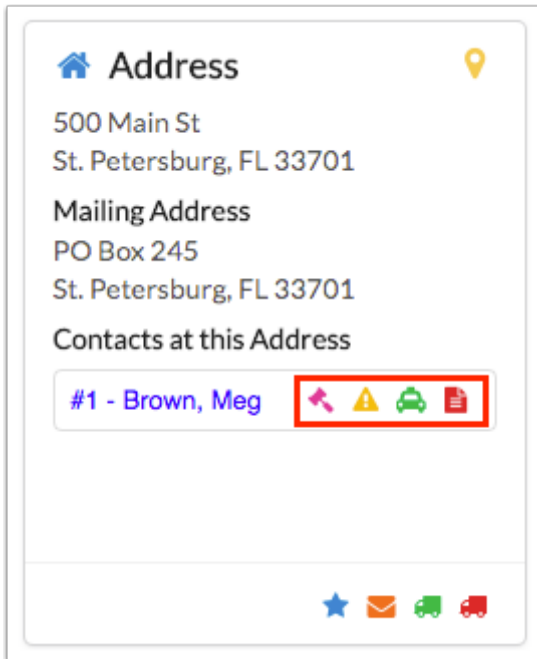
5. Any contacts at the address are listed within the address block. Hover the mouse over a contact to quickly view the contact's information. Click the link to open the contact information for viewing or editing. See [Editing a Contact](#) below for more information.



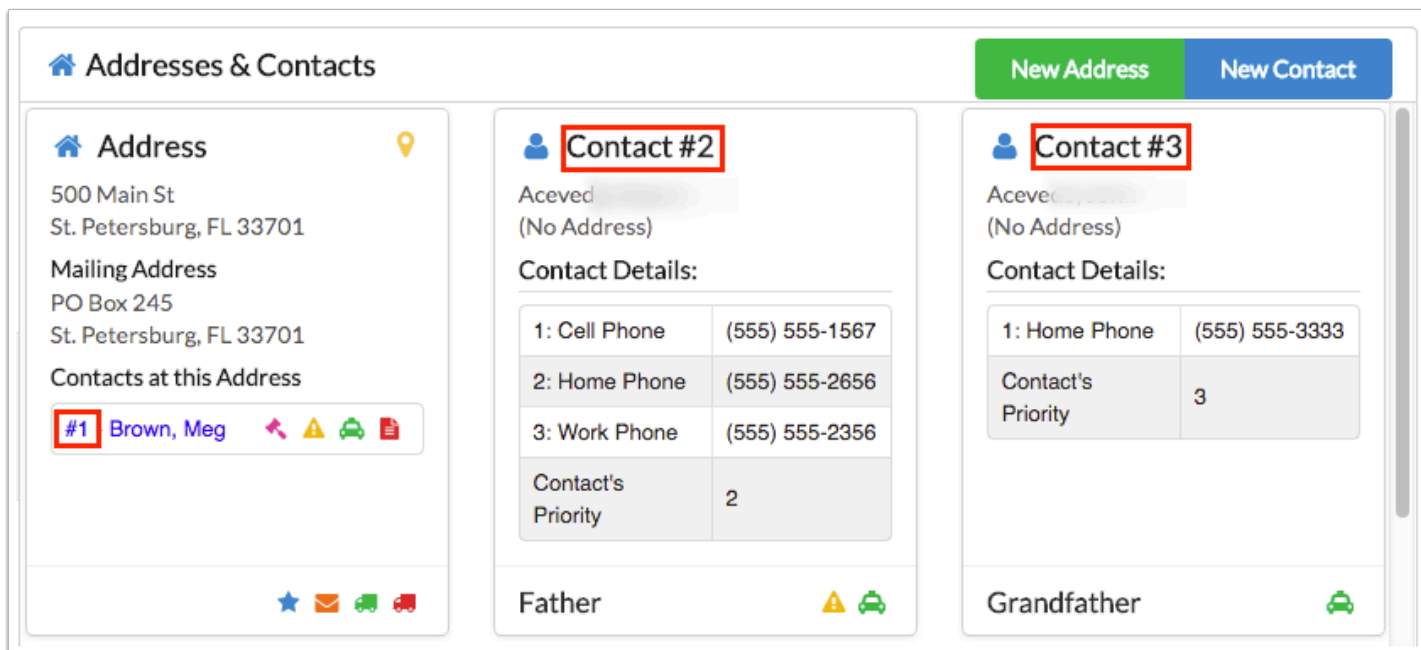
6. Any contacts who are not associated with an address are represented by a separate contact block. The block lists their contact details and relationship.



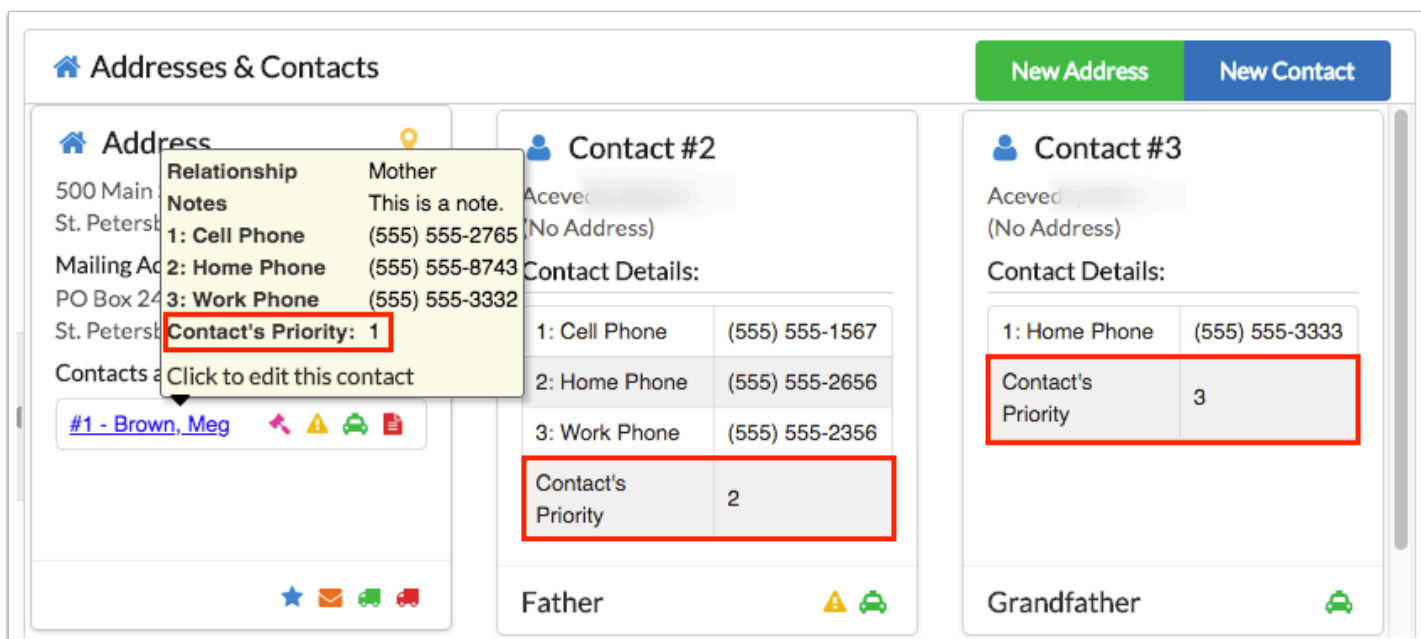
7. The contact icons at the bottom of the contact block or next to the contact in the address block give a quick indication of whether the contact has custody, is the emergency contact, can pick up the student, or has notes.



- a. The pink gavel indicates the contact has custody.
 - b. The yellow warning icon indicates the contact has custody.
 - c. The green car indicates the contact can pick up the student.
 - d. The red note icon indicates the contact has notes entered in the contact record.
8. The contact's calculated priority is displayed next to the contact's name in the address block or at the top of the contact block. Contacts are sorted by calculated priority. Focus calculates priority and sorts contacts as follows:
- 1 - Contact's Priority
 - 2 - Custody
 - 3 - Emergency
 - 4 - Primary Residence
 - 5 - Student Relation
 - 6 - Last Name
 - 7 - First Name




9. The Contact's Priority on the contact block or in the tool-tip when hovering over a contact on the address block indicates the value set by the user in the Contact's Priority field when adding or editing a contact, if defined. This allows you to see the Contact's Priority set on the contact versus the calculated priority.

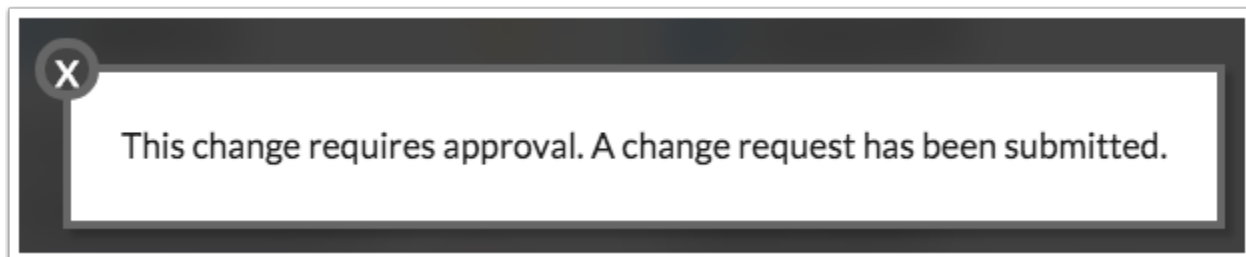


10. The contact details on the contact block or in the tool-tip when hovering over a contact on the address block are also sorted by the Detail Priority that was set when adding or editing the contact. The contact detail with a priority of 1 is the preferred contact method.

The screenshot shows the 'Addresses & Contacts' section of a user interface. It features three main panels: 'Address', 'Contact #2', and 'Contact #3'. A pop-up window is overlaid on the 'Address' panel, displaying a list of contact types with red boxes highlighting the '1: Cell Phone', '2: Home Phone', and '3: Work Phone' options. The pop-up also shows the relationship 'Mother', a note 'This is a note.', and the contact's priority '1'. The 'Contact #2' panel shows a list of contact details with red boxes highlighting the '1: Cell Phone', '2: Home Phone', and '3: Work Phone' options. The 'Contact #3' panel shows a list of contact details with a red box highlighting the '1: Home Phone' option. The interface includes buttons for 'New Address' and 'New Contact' at the top right.

Adding an Address

 If the district elects to enable editing permissions for parents, you will have the ability to add an address as needed. However, the district may also require approval to changes made before the change will take affect, which will cause the pop-up shown below to display.



1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

12.0.21
FOCUS Writers02
 Help Child Info Elaine Bell (Parents) Focus High School - 0041
 2022-2023

Portal
 School Info
 My Profile
 Communication
 Preferences
 Calendar
 Request Conference
 Forms

Charlie

Child Info Change Requests
 Grade Changes Class Schedule
 Class Requests Grades
 Progression Plan Grad Reqs
 Test History Standard Grades
 Absences Attendance
 Referrals School Choice
 Forms Summary Fees & Payments
 School Choice School Choice
 Application 2022 Application 2023
 Magnet Magnet
 Application 2022 Application 2023

Filter fields...
 PI Primary Info
 5 504
 A Address
Addresses & Contacts
 Document Management
 E ESE
 E Enrollment
 FS Food Service
 GD General Demographics
 G Graduation
 Health Daily Health Scre...
 Health Immunizations
 N N/A

Addresses & Contacts New Address New Contact

Address
 1234 Love Lane
 St. Petersburg, FL 33701
 (727) 555-8275
Contacts at this Address
 #1 - Brown, Mel

Address
 123 Central Ave
 St. Petersburg, FL 33701

Contact #2
 Samson, Eugene
 eusamson102@yahoo.com
 (No Address)
Contact Details:
 1: Cell Phone (727) 909-8899

2. Click **New Address**.

Abe, Charlie Noel
 55879 - Grade 10

Filter fields...
 PI Primary Info
 5 504
 A Address
 Addresses & Contacts
 Document Management
 E ESE
 E Enrollment
 FS Food Service
 GD General Demographics
 G Graduation
 Health Daily Health Scre...
 Health Immunizations
 N N/A

Addresses & Contacts New Address New Contact

Address
 1234 Love Lane
 St. Petersburg, FL 33701
 (727) 555-8275
Contacts at this Address
 #1 - Brown, Mel

Address
 123 Central Ave
 St. Petersburg, FL 33701

Contact #2
 Samson, Eugene
 eusamson102@yahoo.com
 (No Address)
Contact Details:
 1: Cell Phone (727) 909-8899
 Contact's Priority 2

3. In the New Address pop-up window, enter the **Physical Address** and select whether this is the **Primary Residence**, **Bus Pickup**, or **Bus Dropoff** location.

New Address

Physical Address
If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

Address Line 1
 Address Line 2
 City State Zip Code +4

Options

- Primary Residence
- Mailing Address
- Bus Pickup
- Bus Dropoff

Mailing Address
*If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip).
 Note: the mailing address toggle must be turned on in order to edit these fields.*

Address Line 1
 Address Line 2
 City State Zip Code +4

Phone Number

Phone Number

Unlisted Callout Blocked

Delete Cancel or Save

💡 If the Address Catalog is enabled, an elipsis button is displayed after entering a valid address. Click the elipsis button to view the preferred format of the address in a tool-tip. Click the tool-tip to use that format.

New Address

Physical Address
If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

123 Central Ave
 Address Line 2
 St. Petersburg FL 33701 +4

Options

- Primary Residence
- Mailing Address
- Bus Pickup
- Bus Dropoff

123 CENTRAL AVE
 ST PETE, FL 33701

4. Select **Mailing Address** to define a separate mailing address if needed, and enter the address in the provided fields.

New Address

Physical Address
If the physical address is also the mailing address, ensure the Mailing Address toggle is on. ...

123 Central Ave

Address Line 2

St. Petersburg FL 33701 +4

Options

- Primary Residence
- Mailing Address
- Bus Pickup
- Bus Dropoff

Mailing Address
If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

Address Line 1

Address Line 2

City State Zip Code +4

5. Enter the **Phone Number** associated with this address, and select the contact detail flags as needed.

Phone Number

Phone Number

Unlisted Callout Blocked

i The contact detail flags, such as Unlisted, Callout, and Blocked, are set up by the district via Contact Detail Flags tab. These may vary depending on district setup.

6. If address validation is enabled for your district, click **Validate Address**.

Phone Number



(555) 555-1456

Unlisted Callout Blocked

Validate Address

a. The zoned schools for the address are displayed for reference if the address is in the Address Catalog. If the address is not in the Address Catalog, you cannot save the address without selecting an Override Reason at the top of the window.


Zoned Schools

Export:   Filters: OFF

Title	Type	Code	Phone Number
Focus Elementary School - 0311	Elementary School	0311	[REDACTED]
Focus K-8 School - 0111	Middle School	0111	[REDACTED]
Focus West High School - 0101	Secondary Elementary School	0101	555-555-1234

New Address


The address is not in the address catalog

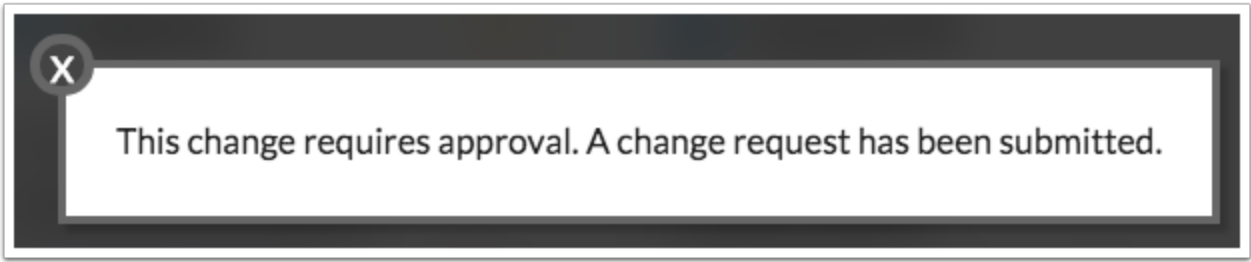
Override Reason 

Override

7. Click **Save**. The address is added as a block.

Editing an Address

 If the district elects to enable editing permissions for parents, you will have the ability to edit an address as needed. However, the district may also require approval to changes made before the change will take affect, which will cause the pop-up shown below to display.



1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

The screenshot displays the Focus Writers02 student record interface. At the top, the page title is "Child Info" for "Abe, Charlie Noel" (ID: 055879 - Grade 10). The user is logged in as "Elaine Bell (Parents)" for the school year "2022-2023". The left sidebar contains a navigation menu with "Addresses & Contacts" highlighted in a red box. The main content area shows the "Addresses & Contacts" section with two address blocks and one contact block. The first address block is highlighted with a yellow dot. The contact block shows "Contact #2" for Samson, Eugene.

Filter fields...
PI Primary Info
5 504
A Address
Addresses & Contacts
Document Management
E ESE
E Enrollment
FS Food Service
GD General Demographics
G Graduation
Health Daily Health Scre...
Health Immunizations
N N/A

Addresses & Contacts

Address
1234 Love Lane
St. Petersburg, FL 33701
(727) 555-8275

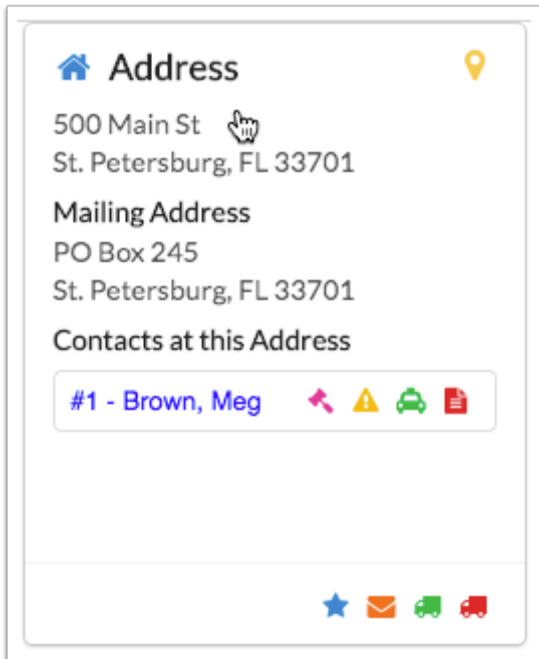
Contacts at this Address
#1 - Brown, Mel

Address
123 Central Ave
St. Petersburg, FL 33701

Contact #2
Samson, Eugene
eusamson102@yahoo.com
(No Address)


Contact Details:
1: Cell Phone (727) 909-8899

2. Click the address block to edit.



3. In the Edit Address pop-up window, edit the address fields and options as needed.

A screenshot of the "Edit Address" pop-up window. The title is "Edit Address". It is divided into three main sections. The "Physical Address" section has a note: "If the physical address is also the mailing address, ensure the Mailing Address toggle is on." It contains input fields for "500 Main St", "Address Line 2", "St. Petersburg", "FL", "33701", and "+4". The "Mailing Address" section has a note: "If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields." It contains input fields for "PO Box 245", "Address Line 2", "St. Petersburg", "FL", "33701", and "+4". The "Options" section on the right has four toggle switches: "Primary Residence" (checked), "Mailing Address" (unchecked), "Bus Pickup" (unchecked), and "Bus Dropoff" (checked).

 If you do not have permission to edit the primary residence, you will not be able to select or clear the Primary Residence toggle on any address; it will be grayed out. You also cannot edit the address fields if the address is flagged as the Primary Residence.

However, you are still able to edit the mailing address and phone number of the primary residence.

a. At the bottom of the window, the contacts associated with the address are listed. To edit a contact, click the contact. The Edit Contact pop-up window will display where the contact can be edited (See [Editing a Contact](#) below for more information).

4. Click **Save** at the bottom of the window to save your changes.

Contacts at this Address

Contact #1
Brown, Meg

Contact Details:

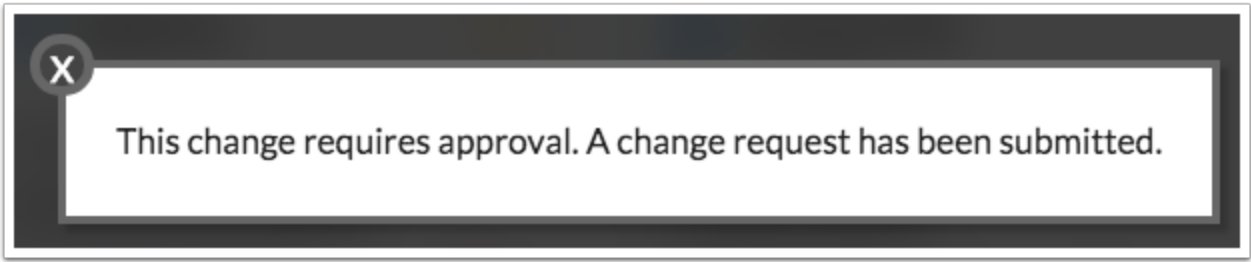
1: Cell Phone	(555) 555-2765
2: Home Phone	(555) 555-8743
3: Work Phone	(555) 555-3332
Contact's Priority	1

Mother

Delete **Cancel** **Save**

Deleting an Address

If the district elects to enable editing permissions for parents, you will have the ability to delete an address as needed. However, the district may also require approval to changes made before the change will take affect, which will cause the pop-up shown below to display.



1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

The screenshot shows the Focus High School student record interface. At the top, there is a header with the Focus logo, a 'Help' button, and the student's name 'Abe, Charlie Noel' with a photo. Below the header is a navigation menu on the left with various categories. The 'Addresses & Contacts' category is highlighted with a red box. The main content area displays the 'Addresses & Contacts' section with two address blocks and one contact block. The first address block is highlighted with a red box.

Child Info

Elaine Bell (Parents) Focus High School - 0041
2022-2023

Portal
School Info
My Profile
Communication
Preferences
Calendar
Request Conference
Forms

Charlie

Change Requests
Class Schedule
Class Requests
Grades
Progression Plan
Grad Reqs
Test History
Standard Grades
Absences
Attendance
Referrals
School Choice
Forms Summary
Fees & Payments
School Choice
Application 2022
Application 2023
Magnet
Application 2022
Magnet
Application 2023

Filter fields...
PI Primary Info
5 504
A Address
Addresses & Contacts
Document Management
E ESE
E Enrollment
FS Food Service
GD General Demographics
G Graduation
Health Daily Health Scre...
Health Immunizations
N N/A

Addresses & Contacts

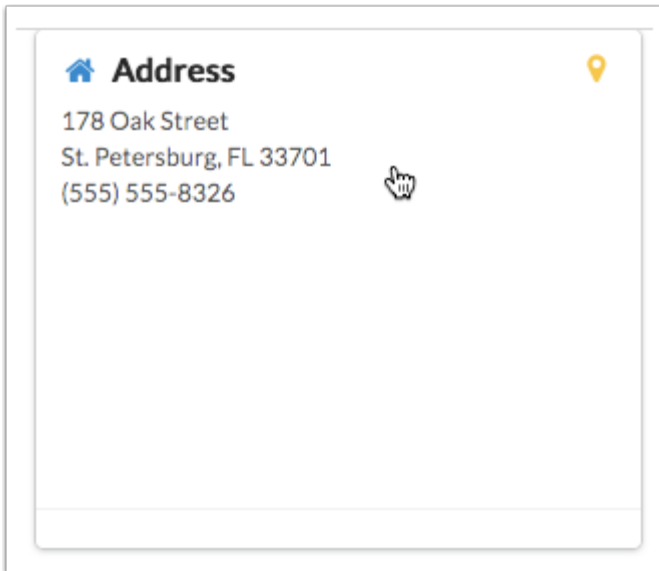
New Address New Contact

Address
1234 Love Lane
St. Petersburg, FL 33701
(727) 555-8275
Contacts at this Address
#1 - Brown, Mel

Address
123 Central Ave
St. Petersburg, FL 33701

Contact #2
Samson, Eugene
eusamson102@yahoo.com
(No Address)
Contact Details:
1: Cell Phone (727) 909-8899

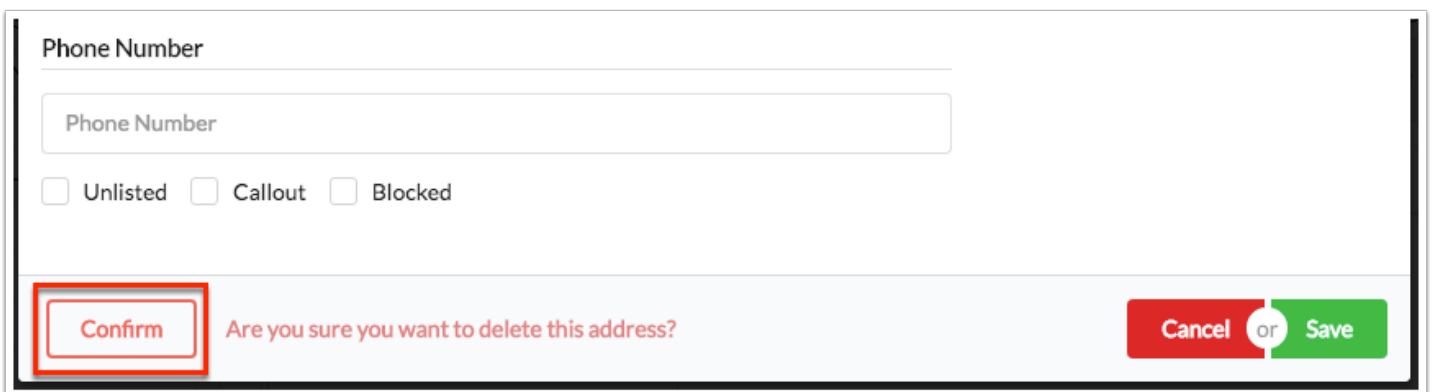
2. Click the address block to delete.




3. In the Edit Address pop-up window, click **Delete** at the bottom of the screen.

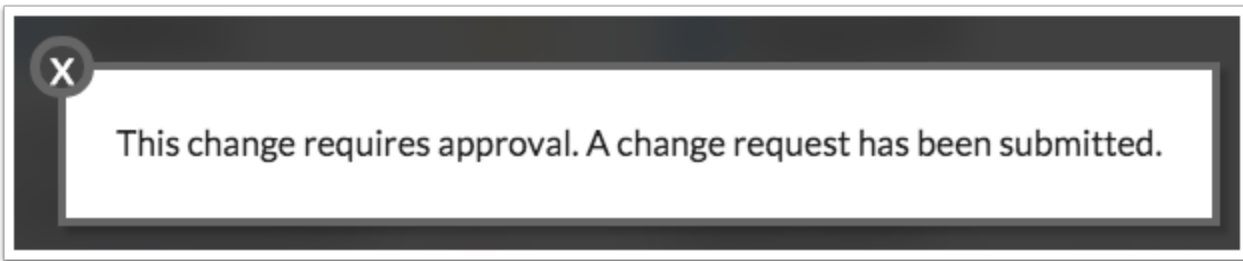


4. Click **Confirm**. The address block is removed.

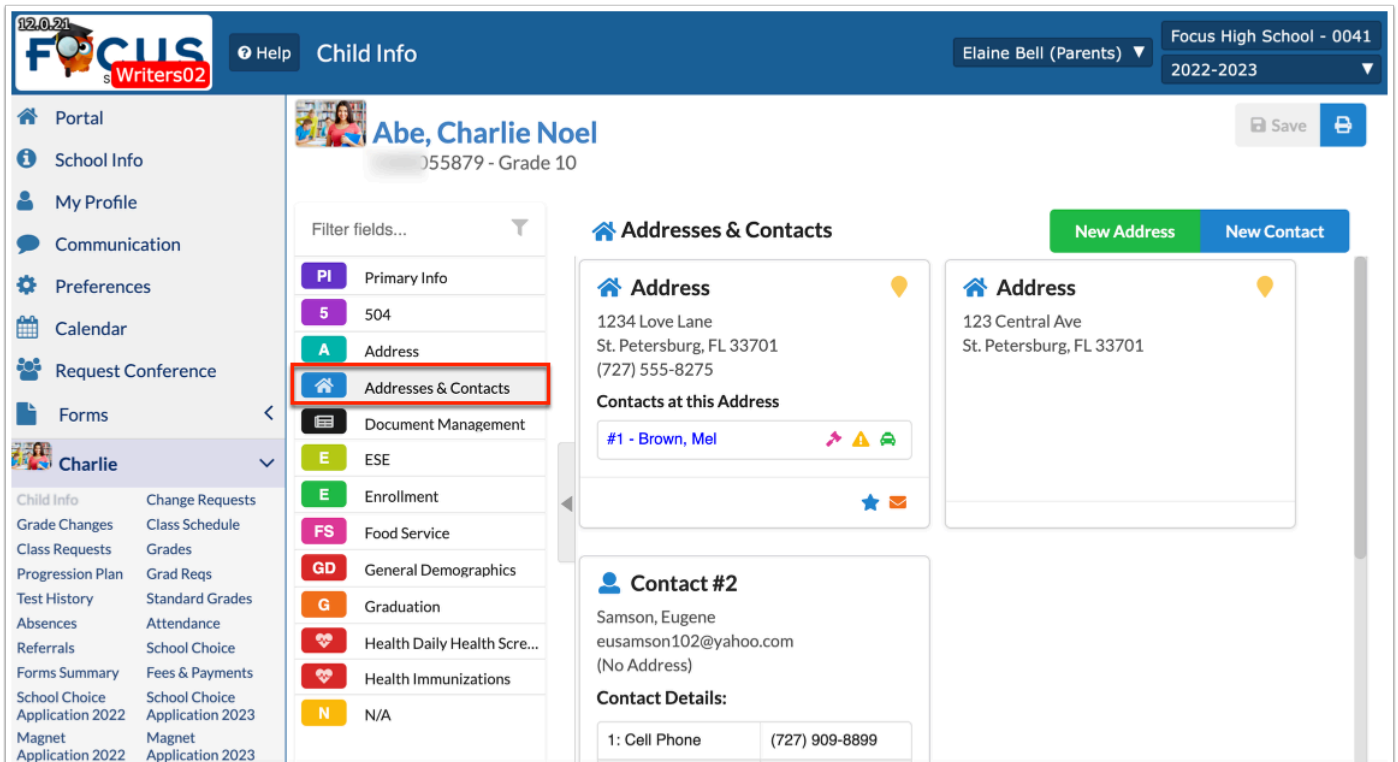


Adding a Contact

 If the district elects to enable editing permissions for parents, you will have the ability to add a contact as needed. However, the district may also require approval to changes made before the change will take affect, which will cause the pop-up shown below to display.



1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.



2. Click **New Contact**.

Abe, Charlie Noel
55879 - Grade 10

Save

Filter fields... ▾

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts**
- Document Management
- E ESE
- E Enrollment
- FS Food Service
- GD General Demographics
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A

Addresses & Contacts

New Address
New Contact

Address

1234 Love Lane
St. Petersburg, FL 33701
(727) 555-8275

Contacts at this Address

#1 - Brown, Mel

Address

123 Central Ave
St. Petersburg, FL 33701

Contact #2

Samson, Eugene
eusamson102@yahoo.com
(No Address)

Contact Details:

1: Cell Phone	(727) 909-8899
Contact's Priority	2

3. In the **New Contact** pop-up window, enter the contact's name, relationship to the student, email address, any notes, and select the applicable **Custody**, **Emergency**, **Pick Up**, and **Contact's Priority** options.

New Contact

Title (Mr, Ms, etc.) First Name Middle Name Last Name

Relationship: None ▾

Email: ✉

Opt Out of Email Notifications

Notes:

Options

Custody

Emergency

Pick Up

Volunteer ⓘ

3 + 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.

Export Filter: OFF

Contact Type ▾	Phone Number / Value ▾	Detail Priority ▾	Options
		- +	

Contact Address Click to move this contact to a different address

1234 Love Lane
St. Petersburg, FL 33701
(727) 555-8275

123 Central Ave
St. Petersburg, FL 33701

No Address ✖



Click the toggle to **Opt Out of Email Notifications** to stop the contact from receiving emails via the Communication module.

a. The Contact's Priority determines whether the contact is considered the primary contact, secondary contact, etc. A priority of 1 designates the contact as the primary contact. If a Contact's Priority is not defined, Focus will calculate the priority. Focus calculates priority and sorts contacts as follows:

- 1 - Contact's Priority
- 2 - Custody
- 3 - Emergency
- 4 - Primary Residence
- 5 - Student Relation
- 6 - Last Name
- 7 - First Name

4. Scroll down to the Contact Details section of the screen, where you will enter the contact's phone numbers and other contact details.

Contact Details Enter details for this contact

Export:   Filters: OFF

Title	Value	Detail Priority	Options
<input type="text"/>	<input type="text"/>	- +	

5. In the blank row, select the **Title**. Options include Alternate Phone, Cell Phone, Home Phone, Other, Work Phone, or Workplace.

6. In the **Value** field, enter the phone number.

7. Use the minus and plus icons to select the **Detail Priority**. A 1 indicates that this is the preferred method of contact. A 2 indicates this is the next preferred method of contact, etc.

i When Alternate Phone, Cell Phone, Home Phone, or Work Phone is selected, the phone number options become available for selection. These are set up via Contact Detail Flags tab and may vary by district.

8. Select the contact detail flags, such as Unlisted, Callout, Blocked, SMS, and/or Unsubscribe, as needed.

Contact Details Enter details for this contact

Export: Filters: OFF

Title	Value	Detail Priority	Options
Cell Phone	(555) 555-1859	- 1 +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked

If an attendance mobile alert has been set up by the district, you can select the **SMS** check box to indicate that the contact is accepting attendance texts. If the contact has indicated that text message are not to be sent to the entered phone number, you can select the **UNSUBSCRIBE** check box instead.

9. Press **Enter** to add the row. The newly added row will turn yellow to indicate changes have been made. A new blank row is available where you can enter more contact details.

Contact Details Enter details for this contact

Export: Filters: OFF

Title	Value	Detail Priority	Options
		- +	
Cell Phone	(555) 555-1859	- 1 +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked

10. At the bottom of the window, select the contact's address from the existing addresses that were set up for the student. If the contact does not have an address set up, click the **No Address** block.

11. Click **Save** when finished.

Contact Address Click to move this contact to a different address

527 Cypress Drive
St. Petersburg, FL 33701
(555) 555-5555

Mailing Address
PO Box 555
St. Petersburg, FL 33701

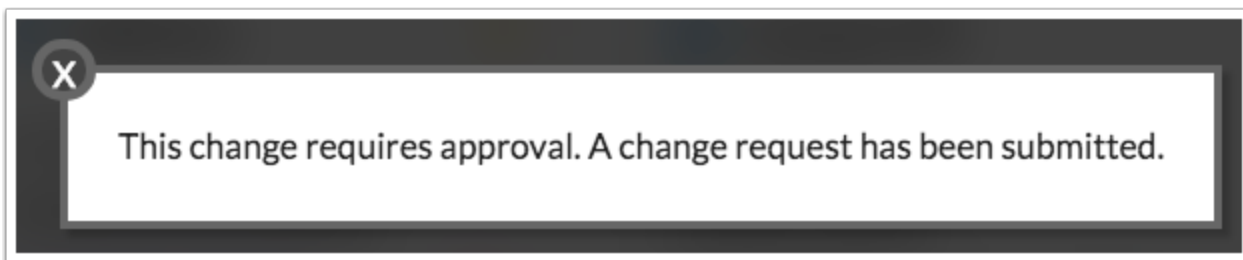
No Address ✕

Cancel Save

a. The new contact is added to the selected address block. If No Address was selected, the contact is displayed in its own contact block.

Editing a Contact


! If the district elects to enable editing permissions for parents, you will have the ability to edit a contact as needed. However, the district may also require approval to changes made before the change will take affect, which will cause the pop-up shown below to display.




1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

The screenshot displays the Focus High School parent portal interface. At the top, the user is logged in as Elaine Bell (Parents) for Focus High School - 0041, 2022-2023. The student's record for Charlie Noel (ID: 055879 - Grade 10) is open. The left sidebar contains a navigation menu with 'Addresses & Contacts' highlighted in red. The main content area is titled 'Addresses & Contacts' and features two address blocks and a contact block. The first address block is for 1234 Love Lane, St. Petersburg, FL 33701, with a contact list below it showing '#1 - Brown, Mel'. The second address block is for 123 Central Ave, St. Petersburg, FL 33701. The contact block is for 'Contact #2', Eugene Samson, with email eusamson102@yahoo.com and a cell phone number (727) 909-8899.



2. Click on the contact within the Address block or click on the Contact block.

 **Contact #2**

Aceve
(No Address) 

Contact Details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2


Father  

3. In the Edit Contact pop-up window, edit any of the contact's information or details.

Edit Contact

Title (Mr, Ms, etc.) Middle Name

Other



Opt Out of Email Notifications


Notes

Options

Custody

Emergency

Pick Up

Volunteer 

- 2 + 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.

Contact Type	Phone Number / Value	Detail Priority	Options
<input type="text"/>	<input type="text"/>	- +	
Cell Phone	(727) 909-8899	- 1 +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE

Contact Address Click to move this contact to a different address

1234 Love Lane
St. Petersburg, FL 33701

123 Central Ave
St. Petersburg, FL 33701

No Address 

4. At the bottom of the window, click an address block to move the contact to the selected address.

5. Click **Save** when finished.

Contact Address Click to move this contact to a different address

500 Main St
St. Petersburg, FL 33701

Mailing Address
PO Box 245
St. Petersburg, FL 33701

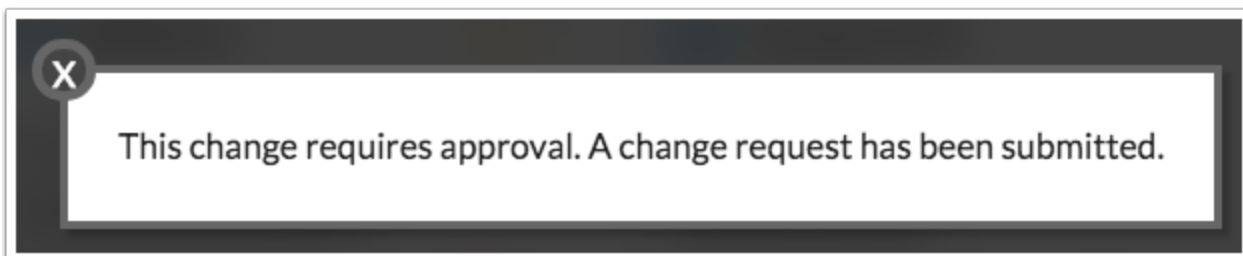
★ ✉ 🚗 🚚

No Address ✖

Delete Cancel Save

Deleting a Contact

⚠ If the district elects to enable editing permissions for parents, you will have the ability to delete a contact as needed. However, the district may also require approval to changes made before the change will take affect, which will cause the pop-up shown below to display.



1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

The screenshot shows the 'Child Info' page for 'Abe, Charlie Noel' (Grade 10). The 'Addresses & Contacts' menu item is highlighted in red. The 'Addresses & Contacts' section displays two address blocks and a contact block. The first address block contains the contact '#1 - Brown, Mel'. The second contact block, 'Contact #2', lists 'Samson, Eugene' with email 'eusamson102@yahoo.com' and a cell phone number '(727) 909-8899'.

2. Click on the contact within the address block or click on the contact block.

This close-up shows the 'Contact #2' block for 'Acevedo' (No Address). A hand cursor is positioned over the name. Below the name is a table of contact details:

1: Cell Phone	(555) 555-1567
2: Home Phone	(555) 555-2656
3: Work Phone	(555) 555-2356
Contact's Priority	2

At the bottom of the block, the role 'Father' is listed with warning and car icons.

3. In the Edit Contact pop-up window, click **Delete** at the bottom of the screen.

Contact Address Click to move this contact to a different address

527 Cypress Drive
St. Petersburg, FL 33701
(555) 555-5555

Mailing Address
PO Box 555
St. Petersburg, FL 33701

★ ✉ 🚗 🚚

No Address ✖

Delete

Cancel

or

Save

4. Click Confirm.

Contact Address Click to move this contact to a different address

527 Cypress Drive
St. Petersburg, FL 33701
(555) 555-5555

Mailing Address
PO Box 555
St. Petersburg, FL 33701

★ ✉ 🚗 🚚

No Address ✖

Confirm

Are you sure you want to delete this contact?

Cancel

or

Save

Viewing Family Documents

The Family Documents section of the Addresses & Contacts screen displays documents that have been uploaded by a school or district staff member. These documents are accessible for all students that are linked together as being a part of the same family. Parents and students can view and download these documents.

1. In the student's record, click the **Addresses & Contacts** category on the left side of the screen.

The screenshot shows the 'Child Info' page for 'Abe, Charlie Noel' (ID: 055879 - Grade 10). The page is from Focus High School - 0041, 2022-2023. The user is logged in as Elaine Bell (Parents). The navigation menu on the left includes options like Portal, School Info, My Profile, Communication, Preferences, Calendar, Request Conference, Forms, and Charlie's profile. The filter sidebar on the right lists various categories such as Primary Info, 504, Address, Addresses & Contacts (highlighted with a red box), Document Management, ESE, Enrollment, Food Service, General Demographics, Graduation, Health Daily Health Scre..., Health Immunizations, and N/A. The main content area shows 'Addresses & Contacts' with two address cards and a contact card for Samson, Eugene.

2. Scroll down to the Family Documents section of the screen.

The screenshot shows the 'Family Documents' section, which contains documents shared across linked students. There is an 'Export' button and a table with the following data:

Date	File	Description
04/22/2024	Example.pdf	Permission Form

3. Click on the file name to open and view the file in a new browser tab.


The screenshot shows the 'Family Documents' section with a tooltip over the 'Example.pdf' file name. The tooltip displays the following information:

- Example.pdf
- Size: 6kb
- User: Ashley Weiss
- Date: 04/22/2024 02:09 pm

4. Click the download icon to download the file to your computer.



Family Documents Documents that are shared across linked students

Export  

Date ▾	File	Description ▾
04/22/2024	Example.pdf 	Permission Form

Student Enrollment Information



1. To view your child's enrollment information, click the **Enrollment** tab along the right side of the screen from the panel.

**Abe, Charlie Noel**
055879 - Grade 10 Save 

Filter fields... ▾

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts
- Document Management
- E ESE
- E Enrollment**
- FS Food Service
- GD General Demographics
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A

Enrollment

Export   [Toggle Columns](#)

	Year ▾	School ▾	Grade Level ▾
View	2023-2024	Focus High School - 0041	10
View	2022-2023	Focus High School - 0041	10
View	2021-2022	Focus High School - 0041	10
View	2020-2021	Focus High School - 0041	10
View	2019-2020	Focus High School - 0041	10
View	2018-2019	Focus High School - 0041	09
View	2017-2018	Lemon School - 0291	08
View	2016-2017	Lemon School - 0291	07
View	2016-2017	Lemon School - 0291	07
View	2015-2016	Lemon School - 0291	06
View	2015-2016	Lemon School - 0291	06
View	2014-2015	Lemon School - 0291	05
View	2014-2015	Lemon School - 0291	05
View	2013-2014	Lemon School - 0291	04

2. The student's enrollment information is displayed, with the most current enrollment record at the top and the oldest enrollment record at the bottom.

Enrollment

Export **Toggle Columns**

	Year ▲▼	School ▲▼	Grade Level ▲▼
View	2023-2024	Focus High School - 0041	10
View	2022-2023	Focus High School - 0041	10
View	2021-2022	Focus High School - 0041	10
View	2020-2021	Focus High School - 0041	10
View	2019-2020	Focus High School - 0041	10
View	2018-2019	Focus High School - 0041	09
View	2017-2018	Lemon School - 0291	08
View	2016-2017	Lemon School - 0291	07
View	2016-2017	Lemon School - 0291	07
View	2015-2016	Lemon School - 0291	06

3. To customize the columns that are displayed on the screen, click **Toggle Columns**.

Abe, Charlie Noel
4400055879 - Grade 10

Save

Filter fields... ▼

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts
- Document Management
- E ESE
- E Enrollment**
- FS Food Service
- GD General Demographics
- G Graduation
- Health Daily Health Scre...
- Health Immunizations
- N N/A

Enrollment

Export **Toggle Columns**

	Year ▲▼	School ▲▼	Grade Level ▲▼
View	2023-2024	Focus High School - 0041	10
View	2022-2023	Focus High School - 0041	10
View	2021-2022	Focus High School - 0041	10
View	2020-2021	Focus High School - 0041	10
View	2019-2020	Focus High School - 0041	10
View	2018-2019	Focus High School - 0041	09
View	2017-2018	Lemon School - 0291	08
View	2016-2017	Lemon School - 0291	07
View	2016-2017	Lemon School - 0291	07
View	2015-2016	Lemon School - 0291	06
View	2015-2016	Lemon School - 0291	06
View	2014-2015	Lemon School - 0291	05
View	2014-2015	Lemon School - 0291	05
View	2013-2014	Lemon School - 0291	04
View	2012-2013	Lemon School - 0291	03

Toggle Columns

Year

School

Grade Level

X

a. In the Toggle Columns pop-up window, select or deselect the columns you want to view or hide.

b. Click the **X** when finished.

4. To view an enrollment record in detail, click **View** next to the record.

The screenshot shows the profile of Charlie Noel (ID: 55879 - Grade 10). On the left is a sidebar with filter categories: PI Primary Info, 5 504, A Address, Addresses & Contacts, Document Management, ESE, E Enrollment (highlighted), FS Food Service, GD General Demographics, G Graduation, Health Daily Health Scre..., Health Immunizations, and N N/A. The main area is titled 'Enrollment' and contains a table with columns for Year, School, and Grade Level. Each row has a 'View' button. The first row (2023-2024, Focus High School - 0041, Grade 10) has its 'View' button highlighted with a red box. Above the table are 'Export' and 'Toggle Columns' buttons. In the top right corner, there are 'Save' and print icons.

Year	School	Grade Level
View 2023-2024	Focus High School - 0041	10
View 2022-2023	Focus High School - 0041	10
View 2021-2022	Focus High School - 0041	10
View 2020-2021	Focus High School - 0041	10
View 2019-2020	Focus High School - 0041	10
View 2018-2019	Focus High School - 0041	09
View 2017-2018	Lemon School - 0291	08
View 2016-2017	Lemon School - 0291	07
View 2016-2017	Lemon School - 0291	07
View 2015-2016	Lemon School - 0291	06
View 2015-2016	Lemon School - 0291	06
View 2014-2015	Lemon School - 0291	05
View 2014-2015	Lemon School - 0291	05

a. Click **Return to Enrollment** to go back to the list of enrollment records.

The screenshot shows the detailed view of the 2023-2024 enrollment record for Charlie Noel. The left sidebar is the same as in the previous screenshot, with 'Enrollment' highlighted. The main area is titled 'Enrollment' and displays the selected record's details: Year (2023-2024), School (Focus High School - 0041), and Grade Level (10). A red box highlights a 'Return to Enrollment' button in the top right corner. The 'Save' and print icons are also present in the top right.

Year	School	Grade Level
2023-2024	Focus High School - 0041	10