FOCUS School Software

Parent Portal

What is Parent Portal

- FOCUS Parent Portal is a web-based tool for parents to monitor their student's progress throughout the school year. FOCUS Parent Portal provides the following information:
  - Attendance summaries
  - Grading and transcript summaries
  - Class assignments

How to set up an account

- **Go to http://focus.yourcharlotteschools.net/focus/auth/**

- Select from the options listed to **Create your Focus Patent Portal Account.**

- Enter all the required fields with your own information exactly as it appears on your driver's license as well as a valid email address. Your child's school has set up these requirements to create a parent account. Click submit.

- Enter the required information to identify your child. Multiple children must be added at one time; an option to add another child will be available in the next step. You will need your child's student ID#. Click add student.

- Your child's name will display on the screen, and the school will receive your request to link to this student's account. To add another student, click Add Another Child. Otherwise, click I am finished adding students.

- To Add Another Child, enter all the information requited and click Add Student.

NOTE: This step can be completed as many times as necessary, or at a later date if needed. A link to the Parent Portal login screen is also provided. NOTE: Make sure to write down this information as it will not be available any other way. The school does not have access to your password.

- If you do not remember your password, you can generate a new one from Request Access screen.

Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display.
You will receive an email to the account provided with the new password.

Please Call 941-255-7590 and ask to have your Parent Portal Account Activated