

Parent Portal

Focus allows parents to directly log in to the school district's site, where they can view the information for their enrolled student(s). This documentation provides step-by-step guidance for parents to set up their own Focus portal from the **Request Access** screen. If a parent has multiple children enrolled in the district, they can add each student individually. The schools have set up the information requirements to create a parent account, and additional verification may be needed before student information can be accessed.

Parent Portal Setup

1. Log on To This Site: <https://focus.yourcharlotteschools.net/focus/auth/>

On this screen is a message from the user's school and three (3) options to choose from:

- Parents without an account, *Start from Step Three (3) below.*
- Parents who need to add a child, *Start from Step Five (5) below.*
- Parents who need a new password, *Start from Step Ten (10) below.*



Welcome to the Charlotte County Schools parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

If you wish to create a Parent Portal Account, you have three options to choose from:

1. If you do not know your child's Student ID number, you cannot register from home and you will need to visit your child's school and bring with you a valid Driver's License or a government-issued photo ID.
2. If your child's social security number is on file with the school district and you know your child's Student ID number, you can register from home. By using a valid email address, you can create and activate your account using the attached directions.
3. If you know your child's Student ID number but your child's SSN is not on file with the district or you are not willing to provide the last four digits of your child's Social Security Number, you can create an account from home using the attached directions but will need to visit the school to activate your account.

[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled](#)

[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](#)

[Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español](#)

2. Click **I DO NOT have an Account Registered on the Parent Portal, but my child is Actively Enrolled**, if you do not yet have a parent account.

3. Enter all of the required fields with your own information. Your child's school has set up these requirements to create a parent account. Click **Submit**.

Request Access to the Parent Portal

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)

4. Enter the required information to identify your child. Your child's school has set up these requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step. Click **Add Student**.

Note: the Student ID will be the CCPS ID

Request Access to the Parent Portal

Please enter your child's information:

Last 4 Digits of Social Security Number: (Required) Do not enter SS #

Student ID: (Required)

Student's Birthday: | | (Required)

5. 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 child, click **Add Another Child**. Otherwise, click **Create My Account**.

Request Access to the Parent Portal

Students

[I would like to ADD ANOTHER CHILD]

[I am FINISHED adding students CREATE MY ACCOUNT]

6. A. To **Add Another Child**, enter all of the information required and click **Add Student**.

NOTE: This step can be completed as many times as necessary, or at a later date if needed.