

Mark Vianello
Superintendent



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As we begin the 2023-2024 school year, this email is being sent by Charlotte County Public Schools to let you know of a way to complete many of the beginning of the school year forms. This process will hopefully reduce the amount of paperwork needing to be filled out during the first weeks of school.

Each school year, parents/guardians will be updating many of the beginning of year school forms electronically through the FOCUS parent account. This information will be loaded directly into the FOCUS system. These yearly required forms can be completed before school starts to save time. Doing so will ensure schools have more current/timely information. The school that your child attends will be distributing more information once school starts as well. Below are the forms that you will need to update for each child attending school here in Charlotte County.

- The **Address Verification** form is to review and update your current address if necessary.
- The **Emergency Card** form is to update your contact information (telephone, cell phone, work telephone number, etc). This form gives you the opportunity to review and update other contacts' information too.
- The **Parent/Guardian/Caregiver Consent** form reviews a series of policies and permissions that you will need to acknowledge and possibly update.
- The **Student Residency Questionnaire** form is the McKinney-Vento Homeless Assistance Act survey. This act is a federal law that protects the educational rights of students (PreK-12) who have lost housing and are living in transition.

You will need to log into your FOCUS parent account to complete this process electronically. This is a short and easy process that should take less than five minutes.

If needed, use this [FOCUS Parent Portal information](#) link for assistance to create an account, add another student to an existing parent account, or retrieve your password. If assistance is needed, please reach out to your child's school or contact ICSInfo@yourcharlotteschools.net