FOCUS STUDENT INFORMATION SYSTEMS

PARENT RESOURCES

CREATING AN ACCOUNT

STEP 1
CLICK CREATE A NEW PARENT ACCOUNT BOX.

STEP 2
ENTER THE PARENT INFORMATION

ALERT: Parents will not be able to proceed if their email address is already associated with a Parent Portal account. Please contact your child's school

STEP 3
A VERIFICATION EMAIL WILL BE SENT

STEP 4
SELECT THE APPROPRIATE BOX TO ADD A CHILD OR NAVIGATE TO THE STUDENT RESERVATION SYSTEM
FOCUS STUDENT INFORMATION SYSTEMS

PARENT RESOURCES

ADDING A STUDENT

STEP 1

**Parent Account Registration**

If you wish to create a Parent Portal Account, you must obtain the student’s legal ID from your child’s report card or school and have a valid email address. Once you have this information, enter it below to create your account. Your username will be your email address.

Enter your student’s information:
- Local Student ID:
- Student’s Birthdate: December

WARNING: If the student ID entered does not match a current student, the message below appears. Parent should contact the student’s school.

STEP 2

**NOTE:** No access to student information is given until the parent has been verified by the student’s school. A Portal Alert below will display until verification occurs.

**THE PARENT RECEIVES MESSAGE BELOW AFTER ADDING STUDENT**

STEP 3

**VISIT YOUR CHILD’S SCHOOLS WITH YOUR GOVERNMENT ISSUED ID TO COMPLETE THE PROCESS.**