

Back-to-School FOCUS Forms Tip Sheet



You'll find the following annual forms in FOCUS:

- Parent Acknowledgement of the Student Code of Conduct
- Media Release
- Directory Information Opt-Out Letter (Optional)
- Network/Internet Acceptable Use Agreement
- Technology Equipment Acceptance and Responsibility
- Residency Questionnaire
- School-Based Healthcare Services
- Student Clinic Card

Instructions:

- Please allow yourself 5-10 minutes to complete the acknowledgement forms in this electronic packet.
- All forms in the annual re-enrollment packet for EACH returning student must be submitted before parents/guardians regain access to their student's FOCUS information.
- If there are multiple parent/guardian FOCUS accounts for a student, only one parent/guardian can submit the re-enrollment packet.
- Please note: An asterisk (*) indicates that a response is required to move to the next page.
- If you need to pause, click the **Save and Continue Later** button to save your work and return to your last response.

Electronic Signature:

1. To electronically sign, select the **Click to Sign** link.

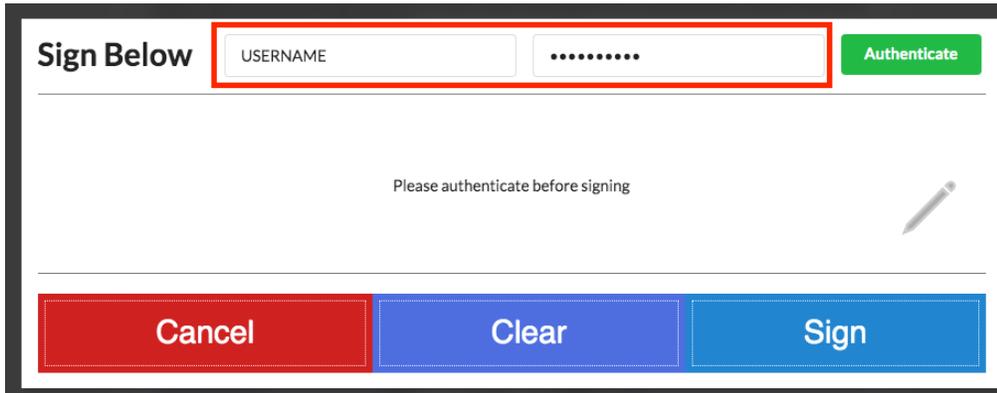
Signature:*



[Click to Sign](#)

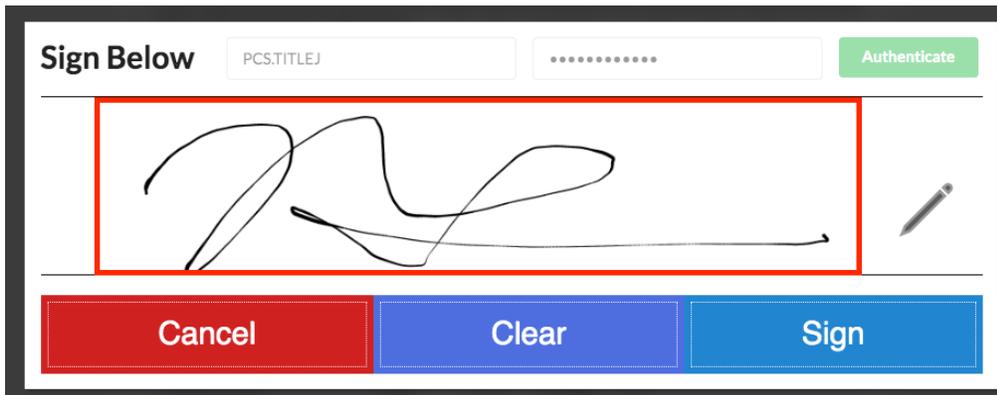
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2. Enter your FOCUS username and password. Then, click the green **Authenticate** button.



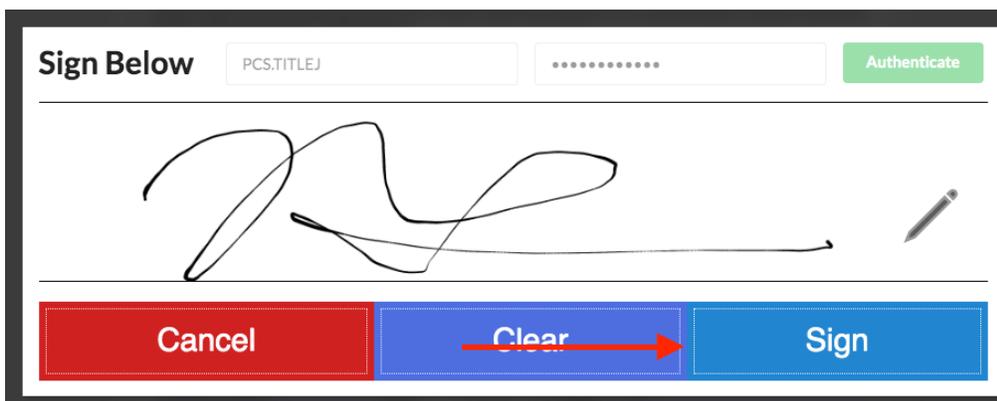
The screenshot shows a web form titled "Sign Below". At the top, there are two input fields: one labeled "USERNAME" and another with masked characters ".....". A green "Authenticate" button is positioned to the right of these fields. Below the input fields, the text "Please authenticate before signing" is displayed, accompanied by a pencil icon. At the bottom of the form, there are three buttons: a red "Cancel" button, a blue "Clear" button, and a blue "Sign" button.

3. Use your mouse or touchpad on a computer or finger on touchscreen devices to sign.



The screenshot shows the same "Sign Below" form. The "USERNAME" field now contains the text "PCS.TITLEJ". The "Authenticate" button is still present. The central area, which was previously empty, now contains a handwritten signature in black ink, enclosed in a red rectangular box. The "Clear" and "Sign" buttons are still visible at the bottom.

4. Click the blue **Sign** button to complete the process.



The screenshot shows the "Sign Below" form with the signature still present. A red arrow points to the blue "Clear" button, indicating the next step in the process. The "Sign" button is also visible at the bottom right.

Questions?

- If you have questions about items on the forms, contact your student's school.
- If you need technical assistance, contact the PCS TIS Help Desk at 727-588-6060.

Hoja de consejos sobre los formularios FOCUS para el regreso a clases



Encontrará los siguientes formularios anuales en FOCUS:

- Reconocimiento de los Padres del Código de Conducta Estudiantil
- Comunicado de prensa
- Información de directorio Exclusión opcional
- Acuerdo de uso aceptable de la red/Internet
- Aceptación y responsabilidad del equipo tecnológico
- Cuestionario de residencia
- Servicios de salud basados en la escuela
- Tarjeta Clínica Estudiantil

Instrucciones:

- Permítase entre 5 y 10 minutos para completar los formularios de acuse de recibo en este paquete electrónico.
- Todos los formularios en el paquete de reinscripción anual para CADA estudiante que regresa deben enviarse antes de que los padres/tutores vuelvan a tener acceso a la información FOCUS de su estudiante.
- Si hay varias cuentas FOCUS de padres/tutores para un estudiante, solo uno de los padres/tutores puede enviar el paquete de reinscripción.
- Tenga en cuenta: * indica que se requiere una respuesta para pasar a la página siguiente.
- Si necesita hacer una pausa, haga clic en el botón **Guardar y continuar más tarde** para guardar y volver a su última respuesta.

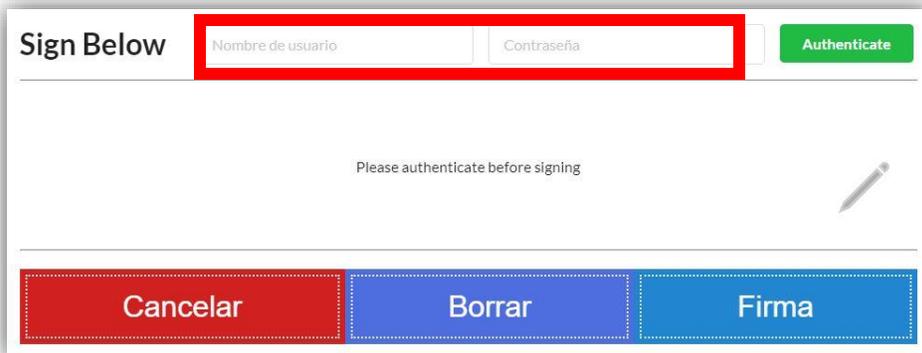
Firma electrónica:

1. Para firmar electrónicamente, seleccione el enlace **Haga clic para firmar**.

(Obligatorio) Firma del padre/tutor:*  [Haga clic para firmar](#)

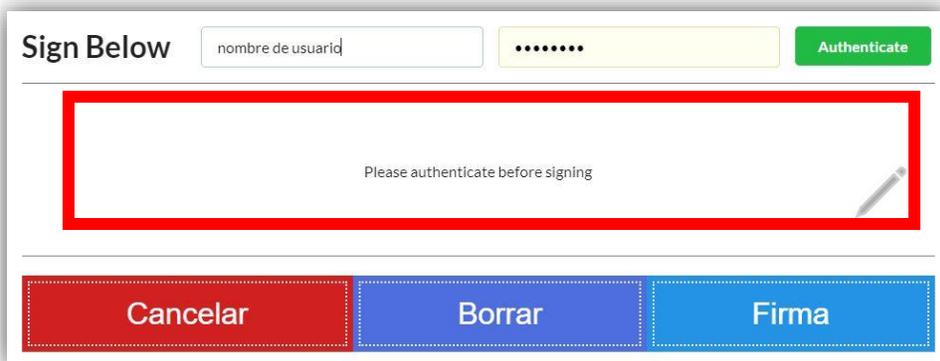
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2. Ingrese su nombre de usuario y contraseña de inicio de sesión de Focus. Haga clic en el botón verde **Autenticar**.



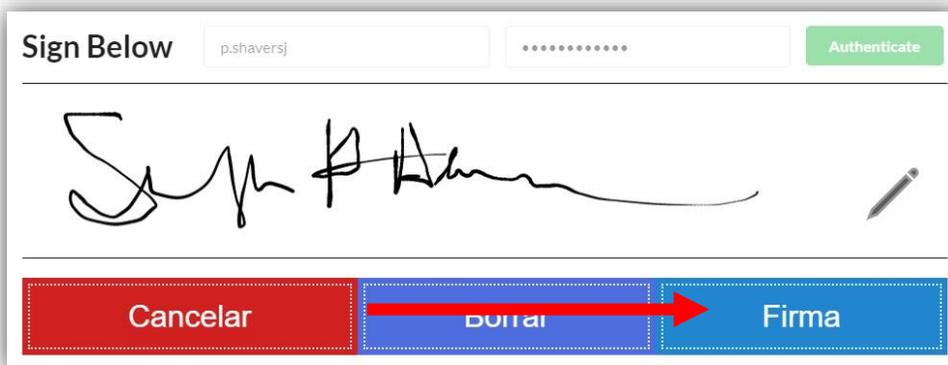
The screenshot shows the 'Sign Below' form. At the top left is the text 'Sign Below'. To its right are two input fields: 'Nombre de usuario' and 'Contraseña'. A red rectangular box highlights both of these fields. To the right of the 'Contraseña' field is a green button labeled 'Authenticate'. Below the input fields is a horizontal line, followed by the text 'Please authenticate before signing' and a small pencil icon. At the bottom of the form are three buttons: a red button labeled 'Cancelar', a blue button labeled 'Borrar', and a blue button labeled 'Firma'.

3. Use su mouse o panel táctil en una computadora o dedo en dispositivos de pantalla táctil para firmar.



This screenshot is similar to the previous one, but the 'Contraseña' field is now filled with a series of dots. A large red rectangular box highlights the central area of the form, which contains the text 'Please authenticate before signing' and the pencil icon.

4. Haga clic en el botón azul Firmar para completar el proceso.



This screenshot shows the 'Sign Below' form with the user's name 'p.shaversj' entered in the 'Nombre de usuario' field. The 'Contraseña' field is filled with dots. A handwritten signature is visible in the central area. At the bottom, a red arrow points from the 'Borrar' button to the 'Firma' button, indicating the next step in the process.

¿Preguntas? Si tiene preguntas sobre los elementos de los formularios, comuníquese con la escuela del estudiante. Si necesita asistencia técnica, comuníquese con el servicio de asistencia de PCS al (727) 588-6060.