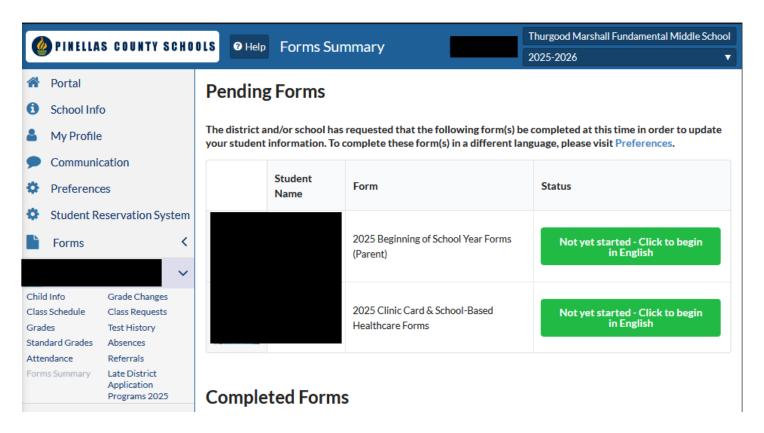
## **How to Access Focus Forms**

Sign into your parent Focus account at https://focus.pcsb.org/focus/

If you have not yet completed forms for the 2025-2026 school year, before you do anything else, the "Pending Forms" page will pop up.

There are two sets of forms that must be completed every year – the Beginning of School Year Forms and the Clinic Card forms.

The Beginning of School Year Forms include acknowledgment of the Student Code of Conduct, Network Acceptable Use Agreement, and Technology Acceptance and Responsibility Agreement. **These must be filled out in order for your scholar to receive their school-issued laptop.** 



## **How to Complete Focus Forms**

Click on the green buttons to complete the forms.

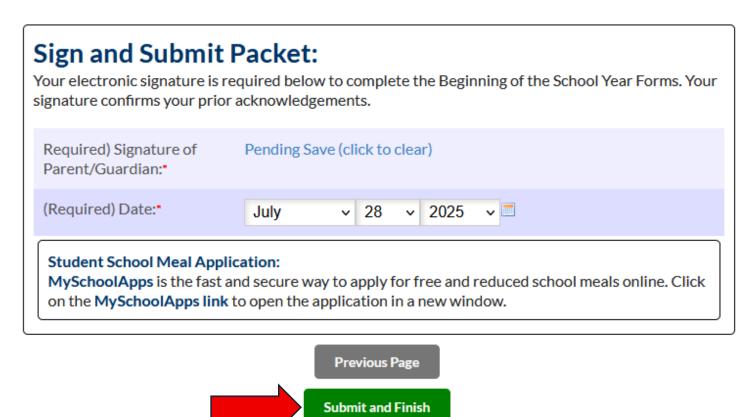
Every page of the forms ends with the option to continue onto the "Next Page" (blue button) or to "Save and Continue Later" (red button).

## Questions?

- o If you have questions about items on the forms, contact the student's school.
- o If you need technical assistance, contact PCS Helpdesk at (727) 588-6060.



Once you have completed the forms, you must sign and submit them.



Once you have completed the forms, they will be available under "Forms Summary" under each scholar's area in Focus.

