**UPDATE STUDENT CONTACT INFORMATION & CLINIC CARD**

**Phone Number, Email, Address, Emergency Contact, Medical Record**

**STEP 1**
Log into Focus and click the "Forms Summary" link on the left-hand side navigation for a student.

**STEP 2**
Click the form you would like to update.

**STEP 3**
Complete the forms. The forms are the same as the re-enrollment forms.

*Need Help: See Instructions.*

**STEP 4**
Submit your form. Once your school reviews and processes the request, your student's Focus record will be updated.