



Using the FOCUS Parent Portal

Logging in to the parent portal

1. Launch your browser program (Internet Explorer, Firefox, Safari, etc.)
2. Go to the Flagler County School District web site - www.flaglerschools.com
3. Click the **Parents/Students** link on the top navigation bar.
4. Click the **FOCUS/SIS Parent Portal** button
5. The login page should be displayed
6. Enter your parent username and password in the appropriate boxes
7. Click the **Log-in** button

Your portal home page

1. FOCUS/SIS logo in the upper left corner is like a “Home button” and returns you to this page from any other page
2. Drop down list in the upper right corner permits you to select each of your students in the system
3. FOCUS navigation bar will be described in detail below
4. Areas for communication and shortcuts to assignment information

School Information button on the Navigation Bar

1. Portal link – works like the FOCUS/SIS logo and returns you to your portal home page
2. School Information link – displays the following information about your child’s school
 - Name, address and phone number of the school
 - Principal’s name
3. Calendar link
 - Displays your child’s assignments based on due date
 - The month can be changed through the drop-down list fields



My Child button on the Navigation Bar

1. Child Information link - displays two tabs
 - General Info tab has basic information about the student
 - Addresses & Contacts tab displays
 - Home address
 - Parent/Guardian name(s)
 - Sibling name(s)
2. Class Schedule link – displays in a list format . . .
 - Subject
 - Teacher
 - Room number
3. Final Grades link
 - Click the **All Quarters** tab
 - Grades from the last report card will be displayed
4. Absences link
 - Dates your child was absent
 - Key/legend of the codes

My Information button on the Navigation Bar

1. Preferences link – permits you to . . .
 - Change your display options
 - Change your password

ABC Assignments & Grades button on the Navigation Bar

1. List of courses and teachers
2. Selecting a course displays a list of assignment information
3. The grade for the course is displayed below the course title



Featured Programs Section

1. All courses and teachers are listed as shortcuts to the **ABC Assignments & Grades** information.
2. Click the course you wish to view
3. Click the **FOCUS/SIS** logo to return to your home page

Print button – located in the center at the bottom of the screen

1. Converts the information on the screen to a pdf document
2. Prepares the document to be printed using your normal print function

Logout button – located at the extreme lower right corner of the screen