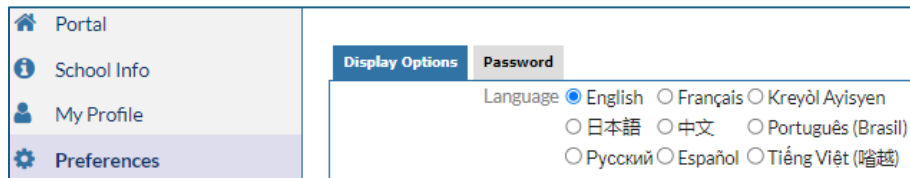


Parent Instructions

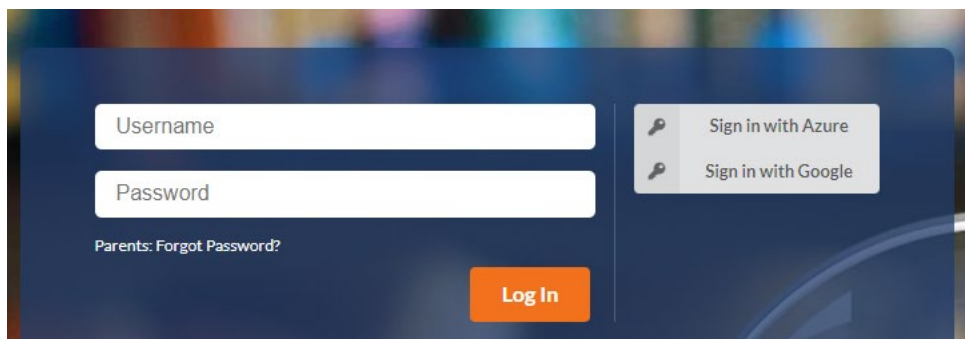
Completing Extended Day Registration

Note: If you would like your Focus Parent Portal and forms to be available in another language, once logged you can click on My Preference and select another language.



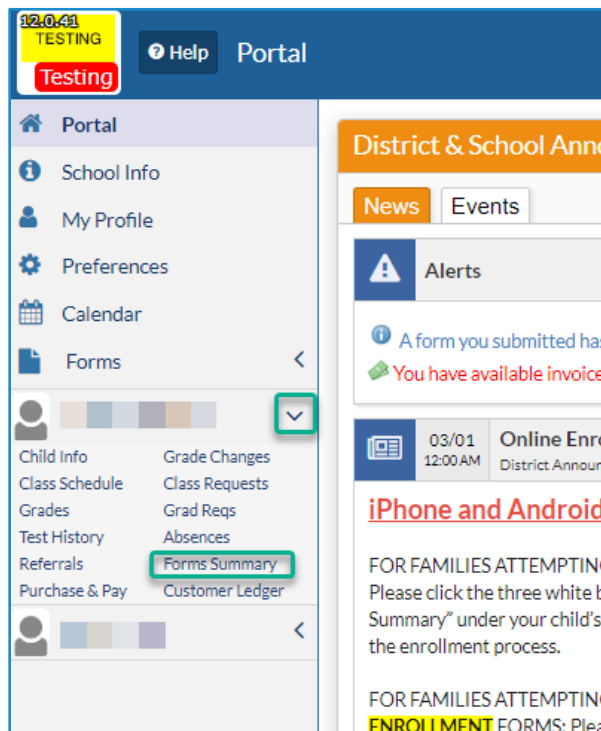
The screenshot shows the 'Preferences' section of the Focus Parent Portal. Under the 'Display Options' tab, there is a 'Language' dropdown menu. The selected language is 'English'. Other available languages include Français, Kreyòl Ayisyen, 日本語, 中文, Português (Brasil), Русский, Español, and Tiếng Việt (越南).

1. Log in to the Focus Parent Portal at <https://martin.focusschoolsoftware.com/focus/>.



The screenshot shows the login page of the Focus Parent Portal. It features a dark blue background with a white login form. The form has fields for 'Username' and 'Password'. Below the password field is a link that says 'Parents: Forgot Password?'. To the right of the form are two buttons: 'Sign in with Azure' and 'Sign in with Google'. A large orange 'Log In' button is at the bottom right of the form.

2. On the left-hand side of the screen, locate your child's name. Expand the options available to you by clicking on the arrow next to the child's name. Select Forms Summary.

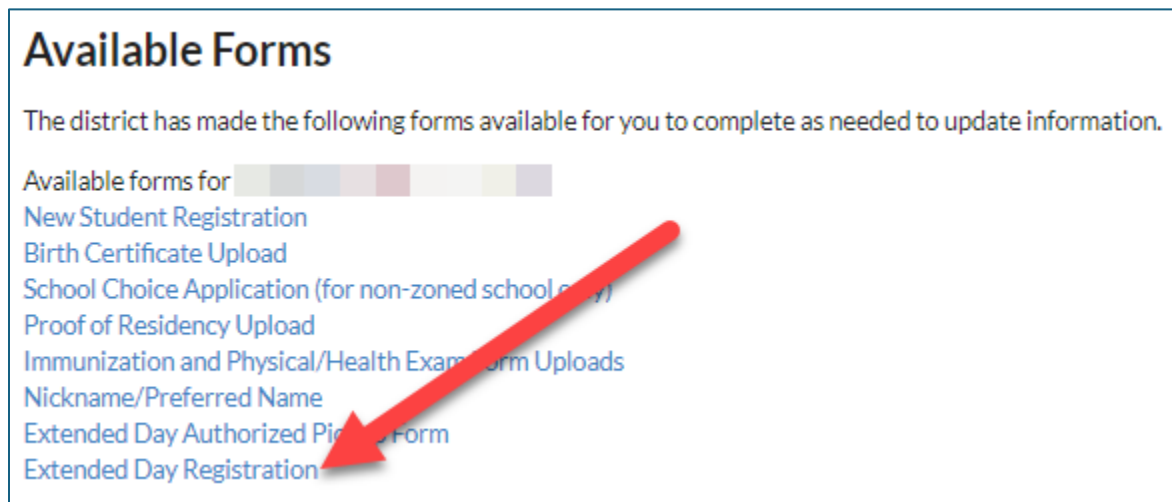


The screenshot shows the home page of the Focus Parent Portal. The left sidebar contains a navigation menu with options: Portal, School Info, My Profile, Preferences, Calendar, and Forms. The 'Forms' option is highlighted with a green box. Below the 'Forms' option, there is a dropdown menu with a green arrow icon. The dropdown menu is open, showing a list of options: Child Info, Grade Changes, Class Schedule, Class Requests, Grades, Grad Reqs, Test History, Absences, Referrals, Forms Summary (highlighted with a green box), Purchase & Pay, and Customer Ledger. The main content area on the right shows a 'District & School Announcements' section with tabs for 'News' and 'Events'. Below this is an 'Alerts' section with a message: 'A form you submitted has... You have available invoice...'. There is also a section for 'Online Enrollment' with a date of '03/01 12:00 AM' and a title 'iPhone and Android'.

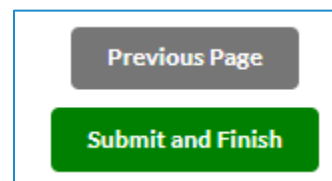
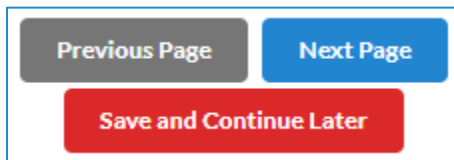
Parent Instructions

Completing Extended Day Registration

- Under the name of the child you are filling the form out for, click on Extended Day Registration.



- This will open the form and you may begin filling it out. Use the navigation buttons at the bottom of each page to go to the next page, go to the previous page, save and continue later, and to submit the form.



- If you need to **save and continue later**, you can return to where you left off by resuming your in progress registration. Follow steps 1 and 2 to bring you back to Forms Summary. Here you will find Pending Forms to complete. Click the green button to continue where you left off.

