



School District of Manatee County

PARENT PORTAL ACCESS AUTHORIZATION FORM

Instructions: Print and complete this form, and mail, fax, email, or hand-deliver it to the school to gain access to the Parent Portal, an online tool you can use to access your child’s grades, attendance, and other information.

I _____, will use _____ as my
(Print Parent Name) (Print Parent Email Address)

email address and request that the following school: _____ provide me
(Print School Name)

online access to grades, attendance, and other student information for my child(ren) named below:

Printed Student Name Student ID# Student Date of Birth

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Printed Student Name Student ID# Student Date of Birth

WARNING: Pursuant to section 837.06, Florida Statutes, falsification of this document is a criminal offense that may result in up to sixty (60) days in jail and a \$500 fine.

By my signature below, I hereby swear or affirm, under penalty of perjury, that all of the following is true and correct:

- 1. I am the parent or legal guardian of the above-named student(s).
2. My parental rights as to the above-named student(s) have not been legally terminated.
3. I am legally entitled to access the confidential student records of all the above-named students.
4. I have not had my rights under the Family Educational Rights and Privacy Act (“FERPA”) removed by a court of law.
5. I am under no restraining order, other court order, or legal document that prohibits me from accessing or obtaining any of the above-named students’ records.
6. I hereby consent to the transmission of the above-named students’ grades, attendance, and other confidential student information to me via the internet to my email address and through the online parent portal and hereby accept sole responsibility to maintain the confidentiality and security of my login and password used to access the parent portal.

Parent or Legal Guardian Signature

Date

NOTE: Please allow the school 72 hours to process this form.

Parent Portal Link:
https://focus.manateeschools.net/

Parent Portal

We invite parents to utilize the following instructions to access your student's grades and attendance.

(Note: If you have an account, you have nothing further to do. Log in and access the system as usual.)

Please note that [Google Chrome](#) is the supported browser for the Focus Parent Portal system.

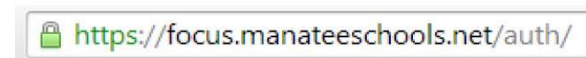
Getting Started: Setting up Your Account

1. Launch Google Chrome.




2. Go to:

<http://focus.manateeschools.net/auth/>



3. Select: “I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled”

Request Access to the Parent Portal

 **School District of Manatee County**

Welcome to the School District of Manatee County parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

In order to create a Parent Portal account online, you must have a valid email address. If you are unable to create an account, visit your child's school for assistance.

[\[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled \]](#)
[\[I have an Account Registered on the Parent Portal but would like to ADD A CHILD \]](#)

[\[I have Forgotten My Password and would like to generate a new one \]](#)

Powered by [Focus/SIS](#)

4. Enter parent information: First Name, Last Name, and Email Address.

Request Access to the Parent Portal

 **School District of Manatee County**

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name: (Required)
Middle Name: (Optional)
Last Name: (Required)
Email Address: (Required)

Powered by [Focus/SIS](#)

Getting Started: Setting Up Your Account

5. Enter Student information:

Student ID and Date of Birth.

6. Then click:

“Add Student”.

7. Click either:

“Add Another Child” or “I am Finished”.

8. Your account has been created.

*****IMPORTANT*** WRITE DOWN the Temporary Password that appears. You will be required to change your password when you login for the first time.**

9. Select:

“Click Here to login to the Parent Portal”, you will be prompted to **enter the temporary password**. Then create your own password. *You can now enter the Portal.*

(Note: You WILL NOT see any data until after you have completed the authorization instructions on the next page).

Request Access to the Parent Portal

Please enter your child's information:

Student ID: (Required)

Student's Birthday: | | (Required)

Powered by Focus/SIS

Request Access to the Parent Portal

Students:

Powered by Focus/SIS

Request Access to the Parent Portal

School District of Manatee County

Thank you for registering, your account has been created.
You can now login using the credentials below:

Username:

Password:

This information will NOT be emailed to you, please write it down.
You will not be able to access student information until you return the authorization form to your child's school.

Powered by Focus/SIS

Authorization Instructions

1. To download the “Parent Portal Access Authorization” Form go to:

http://www.manateeschools.net/files/4KLKR_/17dfc4628ed19def3745a49013852ec4/Parent_Portal_Access_Authorization.pdf

2. Print and complete the form.

3. Send the completed form to your student’s school using one of the following methods:

- Give to your student to bring to the school
- Fax the form to the school
- Scan the form and email it to the school
- Mail the form to the school
- Take the form to the school yourself

After the school receives your completed form, your account will be activated. You will have access to your student’s grades and attendance within 72 hours of the school’s receipt of the completed form.

Navigating to Grades, Attendance, and Email

1. **Launch Google Chrome.**

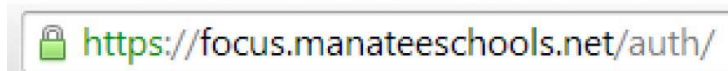


2. **Log into Focus:**

<http://focus.manateeschools.net/>

If you forget your password click:

“Forgot Password” and follow the directions.



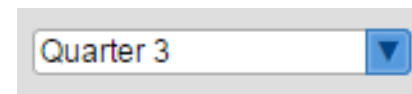
Note: A message will be generated by the system and sent to the email address you provided at account set up. You will have 24 minutes to click on the link contained within the message to reset your password or a new request must be initiated

Important Tips:

To return to the Portal’s home page, click on the Focus logo in the top left corner of the page.



To view a different quarter, click the grading period drop down in the top right hand corner of the portal.



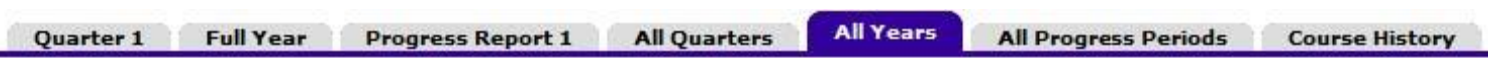
Navigating to Grades, Attendance, and Email

4. To view gradebook grades, click on the course names.

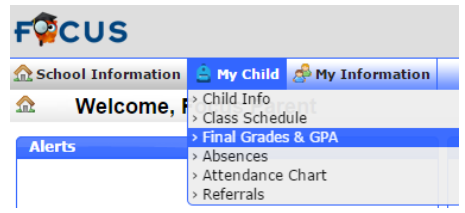
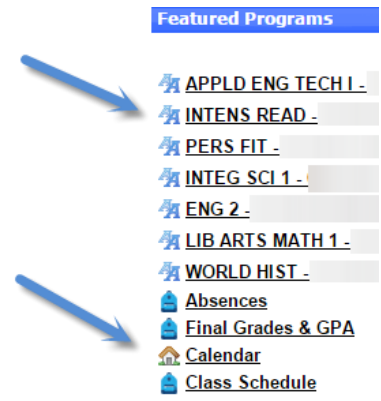
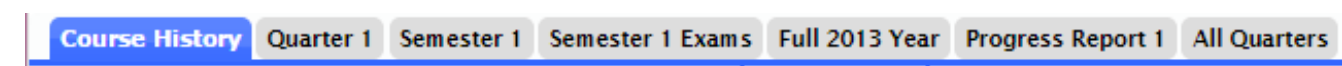
5. To view assignments and events, click on the Calendar. Select the month and year you want to view from the drop down at the top of the page.

6. To view posted report card grades, click on “My Child.” Scroll down to select Final Grades, GPA, & Class Rank.

*For Elementary and Middle School, select the “All Years” tab.



*For High School, Select the “Course History” tab.



Navigating to Grades, Attendance, and Email

7. To email a course teacher, click the teacher's checkbox.

Select teachers to Message:

- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net

Type your message and click send.

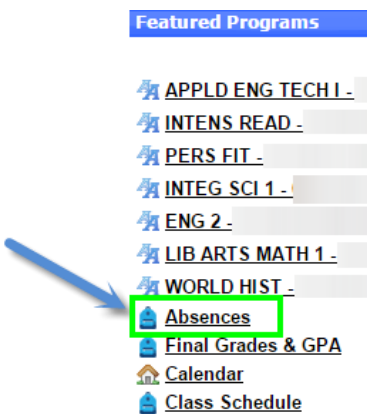
Your Email Address

CC:

Receive Personal Copy

Navigating to Grades, Attendance, and Email

8. To see your student's attendance, click Absences.



Use the legend codes at the top of the page to interpret the assigned student codes.

Absent: 0 periods (during 0 days)	Other Marks: 0 periods (during 0 days)
A Unexcused Absence: 0 periods	I In-School Suspension: 0 periods
B 3rd Party Documented Excused: 0 periods	X Tardy-Excused: 0 periods
C Excused Absence: 0 periods	S School Business: 0 periods
D Religious Holiday/Instruction not otherwise recognized by the School District: 0 periods	T Unexcused Tardy: 0 periods
E Needs a note=9 parent/guard excuse days used, still calling in sick days, unexcused: 0 periods	Y Time Out-Discipline: 0 periods
F Out of School Suspension: 0 periods	U Unexcused Early Departure: 0 periods
G Illness Influenza-Like: 0 periods	S Signed Out Excused (but counted present): 0 periods
H Personal Reasons, Unexcused: 0 periods	A ATOSS - Out School Suspension, Off Campus: 0 periods

Total Full Days Possible: 103
Total Full Days Attended: 103 (100%)
Total Full Days Absent: 0 (0%)
Enrollment Dates: Aug 24, 2015 - ...