Focus Parent Portal

As a parent, we invite you to utilize the following instructions to access your student’s grades and attendance information. You will need to register and create an account before you can login. Once you have registered, you may either use the web-based portal, or you may install and use the app on your smartphone. Please note that Chrome is the recommended browser for the Parent Portal.

To Register and Create an Account:

1. Launch your browser (Chrome or Firefox work best). In the address bar, access the Jackson County School Board website using the following URL: www.jcsb.org

2. Select the Parents shortcut. This icon can be found beneath the scrolling banner of district photos.
3. On the right-hand side of the screen, select the Focus Parent Portal Registration/Password Reset link.

4. Select the first choice: “I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled.” **Note that you also have the option to add a child to your Parent account, or you have the option to generate a new password. You will need your email address, as well as your child’s date of birth and ID number, to add a student and/or generate a new password for your account.**

5. Enter parent information and click Submit; note that all fields are REQUIRED.
6. Enter your student’s information. You MUST enter the Student ID and Birthdate. If you do not have your student’s ID number, you may need to contact your child’s school. (Older students may know their number; it will begin with 32000. It will also be printed on the child’s schedule.) Once you have entered the information, click the Add Student button.

7. You will be directed to a confirmation/review screen. If there is a current school photo of your child on file, you may see an image in the box. You will have two options here:
   - If you have additional students that you would like to add, select “I would like to ADD ANOTHER CHILD.” You will then need to repeat step 6 above until you have added all your students to your account.
   - Once you are finished adding your student(s) and you are ready to create your account, select “I am FINISHED adding students CREATE MY ACCOUNT” to be directed to the next screen.

8. ****IMPORTANT**** WRITE DOWN THE TEMPORARY PASSWORD that appears. You will be able to change your password when you login for the first time. This password WILL NOT BE EMAILED TO YOU.

9. Congratulations! You now have an account and will be able to access the parent portal either online or from your mobile device! To access your account now, select “click here to LOGIN to the Parent Portal.”
Accessing the Parent Portal from Your Computer

1. Launch your browser (Chrome or Firefox) and navigate to the Jackson County School Board home page at the following URL: www.jcsb.org

2. Select the Focus Parent Portal icon. This icon can be found beneath the scrolling banner of district photos.
3. Enter your username and password when prompted.

4. You will then access the parent portal. Note the following features in the portal.

1. Portal Home: Use this icon to return to the main parent portal screen at any time.
2. Student selector: Use this feature to navigate between your students.
3. Grading period selector: Use this feature to navigate between grading periods.
4. My Child tab: use this tab to view information about your selected student, including enrollment, grades, referrals, test history, GPA, etc.
5. My Information tab: use this tab to access your account information and to change your password.
6. Alerts: Use this feature to view alerts related to your selected student. If you have not set up email notifications, you may also see a message regarding email notifications. Click the link and follow the prompts on screen to set up email notifications if you choose.
7. Featured Programs: Use this tab to view information about your selected student’s schedule and classes, and to email your child’s teacher(s).

5. The Logout button is located at the bottom right hand of the parent portal screen.
Accessing the Portal Using the Portal App on Your Mobile Device

Once you have created a parent account, you may use your account with the JCSB Community portal. You will need to download the app by visiting the Google App store for Androids or Apple App store iPhones and Apple products. Search for and download the JCSB Community Portal. Once you have downloaded and installed the app on your smartphone or mobile device, you will be prompted to enter your user parent account information. You will then have access to your child’s grades, schedule, assignments, and attendance from your mobile device, as well as important notices from your child’s school.

For questions about the parent portal app, please contact your child’s school or the Jackson County School Board at (850) 482-1200.