PARENT FOCUS GUIDE

James B. Sanderlin IB World School PK-8

Logging into Focus

Website: focus.pcsb.org

Username: "p." followed by last name and first name initial (If more than one user has same last name in district, Username may contain several letters from first name)
***Example of username:* p.smitha**

Password: Use your Parent password issued by the school. For issues please contact the front office of the school.

NOTE: Parent User Accounts that have not been used to log on to any district system (SRS or FOCUS) will be purged and deleted after 12 months of inactivity. If your ID is purged, you can have a new ID and password issued by visiting the school or the Student Assignment Office with a valid photo ID.

Selecting Child from Multiple children in Household

If you have more than one child enrolled in the district, you will want to select the child from the drop down box, located in the upper right of the screen, to view his/her information.
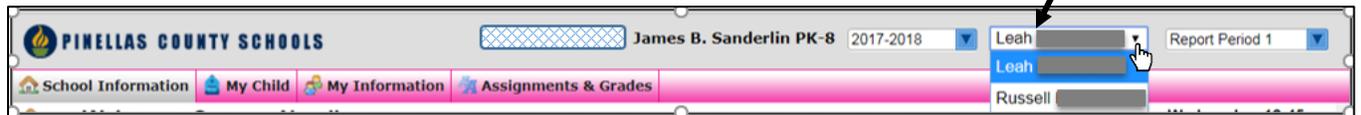
Setting up Notifications

You can receive emails daily or weekly, notifying you of changes and updates for your child made in Focus. These changes and updates can include attendance, assignments, grades, fees, and events.

To access Notifications, click on **My Information** and then **Preferences**.
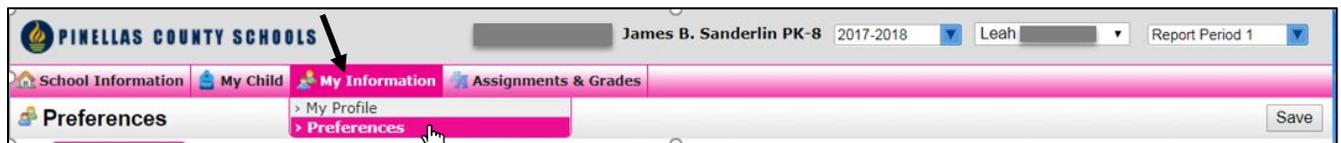
To set notifications, click on Notifications tab, enter a valid email by clicking in the email field, check the box next to daily or weekly for frequency, and then check each box next to the items you would like notifications on.
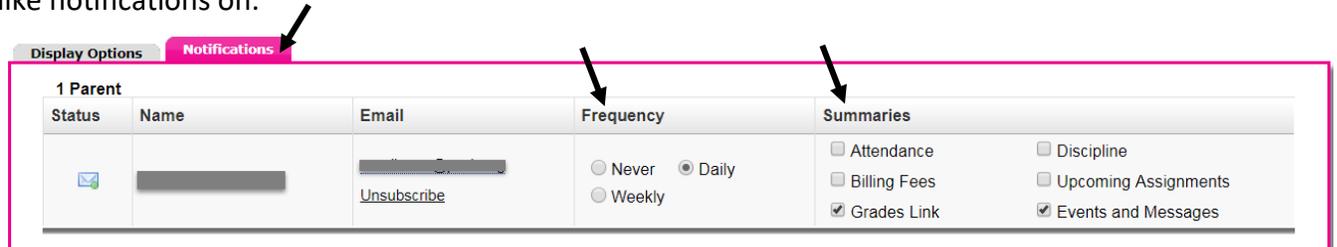
NOTE: An email verification will be sent to the provided email. You can stop notifications by checking Never or Unscribing your email address. You do not have to set Notifications for each child individually. Your settings will apply to all children within your household.

Accessing Student's Gradebook

It is recommended to regularly monitor your child's grades. By clicking on the course name, you can view the current gradebook for that course. This includes a list of all assignments, grades earned, assigned dates and due dates, attached worksheets or links, and any comments the teacher may have made for an assignment.

To access student's gradebook, click on the course name or grade you would like to view from main Focus page. All assignments will then display.

NOTE: To view a previous marking period grade, go to the marking period drop down box located in upper right of the screen and change the marking period. Be sure to change back to the current when done viewing.

Sending Emails to Teacher(s)

You can quickly send emails to individual teachers or all teachers while logged into Focus.

From the list of student's courses, check the box to the left of the teacher's email address. You can check multiple boxes to send to more than one teacher. A dialog box will open, type in your message and then click send.

NOTE: Your email address that is on file in Focus will display as the sender when sending an email to teachers through this feature.

Verifying Student Information

It is always important to verify that your child's contact info is current in Focus. Notify the school of any changes.

To access student info, click on **My Child**, and then **Child Info**

PINELLAS COUNTY SCHOOLS	James B. Sanderlin PK-8	2017-2018 ▼	Leah ▼	Report Period 1 ▼

School Information · My Child · My Information · Assignments & Grades

Welcome,   Last login: Wednesday, 12:45pm

> Child Info
> Grade Changes
> Class Schedule   Featured Programs
> Class Requests
> Final Grades & GPA

Alerts

Select teachers to Message
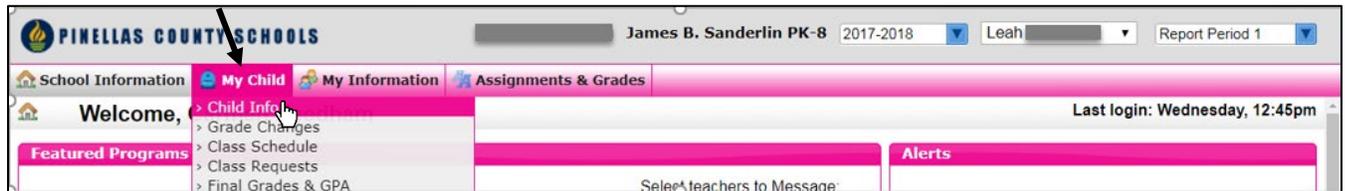
Test History

Access your child's state test scores from previous school years.

Click **My Child**, then **Test History**. Scroll down to the test you would like to view. Click on the grey arrow located to the right of the test name to open the test scores.

Test History

24 Test Administrations   Filter

Test	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	Include in Transcript	District Admin
FSA - Florida Standards Assessments (FSA)	Wed Apr 15, 2015	2014-2015	03	-	-	-	-	Yes	52
FAS - Florida Assessments for Instruction in Reading-Florida Standards (FAIR-FS) (FAS)	Mon May 18, 2015	2014-2015	03	-	-	-	-	Yes	52
SRI - Scholastic Reading Inventory (SRI)	Tue May 19, 2015	2014-2015	04	-	-	-	-	Yes	52
FSA - Florida Standards Assessments (FSA)	Wed Apr 13, 2016	2015-2016	04	-	-	-	-	Yes	52
SRI - Scholastic Reading Inventory (SRI)	Tue Sep 27, 2016	2016-2017	05	-	-	-	-	Yes	52
MAP - (Local) (MAP)	Wed Oct 19, 2016	2016-2017	05	-	-	-	-	No	52
SRI - Scholastic Reading Inventory (SRI)	Tue Jan 3, 2017	2016-2017	05	-	-	-	-	Yes	52
MAP - (Local) (MAP)	Thu Feb 2, 2017	2016-2017	05	-	-	-	-	No	52
MAP - (Local) (MAP)	Fri Feb 3, 2017	2016-2017	05	-	-	-	-	No	52
FSA - Florida Standards Assessments (FSA)	Mon Apr 10, 2017	2016-2017	05	-	-	-	-	Yes	52
FC2 - FL Comprehensive As. (FC2)	Mon May 1, 2017	2016-2017	05	-	-	-	-	Yes	52

Click on the grey arrow to open detailed score report

Fees and Payments

You can monitor any outstanding fees or payments that need to be made to the school.

Click **My Child**, then **Fees & Payments**. If there are no outstanding obligations, a message will display stating "No Invoices Found".

NOTE: Library fees do not appear in Focus. Those fees will be communicated by Mrs. Webster, our Media Specialist. Outstanding obligations follow students throughout their time in Pinellas Schools AND can affect their ability to enroll in after school programs, sports, attend social functions, and even walk at graduation – depending on the high school.

QUICK LINKS

From the main page of Focus, you can access information through quick links made available in the Featured Programs section below the course list.

Absences

View your child's absences and tardies

Final Grades & GPA

View your child's marking period grades, semester grades, and year grades

Calendar

View upcoming events on the school calendar

Class Schedule

View your child's current schedule