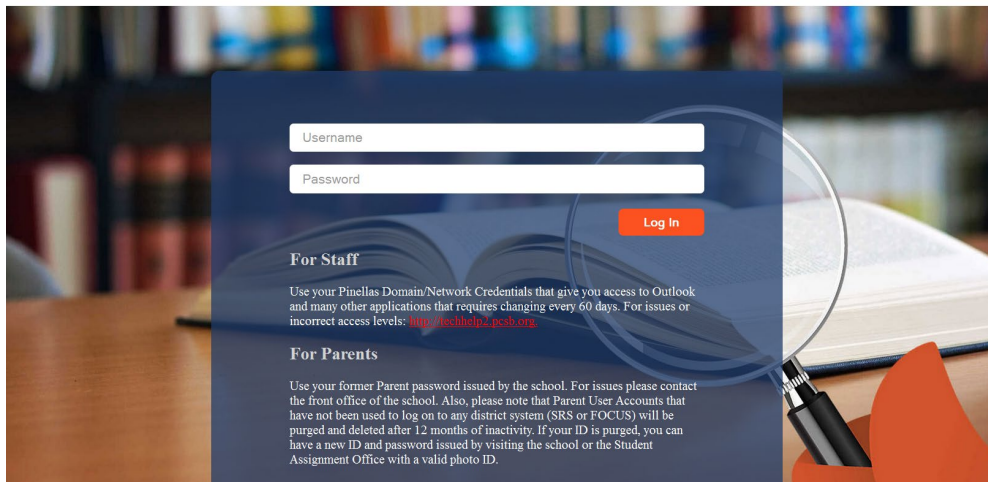# PARENT FOCUS

Real-time view of your child's student records.

TECH HIGH

Richard O. Jacobson Technical High School at Seminole

12611 86th Avenue

Seminole, FL 33776

(727) 727-545-6405

www.techhigh.pcsb.org

Focus

Purpose

The purpose of **Focus** is to provide parents with access to useful information, such as alerts, messages, school calendar, attendance and grades in real-time updating. Views differ depending upon user – parent view is slightly different from the student view.

Google Chrome

Focus may be viewed from any device which connects to the internet; however, the site is designed to be used with Google's Chrome explorer. The download is free at: www.google.com/chrome

Parent Focus Account

In order to view your child's records, parents will need a Focus account. You may go to any school to acquire the user ID and password. You will need to provide identification such as a driver's license to the school personnel to create the account. Parent accounts start with "p" for parent. An example of a parent Focus account would be **p.smithj** for an account for "John Smith." The password is 8 characters long and contain alpha and numeric characters which are case sensitive – meaning if you see a capital letter, type the letter with a capital character.   An example of a Focus password would be **xMz8La43** (note that the lower case "L" can be confused with the number one and the capital "O" and the number zero can be confused too.

My User ID:

My case sensitive password:

Parents may add all their children onto their one Focus account. When acquiring your logon information, let the school person know you have more than one child to add to the account. <u>Focus accounts will deactivate after 9 months of non-use.</u>

Step-by-Step Guidance

After logging in, the portal screen will be the initial "home" screen displayed from the Focus Student Information System. Anytime that you want to return to the portal from other menus, click the **Pinellas County School's** logo in the upper left hand corner. Your child(ren)'s names will appear in the drop-down box on the right. You can toggle between children very easily.

Your child's class schedule, the current grade, a small check-box and the teacher's email address is displayed. Click the check-box and an email with pop-up for you to communicate with the teacher.

Alerts will appear showing parents changes that have been made since your last log-on. In the example at left, the student has been absent for 10 class periods.

Absences

The purpose of the **Absences** feature is to provide parents with a summary of his/her child's absences by period and day. All information is shown in real-time as attendance records are entered by teacher and administrative personnel. To view absences, select the option from the drop-down box located on the main Focus page.
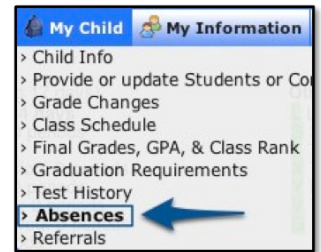
It is important to note that absences have a greater weight to a students' successes in high school as grades are directly impacted by absenteeism.

Code Name	Code	Description	State Code	Entry
Pending	PND	Teacher's entry for absence **	Absent, not excused	Teacher entry
Present	P	Student was present in class	Present	Teacher entry
Alternative Bell Schedule	ABS	Student will attend school from 12:30 to 6:30	Present	Office entry
Bus Tardy	BTR	Bus tardy	Present	Office entry
Discipline	DIS	Student is suspended from school	Absent, not excused	Office entry
Excused Tardy	EXT	Student arrived with Dr. note to excuse	Present	Office entry
Exempt Exam	EEX	Exam Exempted	Present	Teacher entry
Family Activity	FAM	Family activity, not excused by PCSB policy	Absent, not excused	Office entry
Family Emergency	EME	Death or medical emergency of family member living in household or parent	Absent, excused	Office entry
Legal or Judicial Req.	LEG	Subpoena or other legal document requiring attendance	Absent, excused	Office entry
Medical Excused	MDE	Absence has documentation or one of the 5 parent excused absences w/o documentation	Absent, excused	Office entry
Medical Unexcused	MDU	Either excuse was not valid, or parent exceeded 5 non-documented absences	Absent, not excused	Office entry
Non-school Activity Excused	ACE	Documented club activity	Absent, excused	Office entry
Office	OFF	Student was in office for class period	Present	Office entry
Rel/Col	REL	Religious or college visit*	Present	Office entry
School Function	SCF	School function	Present	Office entry
Skipping	SKP	Student is truant – no parent contact	Absent, not excused	Office entry
Tardy	TAR	Student was tardy to class	Present	Teacher entry

*Need to notify the school 3 days prior to absence. College visit, see office for form (1 Jr year, 2 Sr year)

**PND absences are counted by the State of Florida as truancy as a parent hasn't called to notify the school of the absence. Fifteen undocumented absences (PND) in a 90 day period will result in suspension of the student's Florida State Driver's License or the ability to get driving permit.

Attendance is reported by each teacher into Focus. The table above describes the attendance codes. See the sample below. On the first column is the date. A date will only show if there is a modification to the automatic "present" entry represented by a blank line.

We prefer an email to the office excusing an absence than a note or call. You can communicate this information several ways. On the Pinellas Technical HS website, top buttons include Reporting an Absence. This link will take you to a button which will generate an email PTHS.Absence@pcsb.org. Or, you can email our DMT, Deb Howard, directly at howardd@pcsb.org. You may call our office too, 727-545-6405 x2007. Please report your child's legal FULL name and reason for being out of school. Codes on attendance are very specific. If you have any questions on attendance, please contact Ms. Howard.

Parents have the responsibility to report absences within 48 hours of the student missing school. We need the excuses to be timely. If you have documentation from an appointment, please send it into the school or take a picture of the note with your cell phone and email it to Ms. Howard.

Date	Daily	Comment	Fill All Periods	01	02	03	04	05	06	07
Wed Oct 1, 2014	Present	dh PTL 12:30	-	-	-	-	-	-	-	EXC
Tue Sep 23, 2014	Present	-	-	TAR	-	-	-	-	-	-
Thu Sep 11, 2014	Not Excused	-	-	UNX	UNX	UNX	UNX	UNX	UNX	UNX
Fri Aug 29, 2014	Present	dh w/Wolf in cafe 10th grade meeting	-	-	SCF	-	-	-	-	-

Comment is recorded by the office personnel about their corrections made into the system. See the Code of Conduct or school handout about the limitations to excuse an absence.

Gradebook Grades

The **Gradebook Grades** screen shows grades for each specific course and is maintained in real-time with the teacher's Gradebook for that course. Select the course from the **Assignments & Grades** pull-down menu or double-click on the course or grade to see the breakdown of assignments which made up that cumulative grade. The course table lists all assignments, projects, quizzes, and tests, along with their applicable deadlines and grades.

Communicating with Teachers

Not that long ago, in order to communicate with your child's teachers required a parent/teacher conference to discuss possible issues. Today, you can easily send an email to the teacher to discuss issues before they become big problems. Look at the schedule on Page 3. Before the teacher's name is a small checkbox. Click the box and an email will generate to that specific teacher. You can discuss issues via email very easily.