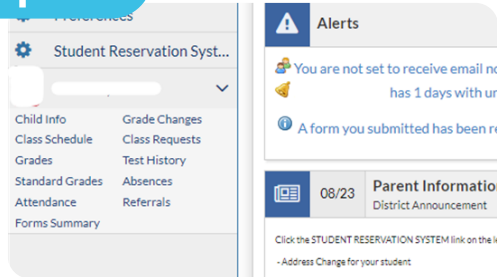


# PARENT RESOURCES

## UPDATE STUDENT CONTACT INFORMATION & CLINIC CARD

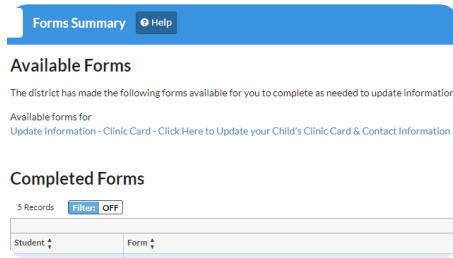
Phone Number, Email, Address, Emergency Contact, Medical Record

### STEP 1



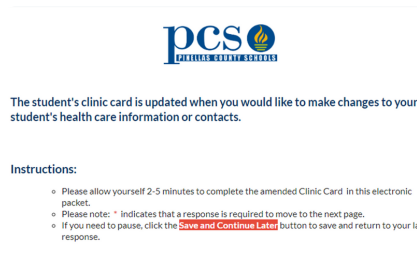
LOG INTO FOCUS AND CLICK THE "FORMS SUMMARY" LINK ON THE LEFT-HAND SIDE NAVIGATION FOR A STUDENT.

### STEP 2



CLICK THE FORM YOU WOULD LIKE TO UPDATE.

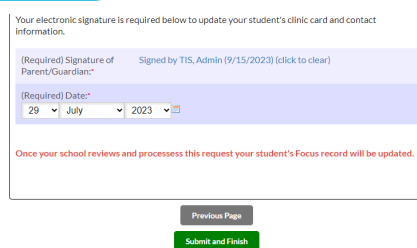
### STEP 3



COMPLETE THE FORMS. THE FORMS ARE THE SAME AS THE RE-ENROLLMENT FORMS.

\*Need Help: [See Instructions](#).

### STEP 4



SUBMIT YOUR FORM. ONCE YOUR SCHOOL REVIEWS AND PROCESSES THE REQUEST. YOUR STUDENT'S FOCUS RECORD WILL BE UPDATED.

