



How to Update YOUR Parent Contact Information in FOCUS

Do not use the app – login into a browser on a device using Google Chrome or Firefox.

If you do NOT have portal access or cannot edit your contact information, please contact the school to get the portal PIN to register or add your child. Email focushelp@leonschools.net if you need assistance.

Login to the portal account using your email and password.

You will need to update the information on each child.

1. Click the arrow to open the information on the student

Pd	Course
01	INTRO ED & TRAIN
01	M/J ART WORLD CULTR
02	M/J WORLD HIST ADV
03	M/J COMPRE SCI 1 ADV
04	M/J GRADE 6 MATH ADV
05	M/J LANG ARTS 1 ADV
06	M/J FITNESS GRADE 6
06	M/J COMPRE GRDE 6/7

2. Click Child Info

- Child Info
- Class Schedule
- Grad Reqs
- Absences
- Grade Changes
- Grades
- Test History
- Attendance

3. Addresses and Contacts
4. Click on YOUR Name
5. You can then edit the contact information.

- Update phone Numbers
- Preferred – only ONE number should be PREFERRED
- Callout – used for making calls for attendance
- SMS – will be used for attendance messages.

6. Click SAVE
7. You can update other contacts if they do not have a custody flag.
8. If selecting both CALLOUT and SMS – you will receive attendance calls AND texts.

Contacts at this Address

#1 - C

Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Contact Type	Phone Number / Value	Detail Priority	Options
Home Phone	(850)	- +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Work Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE
Cell Phone	(850)	- +	<input type="checkbox"/> Unlisted <input type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> Preferred <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE