

Parent Portal

We invite enrolling parents to utilize the following instructions to access your student's grades and attendance.

PORTAL TIMELINE

High School Portal Opens: November 14, 2011

Middle School Portal Opens: November 28, 2011

Elementary Portal Opens in 2012 - Date to be determined

Please note that Firefox is the supported browser for the Parent Portal system. Full system functionality is only achieved using Firefox. *(Download Firefox at <http://www.mozilla.org/en-S/firefox/new>)*

Getting Started: Setting Up Your Account

1. Launch Firefox.



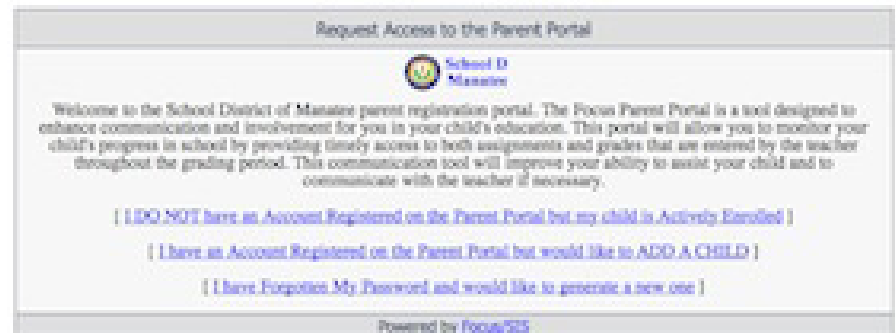
2. Go to:

<http://focus.manateeschools.net/auth/>



3. Select the first choice:

I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled



4. Enter enrolling parent information:
First Name, Last Name, and Email Address.

A screenshot of the "Request Access to the Parent Portal" page for School D Manatee, showing a registration form. The form asks the user to "Please enter your name exactly as it appears on your driver's license as well as a valid email address:". The form contains four input fields: "First Name:" (Required), "Middle Name:" (Optional), "Last Name:" (Required), and "Email Address:" (Required). There is a "Submit" button at the bottom of the form. The page is powered by Focus/SES.

Getting Started: Setting Up Your Account

5. Enter Student information:
Student ID and Date of Birth.



Request Access to the Parent Portal

Please enter your child's information:

Student ID: (Required)

Student's Birthday: (Required)

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6. Then click:
"Add Student".

7. Click either:
"Add Another Child" or "I am Finished".

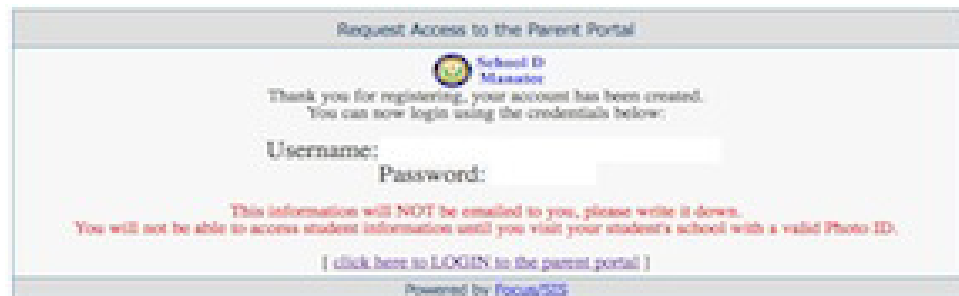


Request Access to the Parent Portal


Students

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8. Write down the **temporary Password** that appears. You will be required to change your password when you login for the first time.



Request Access to the Parent Portal

 School ID Master

Thank you for registering, your account has been created.
You can now login using the credentials below:

Username:

Password:

This information will NOT be emailed to you, please write it down.
You will not be able to access student information until you visit your student's school with a valid Photo ID.

Powered by [FocusGIS](#)

9. Choose "Click Here to login to the Parent Portal", you will be prompted to enter the temporary password. Then create your own password. **You can now enter the Portal; however, you WILL NOT see any data until after you have completed the authorization instructions on the next page.**

Authorization Instructions

1. To download the “Parent Portal Access Authorization” Form go to:

http://www.manateeschools.net/parents/pdfs/Parent_Portal/PARENT_PORTAL_ACCESS_AUTHORIZATION.pdf

2. Print and complete the form.

3. Send the completed form to your student’s school using one of the following methods:

- Give to your student to bring to the school.
- Fax the form to the school.
- Scan the form and email it to the Principal.
- Mail the form to the school.
- Take the form to the school yourself.

After the school receives your completed form your account will be activated. You will have access to your student’s grades and attendance within 72 hours of the school’s receipt of the completed form.

Navigating to Grades, Attendance and eMail

1. Launch Firefox.



2. Log into Focus:

<http://focus.manateeschools.net/>.

If you forget your password, go to:
<http://focus.manateeschools.net/auth>.
Click Forgot Password and follow the directions.

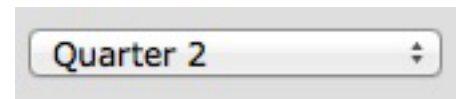


3. Important Tips.

To return to the Portal's home page, click on the District logo at the top of the page.



To view a different quarter, click the grading period drop down at the top of the portal.



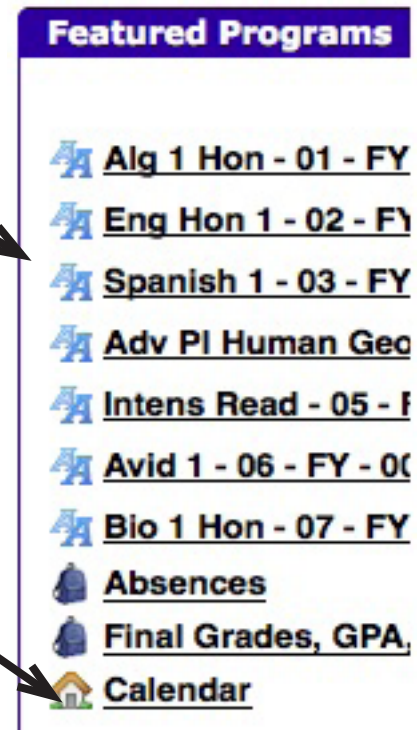
Navigating to Grades, Attendance and eMail

4. To view grades, click on the course names.











5. To view assignments and events, click on the Calendar.

Select the month and year you want to view from the drop down at the top of the page.

When you look at the calendar, *red dots are for District events and blue dots are student assignments.*



The image shows a vertical sidebar menu titled "Featured Programs" in a blue header. The menu items are listed below, each with a small icon to its left:

-  [Alg 1 Hon - 01 - FY](#)
-  [Eng Hon 1 - 02 - FY](#)
-  [Spanish 1 - 03 - FY](#)
-  [Adv PI Human Geo](#)
-  [Intens Read - 05 - F](#)
-  [Avid 1 - 06 - FY - 00](#)
-  [Bio 1 Hon - 07 - FY](#)
-  [Absences](#)
-  [Final Grades, GPA,](#)
-  [Calendar](#)

Two black arrows originate from the text on the left. One arrow points from the text "4. To view grades, click on the course names." to the "Alg 1 Hon - 01 - FY" link. The other arrow points from the text "5. To view assignments and events, click on the Calendar." to the "Calendar" link.

Navigating to Grades, Attendance and eMail

6. To email a course teacher, click the teacher's checkbox.

Select teachers to email:

- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net
- @manateeschools.net

Type your message and click send.

Saved Email Addresses

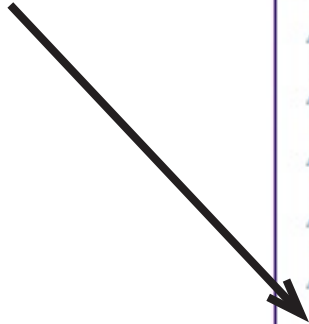
Your Email Address

CC:

Receive Personal Copy

Navigating to Grades, Attendance and eMail

7. To see your student's attendance, click Absences.



- [Alg 1 Hon - \(](#)
- [Eng Hon 1 -](#)
- [Spanish 1 - \(](#)
- [Adv PI Hum](#)
- [Intens Read](#)
- [Avid 1 - 06 -](#)
- [Bio 1 Hon - \(](#)
- [Absences](#)
- [Final Grades](#)
- [Calendar](#)

Use the legend codes at the top of the page to interpret the assigned student codes.

School Information My Child My Information Assignments & Grades

Absences

Absent: 8 periods (during 2 days)	Other Marks: 0 periods (during 0 days)
Unexcused Absence: 0 periods	Discipline Office: 0 periods
Documented Absence: 0 periods	Clinic: 0 periods
Excused Absence: 8 periods	Field Trip: 0 periods
Skipped Class: 0 periods	In-School Suspension: 0 periods
Lice, Excused Absence: 0 periods	Tardy-Excused: 0 periods
Skipped-All Day: 0 periods	Office: 0 periods
Need Doctors Note: 0 periods	Testing: 0 periods
Signed Out-Excused: 0 periods	Unexcused Tardy: 0 periods
Out of School Suspension: 0 periods	Unexcused Absence-Half Day: 0 periods
Signed Out-Unexcused: 0 periods	Work Duty: 0 periods
Personal: 0 periods	Time Out Discipline: 0 periods
Run Away: 0 periods	Unexcused AM Tardy & Early Departure: 0 periods
Dress Code: 0 periods	Unexcused Early Departure: 0 periods
Missed Bus: 0 periods	With/Another Class/Teacher: 0 periods
Sickness Influenza-Like: 0 periods	Late Bus: 0 periods
Sickness Non Influenza-Like: 0 periods	Time Out-Tardy: 0 periods

Total Full Days Possible: 48
Total Full Days Attended: 46 (95.83%)
Total Full Days Absent: 2 (4.17%)
Enrollment Dates: Aug 22, 2011 - ...

2 Days

Date	Present	01
Sep 21, 2011	None	
Sep 20, 2011	None	1
Total Absences		1
Total Tardies		0