



Focus Guidebook Parent Portal

A quick guide for
Parent/Guardians to Focus





Table of Contents

Creating Focus Parent Portal Account	3
Add a Student to Focus Portal	5
Online Registration/Re-Enrollment	8
School Fees	17
Fee Waiver Instructions	19
Forgot Password	22
McKinney Vento Instructions	24
Tribal Affiliation Instructions	27
Guide to Purchase & Pay	30
Community App	37



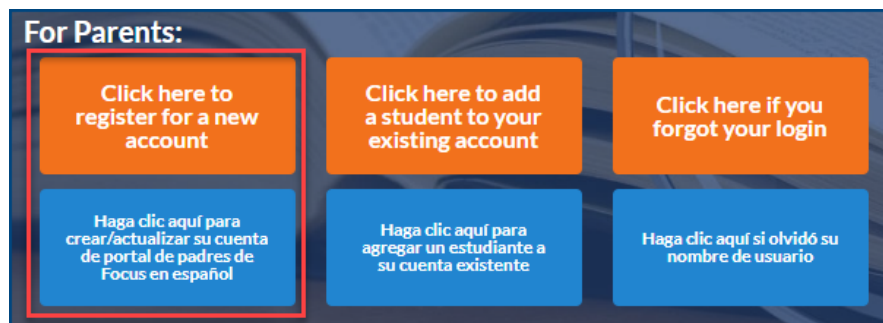
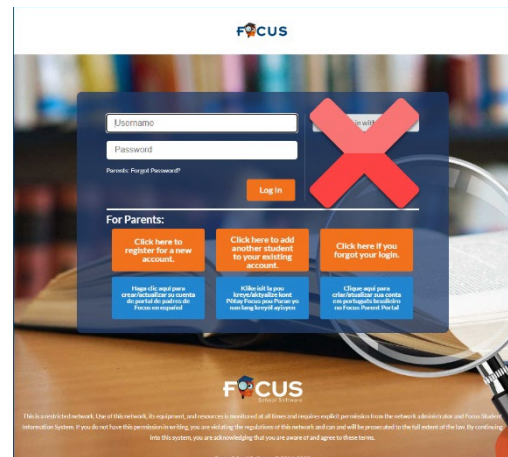
Parent Portal

NOTE: If you already have a Parent Portal account, you do not need to create a new one.

Creating Focus Parent Portal Account:

Step 1: Go to [Focus.graniteschools.org](https://focus.graniteschools.org)

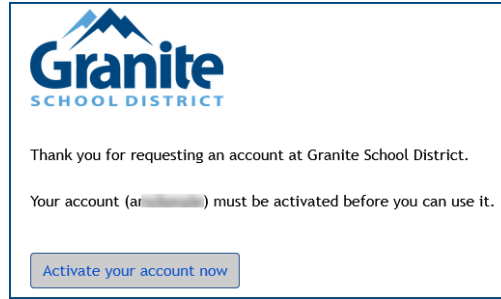
Step 2: Click on the button that reads “Click here to register for a new account.”



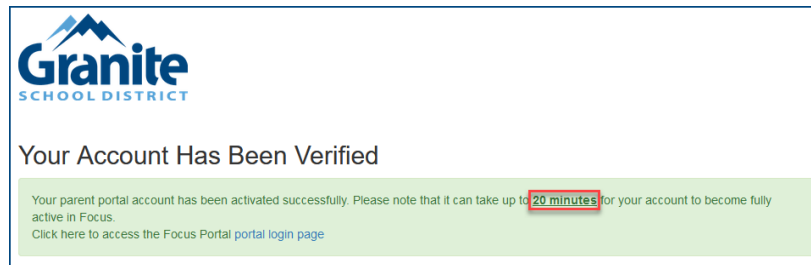
Step 3: Complete all the required fields to create your Focus Parent Portal account. ***All fields are required:**

- Enter your first and last name
- Enter your email
- Create a username you will remember
- Create a seven character or longer password.
 - Passwords must contain ALL four of the characteristics below:
 - One upper case letter
 - One lowercase letter
 - A number
 - A special character
- Click the Create Account button
- Once you have created your account successfully, you will receive an activation email

Step 4: Go to your email and click on the link to activate your account



Step 5: Once you have activated your Focus Parent Portal account, it can take up to 20 minutes for the account to become fully active.



FAQ

What if I click the create account button and it takes me to a blank page?

-Your account will need to manually activated. Contact the school and they can activate it for you.

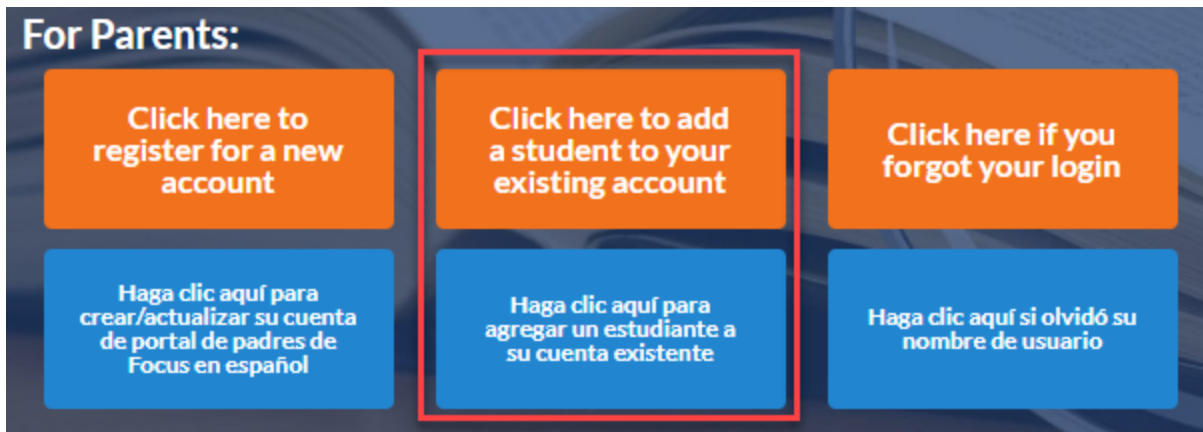
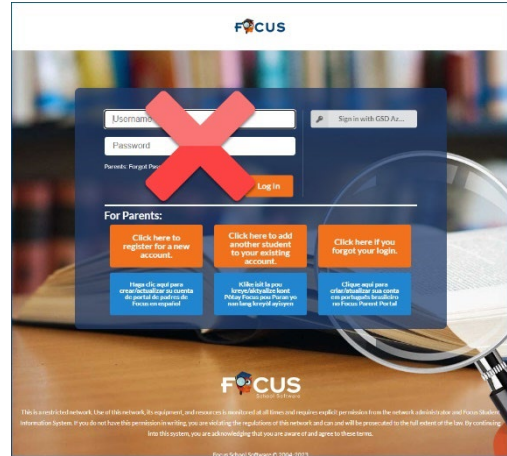
What if I don't receive my email?

- Your account will need to manually activated. Contact the school and they can activate it for you.

How to Add a Student to an Existing Focus Parent Portal Account:


Step 1: Go to Focus.graniteschools.org

Step 2: Click on the button that reads “Click here to add a student to your existing account.”



Step 3: Enter your username and password to log into the Focus Parent Portal. Click **Login**.

***If you already had a portal, your username and password are the same. If you do not have an account, go back to focus.graniteschools.org and click “Click here to register for a new account”.**

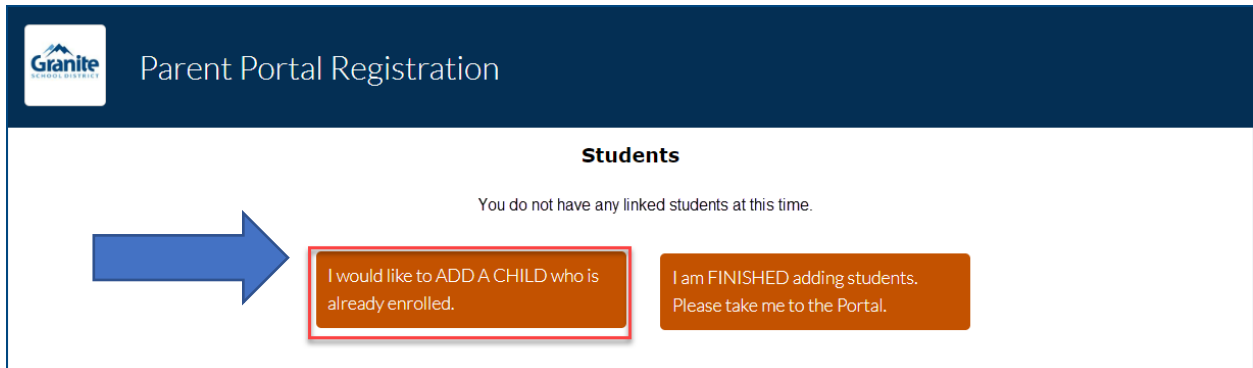
 Parent Portal Registration

Username:

Password:

[Forgot Password?](#)

Step 4: Click the “I would like to ADD A CHILD who is already enrolled” button.



Step 5: Add the **Student ID** and Student’s **Birthdate**, check the **I’m not a robot** reCAPTCHA, then click the **Add Student** button.

The screenshot shows a form titled 'Please enter your student's information:'. It contains the following elements:
1. A text input field for 'Student ID:' followed by '(Required)'.
2. A dropdown menu for 'Student's Birthdate:' with 'January' selected, followed by a dropdown for the day '1' and a dropdown for the year '2023', all followed by '(Required)'.
3. A checkbox labeled 'I'm not a robot' with a reCAPTCHA logo and 'reCAPTCHA Privacy - Terms' link to its right.
4. An 'Add Student' button at the bottom center.

Step 6: Add your **First** and **Last Name** as it appears in the student's account. Check the **I'm not a robot reCAPTCHA** and click the **Add Student** button.

* You must be listed as a legal guardian in the student's account to link your student.

Please enter your student's information:

Parent/Guardian's name below must match one of your child's Address/Contacts.


1 Parent/Guardian First Name: (Required)

Parent/Guardian Middle Name:

2 Parent/Guardian Last Name: (Required)


Student ID: (Required)

Student's Birthdate: (Required)


3 I'm not a robot  reCAPTCHA
Privacy - Terms

4

Step 7: Your student is now added to your Focus Parent Portal. If you have additional students, repeat steps 3-5. If you are finished adding students, click the **"I am FINISHED adding students. Please take me to the Portal."** button.

 Parent Portal Registration

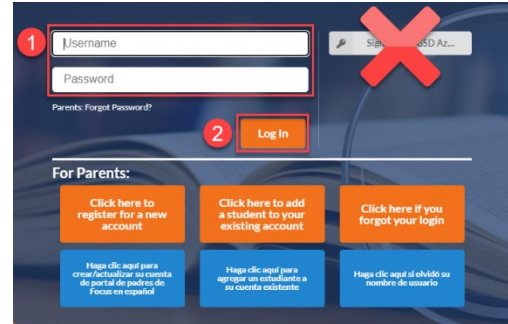
Students



Select Language ▼

Online Registration Help

NOTE: Parents must have a Portal Account to access online registration. Student/Employee Portal Accounts CANNOT be used for online registration.

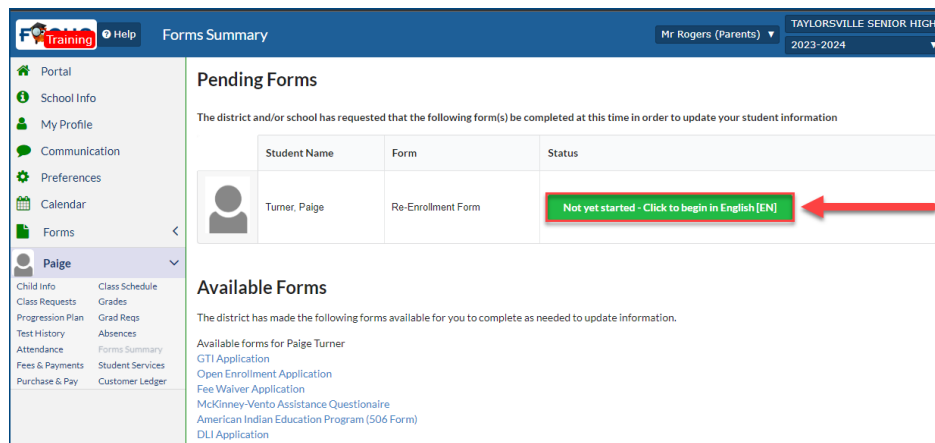


Go to focus.graniteschools.org to access online registration.

1. Type your username and password into the available fields,
2. Click “Log In” to access your account.

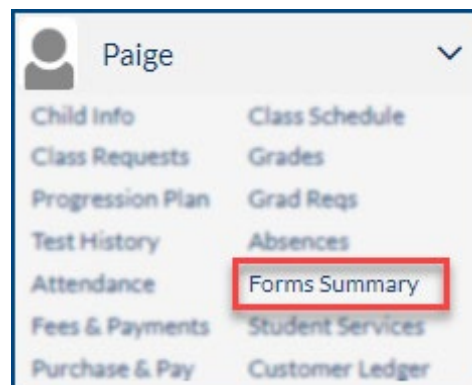
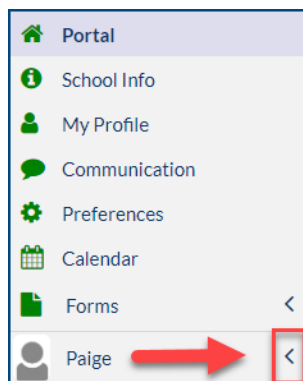
Re-Enrollment:

Step 1: Click on the GREEN button to begin your Re-Enrollment Form (also known as Online Registration).



***If you do not see the Pending Forms immediately, click on the dropdown for the student in the left menu, then click Forms Summary.**

If you have multiple students at different schools, you will need to click on each student’s name and Forms summary to complete the re-enrollment process.



Step 2: Verify student information is correct. If you have any changes for the primary address or phone number, you can access the Address & Phone Update Request form from the Forms Summary page on your portal. If everything is correct, click [Next Page](#).

Re-Enrollment Form Page 1 / 8

Student Last Name, Student First Name

Granite SCHOOL DISTRICT

Granite School District Re-Enrollment Forms

Welcome to Granite School District

Student Re-Enrollment Form

INSTRUCTIONS: All students that were enrolled in a Granite School District school at the end of the 2022-23 school year, must complete a Student Re-Enrollment Form. Only one (1) form per student should be completed annually, regardless of custody.

All documents submitted will become the property of Granite School District and retained in accordance with Granite School District's Privacy Policy and applicable law.

Student Name: [REDACTED] Student ID: [REDACTED]
 Birthdate: [REDACTED] Grade: 06 Current School: COPPER HILLS ELEMENTARY

Primary Address: [REDACTED]

If the primary address above is incorrect, you may request changes using the **Address and Phone Update Request Form** located in the new Focus parent portal (see below). You will need to include verification (utility bill, bank statement, etc) with your request.

Changes to addresses and contact information may be requested at any time during the school year and will require school-level approval.

You can access these and other forms in the parent portal at any time throughout the year.

The screenshot shows a sidebar menu with 'Forms' selected. The 'Available Forms' section lists forms for 'MARTINEZ'. Two forms are highlighted with red boxes and numbered: 'Address & Phone Update Request Form' (1) and 'Contact Information Update Request Form' (2).

[Next Page](#)
[Save and Continue Later](#)

Step 3: Verify contact information for your student. If everything is correct, click [Next Page](#).

Re-Enrollment Form Page 2 / 8

Saved Contacts

The first four contacts for [REDACTED] are listed below. If you need to update this information or add additional contacts, please use the **Contact Information Update Request** form in the Focus parent portal.

Contact 1:
 Name: [REDACTED]
 Relationship: MOTHER
 Email: [REDACTED]
 Contact Priority: 1
 Guardian: Y
 Emergency: Y
 Pickup: Y

Contact 2:
 Type: Number
 Cell: [REDACTED]
 Home: [REDACTED]
 Work: [REDACTED]

Contact 3:
 Name: [REDACTED]
 Relationship: FATHER
 Email: [REDACTED]
 Contact Priority: 2
 Guardian: Y
 Emergency: Y
 Pickup: Y

Contact 4:
 Type: Number
 Cell: [REDACTED]
 Home: [REDACTED]
 Work: [REDACTED]

[Previous Page](#) [Next Page](#)

[Save and Continue Later](#)

Step 4: Complete the Race/Ethnicity Questions. You are required to choose fields A and B. If your student has multiple races, use the multiselect field in Field C. If your student has a tribal affiliation, check the box in field D and complete all fields that populate. For additional instructions for the 506 form, click [here](#). Once complete, click [Next Page](#).

Granite
Re-Enrollment Form
Page 3 / 8

Race/Ethnicity

A Hispanic/Latino* N - No

B Primary Race* White

C Race: Select all that apply

D If your child has a tribal affiliation, click this box.

Previous Page Next Page
Save and Continue Later

Step 5: Complete the General Information page. Home Language fields will default to English. Please make sure to select which language adults in your home most frequently use when speaking to your student. Click [Next Page](#) to continue.

Granite
Re-Enrollment Form
Page 4 / 8

General Information

(Check each one that applies to your Student)

This student resides in a single parent home

Does this student have any special health care concerns?

Health Concerns

This student has received Special Ed/504 Services

Home Language Survey

Which language do adults in your home most frequently use when speaking with your child? ENG - English

Which language does your child most frequently speak at home? ENG - English

What language do you prefer for school-to-home information? ENG - English


What Languages does your child currently understand or Speak? ENG - English

Does your family come from a refugee background?

If Yes to the above question please upload a copy of your I-94. No Files

Previous Page Next Page
Save and Continue Later

Step 6: Add optional verification. If your student has an updated birth certificate, immunization card, or you have a new ID, you can now upload those documents into your re-enrollment process. If you do not have any new information, you can click [Next Page](#) to continue.



Re-Enrollment Form

Page 5 / 8

Optional Verification

Upload any information below that needs to be updated.

1. Address Verification
2. Student's Birth Certificate
3. Parent ID
4. Student's Immunization Record

Instructions:

1. Select Document Type
2. Click on the red **SAVE** button
3. Hover over the columns "NO FILES"
4. Upload, Scan, or take a photo of the document

Upload Documents

Save

Document Type	Document
<input type="text"/>	(Save to Upload)

Previous Page Next Page

Save and Continue Later

Directions for the Optional Verification Document Upload:

A. Select the document type from the dropdown

Instructions:

1. Select Document Type
2. Click on the red **SAVE** button
3. Hover over the columns "NO FILES"
4. Upload, Scan, or take a photo of the document

Upload Documents

Document Type	Document
Birth Certificate	(Save to Upload)

Save

B. Click the red **SAVE** button



C. Hover over the column that says "NO FILES" and select your upload option

Upload Documents

Document Type	Document
	(Save to Upload)
Birth Certificate	No Files

Save

Scan Upload Take Photo


D. Upload, scan, or take a picture of the document

Upload Documents

Document Type	Document
	(Save to Upload)
Birth Certificate	bc example.png

Save

Step 7: Review all the required District Policies by clicking on the links. To confirm that you have read the policies, check the box to the right of the policy name. You can also view additional informational links below, then click [Next Page](#) to continue.



Re-Enrollment Form

Page 6 / 8

District Required Policy Acknowledgement

Checking the box next to the document is my signature that I have read and accept the document's contents.

Head Injury Policy*	<input type="checkbox"/>
School Safety Policy*	<input type="checkbox"/>
District Student Handbook*	<input type="checkbox"/>
Technology Terms and Conditions*	<input type="checkbox"/>

Additional School Permissions

Please select either Yes or No for the following items.

Movie Permission: For classroom rewards or inside recess due to weather conditions, I give my student permission to watch animated G or PG movies.*	<input checked="" type="radio"/> Yes, I give permission. <input type="radio"/> No, I do not give permission.
PTA May Contact*	<input checked="" type="radio"/> Yes, I give permission. <input type="radio"/> No, I do not give permission.

Informational Links

- [Data Collection Notice](#)
- [USIS Acknowledgement](#)
- [Notice of Directory Information](#)
- [Free/Reduced Lunch Application](#)
- [Library Use Agreement](#)

Previous Page Next Page
Save and Continue Later

Step 8: If you would like to apply for a fee waiver, please check the box on page seven and complete the information that opens below. For more information, click [here](#).



Re-Enrollment Form

Page 7 / 8

School Fees

Please see the [School Fee Notice](#). Students may be charged fees for participation in classes, activities and programs. All fees charged will be in accordance with the [District fee schedules](#) approved by the Board of Education. Fees for individual schools are located on each school's website.

A Fee Waiver is a release from the requirement to pay a fee. All information on fee waiver applications will be kept confidential. A school may not share a student's fee waiver status with anyone that does not have a need to know.

- A parent/guardian must apply for fee waiver for their secondary students within 30 days of the first day of school or the enrollment date if transferring mid-year. (For elementary students, fee waiver applications are due within 30 days of the fee being assessed.)
- A student who enters the school any time during the school year also has thirty (30) school days in which to apply for a fee waiver.
- A student whose family has a financial emergency caused by job loss, major illness, or other substantial loss of income has 30 days from the qualifying event in which to apply for a fee waiver. In this case, only those fees assessed after an application has been made will be waived.
- Fees paid prior to the fee waiver application will not be reimbursed.

NOTE: Applying for free lunch is a separate application and can be accessed at [this website](#).

Click this box if you would like to apply for a Fee Waiver?

Previous Page

Next Page

Save and Continue Later

Directions for the Fee Waiver Document Upload:

A. Select the school year and document type from the dropdown

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
<input type="text"/>	<input type="text"/>	(Save to Upload)

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) below.

Extenuating circumstances Note

Save

B. Click the red **SAVE** button

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
2024-2025	Family income ver...	(Save to Upload)

Save

C. Hover over the column that says "NO FILES" and select your upload option

School Year	Document Type	File Upload
<input type="text"/>	<input type="text"/>	(Save to Upload)
2024-2...	Family inco...	No Files

Scan Upload Take Photo

D. Upload, scan, or take a picture of the document

School Year	Document Type	File Upload
<input type="text"/>	<input type="text"/>	(Save to Upload)
2024...	Family in...	example W2.png

Step 9: If you would like to apply for McKinney-Vento assistance **check the box**. If you do not want to apply, click **submit and finish**. For additional information, click [here](#).

Your district re-enrollment is complete! Check your Forms Summary page to see if you have any school specific forms.

For example, school handbook or policies, GTI Travel Form, etc.

- Available forms for Paige
- GTI Application
- Open Enrollment Application
- Fee Waiver Application
- McKinney-Vento Assistance Questionnaire
- American Indian Education Program (506 Form)
- DLI Application

[If you have school fees, follow this link for additional instructions.](#)

To view your completed forms, click on your student’s drop down on the left hand side, select Forms Summary.

You can view your completed forms at the bottom of the page. This also allows you to see if the school has accepted, denied, or if your changes are still pending.

Completed Forms

1 Records Filter: ON

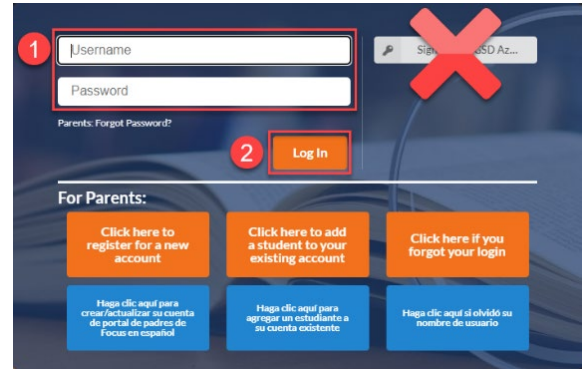
							# of Changes
Student	Form	Completed Date	Processed Date	Approved	Denied	Pending	
Turner, Paige	Re-Enrollment Form	07/05/2023		0	0	13	View Changes

School Fees

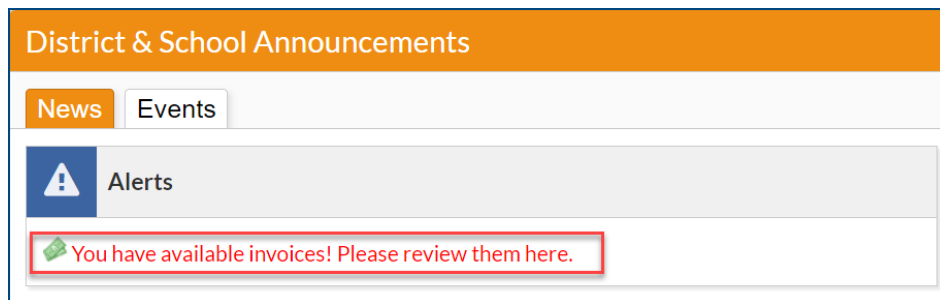
Once you have completed the Re-Enrollment form and any other required school forms, your Focus Parent Portal will now display the dashboard.

Go to focus.graniteschools.org to access online registration.

1. Type your username and password into the available fields,
2. Click “Log In” to access your account.

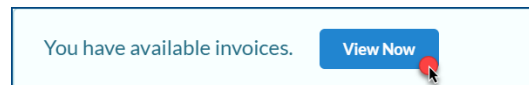


Under the District & School Announcements tile, you will see an alert for outstanding invoices.

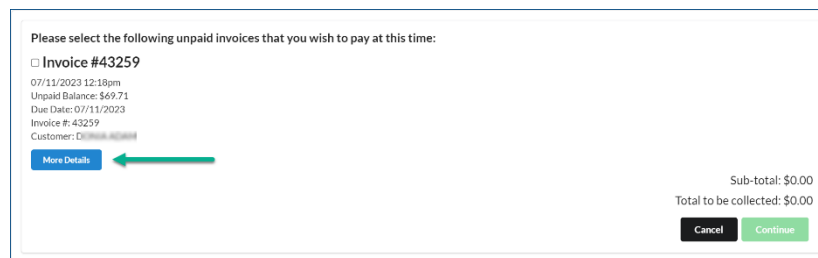


Step 1: Click on the alert “**You have available invoices! Please review them here.**”

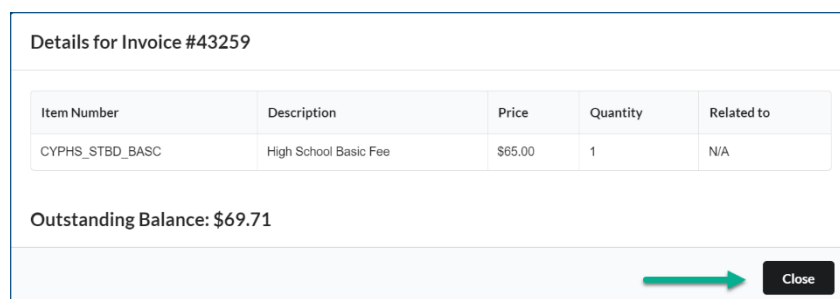
Step 2: Click “View Now” button at the top of the screen.



Step 3: All invoices for this student will display on the screen. To view more information about the invoice, click “More Details” button.



Here is an example of an invoice for a basic fee for Cyprus High School. To return to the previous screen, click the close button.



Step 4: Check the box by the invoice you would like to pay. If you have multiple invoices to pay, you can check all the boxes available.

Please select the following unpaid invoices that you wish to pay at this time:

Invoice #43259 ←

07/11/2023 12:18pm
 Unpaid Balance: \$69.71
 Due Date: 07/11/2023
 Invoice #: 43259
 Customer: D


[More Details](#)

Sub-total: \$69.71
 Total to be collected: \$69.71

[Cancel](#) [Continue](#)

Step 5: Complete the Pay by Credit Card secure payment form.

Secure Payment Form
 Pay by Credit Card



First Name on Card **1** Last Name on Card **2**

Card Number **3** Expiration **4** CVC **5**

We accept: Visa, Mastercard, Discover, American Express

Sub-total: \$69.71
 Total to be collected: \$69.71

6 [Cancel](#) [Complete Payment](#)

- 1. First Name on Card**
- 2. Last Name on Card**
- 3. Card Number**
- 4. Expiration Date**
- 5. CVC**
- 6. Click "Complete Payment" to finalize your payment**

*Click Cancel if you would like to cancel your transaction

Step 6: Once you have completed your payment. You will receive a payment confirmation email.

After you have completed your re-enrollment and all school fees have been paid, the student schedule will be released.

Before Completion

P
 TAYLORSVILLE SENIOR HIGH

[Grades](#) [News](#) [Planner](#) [Reports](#)

Q1 Q2 Q3 Q4 07/03 - 10/11

Schedule Not Available

After Completion

P
 TAYLORSVILLE SENIOR HIGH


[Grades](#) [News](#) [Planner](#) [Reports](#)

Q1 Q2 Q3 Q4 08/14 - 10/11

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	AVID 9	BUTLER, C	0	0	0	NG
02	HONORS EARTH SCIENCE	GORDON, N	0	0	0	NG
03	SECONDARY MATHEMATICS 1	PETERSON, C	0	0	0	NG
04	WORLD GEOGRAPHY	WADE, R	0	0	0	NG
05	HN ENGLISH 9	SHAFER, L	0	0	0	NG
06	DANCE 1	CALL, K	0	0	0	NG
07	FITNESS FOR LIFE - SWIMMING	GRAZIANO, B	0	0	0	NG
08	CHINESE 1	GUO, H	0	0	0	NG

Fee Waiver Instructions:

Step 1: Check the Apply for Fee Waiver box.

Click this box if you would like to apply for a Fee Waiver? 

Step 2: Verify student information and review qualifications.

***A Fee Waiver application must be completed for EACH student in a family.**

Step 3: Select the reason for qualifying to apply for a fee waiver, supporting documentation is **REQUIRED**.

STUDENT INFORMATION - Please note a separate Fee Waiver Application must be completed for each student in a family.

Student Name: [REDACTED] Student ID: [REDACTED]
Address: [REDACTED] Grade: [REDACTED]
School: [REDACTED]
Parent/Guardian: [REDACTED] Home Phone: [REDACTED]
Cell Phone: [REDACTED]

Do you qualify?

A student may be eligible for fee waiver if one of the following applies:

- Receives TANF/FEB/SNAP benefits
- Receives Supplemental Security Income
- Qualifies for McKinney-Vento assistance
- Currently in state custody or foster care
- Eligible based on family income

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) for the request in the box at the end of this form.

BASIS FOR FEE WAIVER

Select one qualifying reason below to apply for a fee waiver (supporting documentation is required):

1. Family receives TANF/FEP (Temporary Assistance for Needy Families or Family Employment Program), (Financial Assistance or Food Stamps) (Supplemental Nutrition Assistance Program) **1** In the documents area below, please upload the benefit verification from the Utah Department of Workforce Services for the period for which the fee waiver is sought, which may be in the form of an electronic screenshot of eligibility determination or status.
2. Student receives Supplemental Security Income (SSI, QUALIFIED CHILD WITH DISABILITIES) **2** In the documents area below, please upload benefit verification documents from the Social Security Administration.
3. Student qualifies for McKinney-Vento assistance. **3** No documentation is required if your student is eligibility for McKinney-Vento assistance. This eligibility will be verified through the District
4. Student is in Foster Care (under Utah or local governmental supervision) **4** In the documents area below, please upload the youth in care required intake form and school enrollment letter, provided by a case worker from the Utah Division of Child and Family Services or the Utah Juvenile Justice Department.
5. Student is in State Custody **5** Same documentation required as option four.
6. Student is eligible based on family/household income verification. (Complete the section below) **6** See Instructions below:

If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.

If you selected option six as a qualifying reason to apply for fee waiver, more information will appear below.

Please review the definitions of household income and follow the steps below to list all income on a monthly basis, before deductions.

A. Complete the Household Income

Last Name	First Name	Middle Initial	Monthly Income	Pension/Retirement/SS	Other	Total Monthly
Example	Name		700			700

- Enter Last Name
- Enter First Name
- Enter Monthly Income
- Enter Pensions/Retirement/Social Security Income
- Enter any other income
- Total the Monthly Income for this earner

Hit **ENTER** on your keyboard to add additional lines.

Repeat the process until you have added all members of your household.

- B. Click the red SAVE button. If you do not click save, your changes will not be kept.

Save

Last Name	First Name	Middle Initial	Monthly Income	Pension/Retirement/SS	Other	Total Monthly
2nd	Person		1000			1000
Example	Name		800			800

- Enter the total number of household members.
- Enter the total monthly income from all sources.

Enter the Total Number of Household Members* **C**

Enter total monthly income from all sources.* **D**

Family Income Information

COMPLETE THIS ONLY IF OPTION #6 WAS SELECTED UNDER THE BASIS FOR FEE WAIVER SELECTION.

INCOME VERIFICATION FOR ALL HOUSEHOLD MEMBERS:

Household income is determined by adding all household income from all sources and then comparing it to the number of people in the household. A household is a group of related or unrelated individuals who are not residents of an institution or boarding house but who are living as one economic unit. This means they generally reside in the same house and share expenses such as rent, utilities, and food.

List all income on a monthly basis, before deductions, in the appropriate column(s).

Make sure to upload family income verification (income statements, pay stubs, tax returns) below:

Household Income

B Save

A

Last Name	First Name	Middle Initial	Monthly Income	Pension/Retirement/SS	Other	Total Monthly

Enter the Total Number of Household Members* **C**

Enter total monthly income from all sources.* **D**

Income Guidelines Table

Export **Filter: OFF**

Household Size	Yearly	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$18,954	\$1,580	\$790	\$729	\$365
2	\$25,636	\$2,137	\$1,069	\$986	\$493
3	\$32,318	\$2,694	\$1,347	\$1,243	\$622
4	\$39,000	\$3,250	\$1,625	1,500	\$750
5	\$45,682	\$3,807	\$1,904	\$1,757	\$879
6	\$52,364	\$4,364	\$2,182	\$2,014	\$1,007
7	\$59,046	\$4,921	\$2,461	\$2,271	\$1,136
8	\$65,728	\$5,478	\$2,739	\$2,528	\$1,264
For each additional family member, add:	\$6,682	\$557	\$279	\$257	\$129

If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.

Step 4: Upload documents based on which reason you selected above.

A. Select the school year and document type from the dropdown

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
		(Save to Upload)

Save

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) below.

Extenuating circumstances Note

***If none of the qualifying reasons apply, but you would still like to apply for a fee waiver due to other extenuating circumstances, please state the reason in the open text field.**

B. Click the red **SAVE** button

Benefits Documents for Verification

Instructions:

1. Select the School Year
2. Select Document Type
3. Click on the red **SAVE** button
4. Hover over the columns "NO FILES"
5. Upload, Scan, or take a photo of the document.

Documents

School Year	Document Type	File Upload
2024-2025	Family income ver...	(Save to Upload)

Save

If none of these apply, but you wish to apply for a fee waiver because of other extenuating circumstances, please state the reason(s) below.

Extenuating circumstances Note

C. Hover over the column that says "NO FILES" and select your upload option

School Year	Document Type	File Upload
		(Save to Upload)
2024-2...	Family inco...	No Files

Scan Upload Take Photo

D. Upload, scan, or take a picture of the document

School Year	Document Type	File Upload
		(Save to Upload)
2024...	Family in...	example W2.png

Scan Upload Take Photo

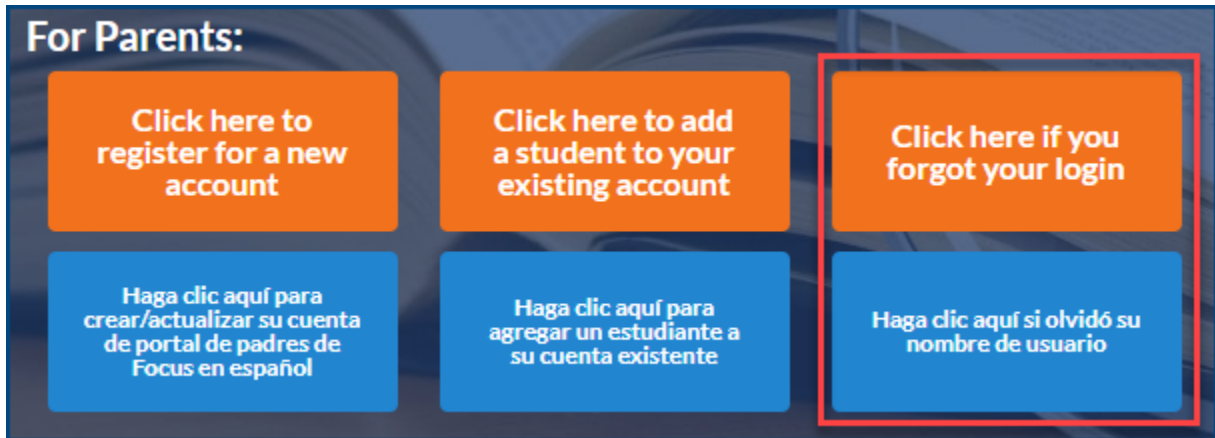
Step 5: The waiver application date will auto populate with today's date. Click [Next Page](#) on the re-enrollment application to continue.

If you have any questions regarding the Fee Waiver process, please contact your school's bookkeeper.

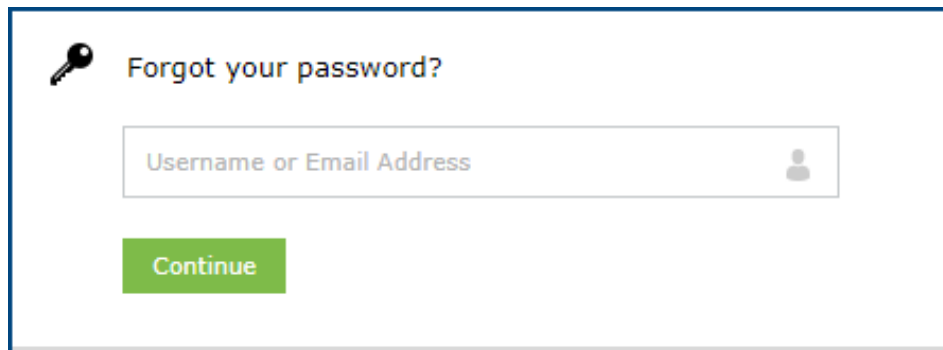
Parent Portal Forgot Password

Step 1: Go to Focus.graniteschools.org

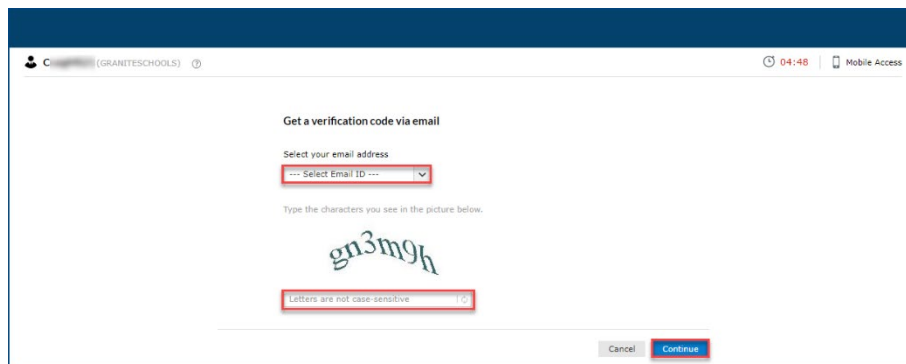
Step 2: Click on the button that reads “Click here if you forgot your login”.



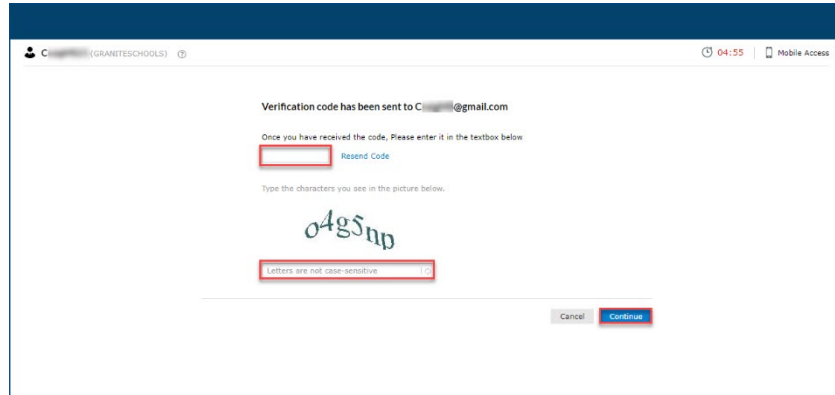
Step 3: Enter your email address that is linked to your student’s account. Click Continue.



Step 4: Select your email address from the dropdown and complete the captcha and click continue.



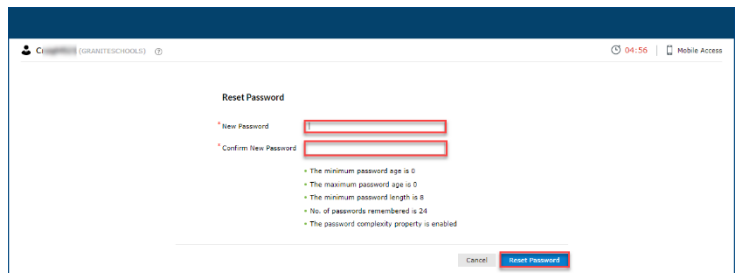
Step 5: A verification code will be sent to your email. Enter the code into the box on this screen, complete the captcha and click continue.



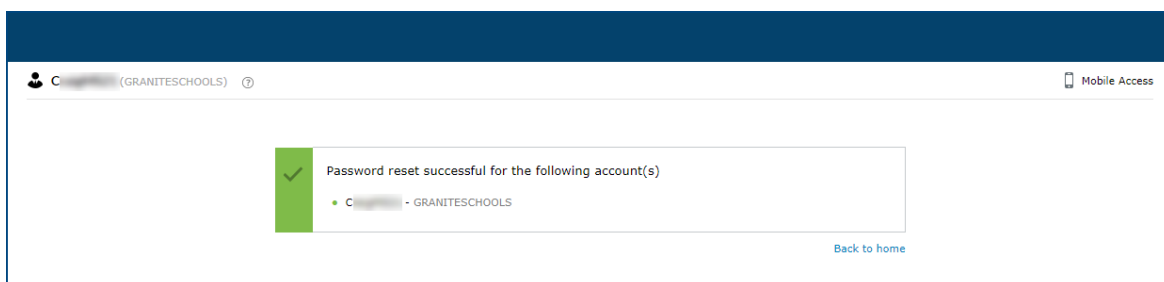
Step 6: Choose a new password.

Passwords must have the following:

1. Must have a lowercase letter
2. Must have an uppercase letter
3. Must have a number
4. Must have a special character
5. Must be at least seven characters long

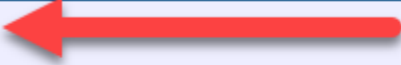


Step 7: Your password has been reset. You can go back to [Focus.graniteschools.org](https://focus.graniteschools.org) to login to your Focus Parent Portal Account




McKinney Vento Instructions:

Step 1: Check the Apply for McKinney Vento box on the re-enrollment application.

Would you like to apply for McKinney-Vento assistance? 

McKinney-Vento Application School Year: 2023-2024


Granite School District
McKinney-Vento Assistance Questionnaire

The following questions will help Granite School District determine eligibility for additional services for students and families. Please fill this form out and return to the McKinney-Vento Liaison.

Submission of any false or misleading information is a violation of state law and may void this application and agreement.

Step 2: Review the checkboxes below and select all that apply to your student:

Is the student sharing housing with another person or family due to loss of housing, economic hardship, or similar reasons?	<input type="checkbox"/>
Is the student living in a motel or hotel?	<input type="checkbox"/>
Is the student living in a shelter or temporary housing?	<input type="checkbox"/>
Is the student living in a car, park, campground, public space, abandoned building?	<input type="checkbox"/>
Is the student living in housing with infestation, mold, or does not have heat, electricity, or water?	<input type="checkbox"/>
Is the student seeking enrollment without an accompanying parent and not in foster care or state's custody?	<input type="checkbox"/>

Step 3: If you selected any of the checkboxes above, please list all school-aged siblings of the student.

List all school-aged siblings of the above-named student residing with you:

Name	Student ID	School	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

1. Enter the First and Last Name of the sibling
2. Add the Student ID of the sibling
3. Add the School the sibling attends
4. Add the grade level for the sibling

Name	Student ID	School	Grade
First Name Last Name	9*****	Hunter High	9

If you have more than one school-aged siblings to add, hit ENTER on your keyboard to add additional siblings. Repeat steps 1-3 until you have added all siblings.

Name	Student ID	School	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sibling Name Last Name	9*****	Hunter High	12
<input type="checkbox"/> First Name Last Name	9*****	Hunter High	9

Click the red **SAVE** button after you have entered all siblings.



Below is an example of how it will display once you have saved your changes:

Name	Student ID	School	Grade
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> Sibling Name Last Name	9*****	Hunter High	12
<input type="checkbox"/> First Name Last Name	9*****	Hunter High	9

Step 4: Check the box to certify that all information submitted is correct to the best of your knowledge.

By submitting this application, I certify that the above information is correct to the best of my knowledge.

Parents/Legal Guardians/Caregivers: If you have any questions concerning this questionnaire or a homeless situation, please contact our McKinney-Vento Liaison at 385-646-4678.

[Previous Page](#)

[Submit and Finish](#)

Step 5: Click Submit and Finish to complete the re-enrollment process.

If you have any questions concerning the McKinney Vento Questionnaire or a homeless situation, contact the McKinney-Vento Liaison, Holly Chappell, at 385-646-4678.

Tribal Affiliation:

If your student has a tribal affiliation, check the box on page three of the re-enrollment process.

1. Select the Tribal Affiliation from the dropdown. If you do not see your Tribal Affiliation, choose other.
2. Enter your student's CIB number.

Complete the 506 Form:

3. Select who has Tribal Membership
4. Type the name of the Person with Tribal Membership

Re-Enrollment Form
MARTINEZ, MYLEZ JAVIER
Page 3 / 8

Race/Ethnicity

Hispanic/Latino* N - No
Primary Race* White
Race: Select all that apply
If your child has a tribal affiliation, click this box.

1 Tribal Affiliation N/A
2 CIB Number

506 Form
OMB Control No. 1810-0021 (Exp. 04/30/2023)

ED 506 Form
Indian Student Eligibility Certification Form for Title VI Indian Education Formula Grant Program

Parent/Guardian: This form serves as the official record of the eligibility determination for each individual child included in the student count for the Title VI Indian Education Formula Grant Program. If you choose to submit a form, your child could be counted for funding under the program. The grantee receives the grant funds based on the number of eligible forms counted during the established count period. You are not required to complete or submit this form unless you wish for your child(ren) to be included in the Indian student count. This form should be kept on file with the grant applicant and will not need to be completed every year. Where applicable, the information contained in this form may be released with your prior written consent or the prior written consent of an eligible student (aged 18 or over), or if otherwise authorized by law, if doing so would be permissible under the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, and any applicable state or local confidentiality requirements.

Student Informatic
Name of the Child: [REDACTED] Date of Birth: [REDACTED]
Grade Level: 03
Name of School: COPPER HILLS ELEMENTARY School District: Granite School District

Tribal Membership
3 Who has Tribal Membership N/A
4 Name of Person with Tribal Membership

5. Add Tribe or Band Name
6. Enter Tribe Address
7. Enter Tribe City
8. Enter Tribe State
9. Enter Tribe Zip Cord
10. Add Tribe or Band Membership Number

Name and address of Tribe or Band that maintains updated and accurate membership data for the individual listed above.

5 Tribe Name

6 Tribe Address

7 Tribe City

8 Tribe State

9 Tribe Zip Code

Proof of membership in Tribe or Band listed above, as defined by Tribe or Band is:

10 Membership/Enrollment Number

Other Evidence establishing Tribe Membership

Describe any additional information, Save, and then upload documentation.

Save

Description	Evidence
<input type="text"/>	(Save to Upload)

11. Add Other Evidence establishing Tribe Membership. Follow the steps below to upload.
 - a. Type description of evidence establishing membership in the Description box.

b Save

Description	Evidence
<input type="text" value="Example Evidence"/>	(Save to Upload)

- b. Click the red SAVE button
- c. Hover over the column that says "NO FILES" and select your upload option.

Save

Description	Evidence
<input type="text"/>	(Save to Upload)
<input type="text" value="Example Evidence"/>	No Files Scan Upload Take Photo

- d. Upload, scan, or take a photo of documentation

Save

Description	Evidence
<input type="text"/>	(Save to Upload)
<input type="text" value="Example Evider"/>	Other Documentation.pdf <input type="button" value="Upload"/> <input type="button" value="Scan"/> <input type="button" value="Take Photo"/>

- 12. Add Parent/Guardian Name
- 13. Add Address
- 14. Add City
- 15. Add State
- 16. Add Zip
- 17. Add Phone Number
- 18. Add email address
- 19. Type your name to sign the Attestation Statement verifying that the information provided is true and correct to the best of your knowledge and belief.
- 20. Click [Next Page](#) to continue with your re-enrollment application.

Attestation Statement

I verify that the information provided above is true and correct to the best of my knowledge and belief.

12 Parent/Guardian Name

13 Address

14 City

15 State

16 Zip

17 Phone Number

18 Email

19 Type your name here for your signature.

[Previous Page](#) [Next Page](#) 20

[Save and Continue Later](#)

If you have any question or concerns about the 506 form or Tribal Affiliation, please contact the Ed Equity Department at 385-646-4205.



Parent's Quick Guide to Purchase & Pay



July 2023

Parent Portal Purchase and Pay

1. Parents and Students with outstanding invoices will receive an Alert on their **Portal** Screen.

Student Example:

The screenshot shows a student's portal for Pia at Light House High. The left sidebar contains navigation options like Portal, School Information, My Information, Calendar, Class Schedule, Class Requests, Grades, Grad Reqs, Test History, and Absences. The main content area is titled 'District & School Announcements' and has tabs for News and Events. Under the Alerts section, there is a message: 'You have outstanding invoices to be paid! Please review them here.' with a red arrow pointing to the link. To the right, there is a user profile for Pia and a table showing course information.

Q1	Q2	Q3	Q4	10/13 - 12/17					
Pd	Course	Teacher	Ex	Unx	Tardy	Grade			
01	2-D STUDIO ART 1	Arteaga, J	0	0	0	NG			
02	ALG 1	Hatfield, J	0	0	0	NG			
04	CERAM/POT 1	Borchert, S	0	0	0	NG			
05	CRIMINAL JUST OPS 1	Woods, L	0	0	0	NG			

Parent Example:

The screenshot shows a parent's portal for Gladys at Light House K-8. The left sidebar contains navigation options like Portal, School Information, My Profile, Preferences, Calendar, Forms, Gladys, and Pia. The main content area is titled 'District & School Announcements' and has tabs for News and Events. Under the Alerts section, there is a message: 'You have outstanding invoices to be paid! Please review them here.' with a red arrow pointing to the link. Below the alerts is a 'Virtual Instruction' announcement. To the right, there is a user profile for Gladys and a table showing course information.

Q1	Q2	Q3	Q4	10/13 - 12/17					
Pd	Course	Teacher	Ex	Unx	Tardy	Grade			
01	M/J GRADE 8 PRE-ALG	Brown, E	0	0	0	NG			
02	M/J CIVICS	Fonseca, P	0	0	0	NG			
03	M/J 2D STUDIO ART 3	Fonseca, B	0	0	0	NG			
04	M/J EARTH/SPA SCI	Devila, M	0	0	0	NG			
08	Digital Info Tech	Fonseca, B	0	0	0	NG			

2. Select the link to continue to **Purchase and Pay** screen.

Parents Quick Guide: Purchase & Pay

3. Select the checkbox for the invoices that you wish to pay and click the **Continue** button in the bottom right of your screen.

The screenshot shows the 'Purchase & Pay' interface. At the top, it says 'You have outstanding invoices.' with a 'View Now' button. Below this is a search bar and a cart summary showing '0 Items | \$0.00'. The main area displays two unpaid invoices:

Invoice #	Due Date	Unpaid Balance
42937	07/05/2023	\$68.15
43249	07/07/2023	\$173.00

Each invoice has a 'More Details' button. A red box highlights these two invoice entries. At the bottom right, there are 'Cancel' and 'Continue' buttons. A red arrow points from the invoice list towards the 'Continue' button.

4. Fill out the appropriate information regarding your credit card information.

The screenshot shows the 'Secure Payment Form' for 'Pay by Credit Card'. It features a VISA card image with the following details:

- Card Number: 4111 1111 1111 1111
- Cardholder Name: LINDA ABREGO
- Expiration Date: 09 / 2024

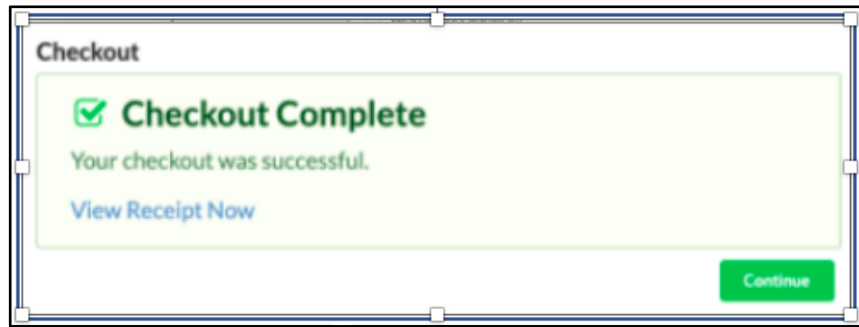
Below the card image are input fields for:

- First Name on Card: Linda
- Last Name on Card: Abrego
- Card Number: 4111 1111 1111 1111
- Expiration: 09 / 2024
- CVC: (empty)

At the bottom right, there are 'Cancel' and 'Continue' buttons. A red arrow points from the bottom of the form towards the 'Continue' button.

5. Click **Continue** to receive a transaction confirmation screen.

Parents Quick Guide: Purchase & Pay



- Click **View Receipt Now** to go directly to the receipt. Focus will automatically send a receipt via email.

Customer Ledger

Parents can see their students balances by clicking on the **Customer Ledger** menu option.

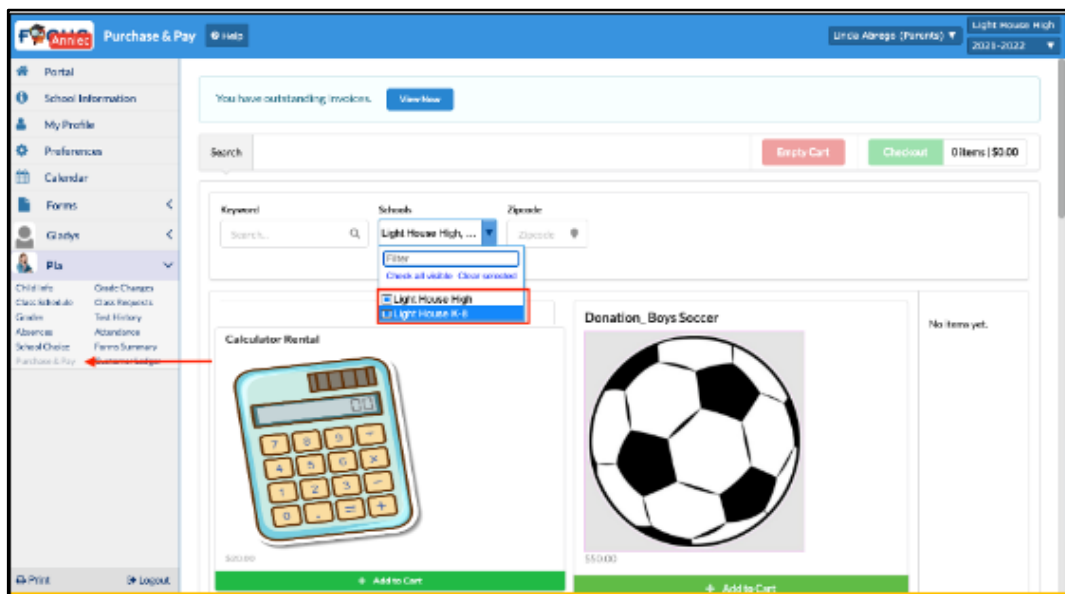
Grades	News	Planner	Reports			
Q1	Q2	Q3	Q4			
10/13 - 12/17						
Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	2-D STUDIO ART 1	Arteaga, J	0	0	0	NG
02	ALG 1	Hatfield, J	0	0	0	NG
04	CERAM/POT 1	Borchert, S	0	0	0	NG
05	CRIMINAL JUST OPS 1	Woods, L	0	0	0	NG

Transaction Date	Transaction Number	Invoice Number	Receipt Number	Transaction Type	Charges	Credits	Deferred	Balance
10/26/2021	36505		35794	Receipt		40.00		-40.00
10/26/2021	36504	918		Invoice	50.00			10.00
10/26/2021	36522		35795	Receipt		10.00		0.00
Total:					50.00	50.00	0.00	0.00

Parents Quick Guide: Purchase & Pay

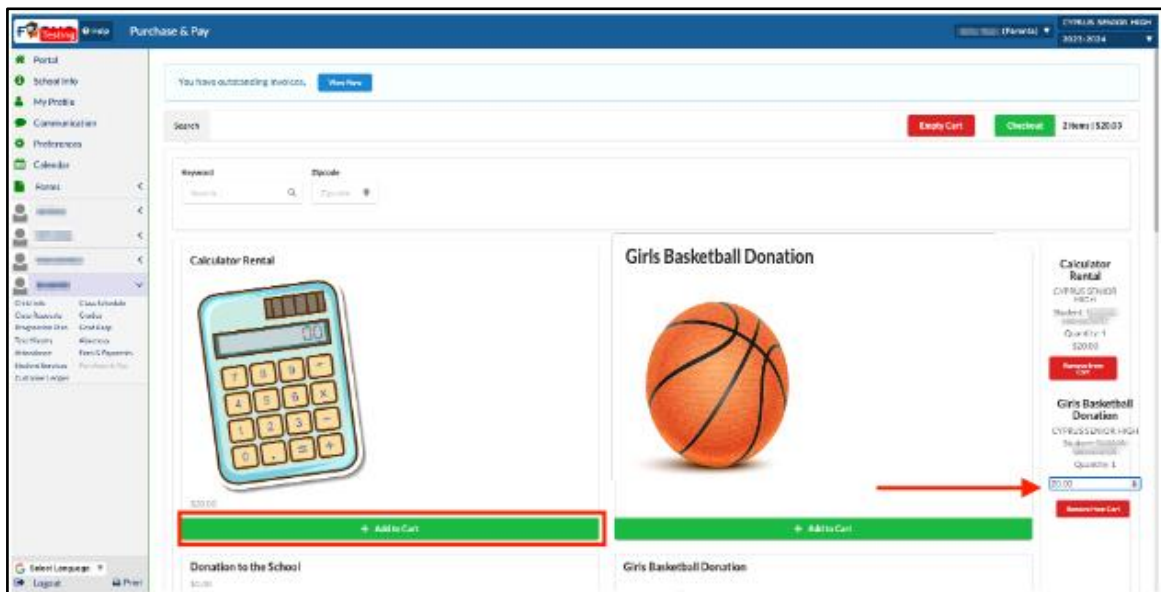
Shopping Cart

Parents will be able to access the **Shopping Cart** through the **Parent Portal**, under **Purchase and Pay**. The screen will display any products available at the selected child's school. However, parents can add items to the Shopping Cart representing the entire family, by enabling all of the schools that each student attends.

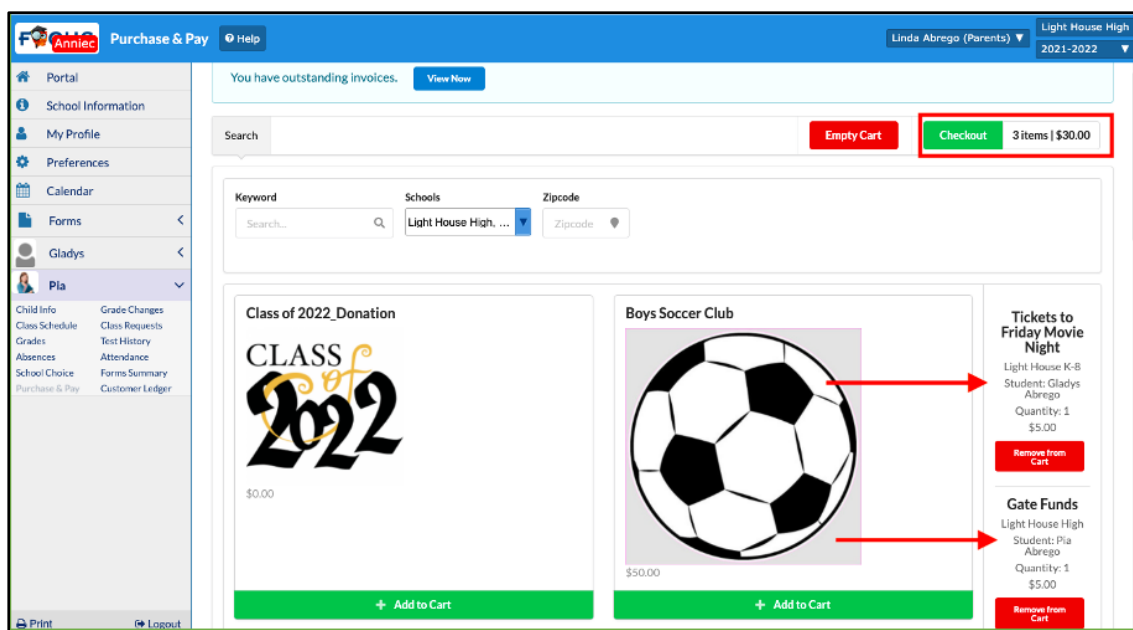


1. Add items to the cart by clicking the green **Add to Cart** button.
2. Items in the cart will display on the right side of the screen.

Parents Quick Guide: Purchase & Pay



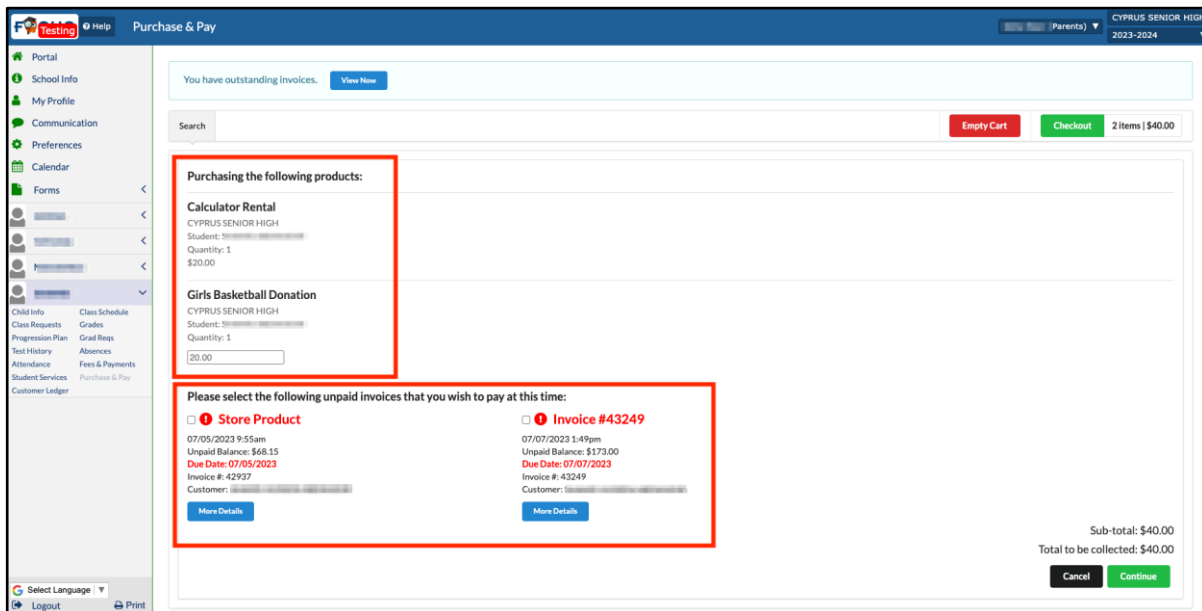
3. Remove an item from the cart by clicking the red **Remove from Cart** button.
 4. Any items marked as **Donations** will allow the ability to enter an amount for the donation.
- Parents can add items to the Shopping Cart for all linked students and check out just once, they are not restricted to one student at a time.



Parents Quick Guide: Purchase & Pay

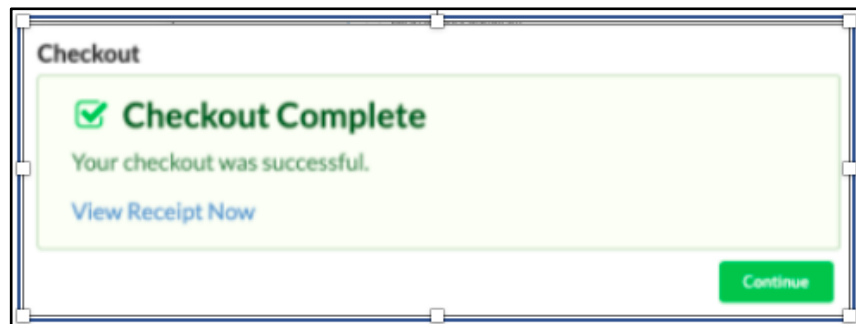
5. Click the green **Checkout** button in the top right corner to proceed to the **Shopping Cart Summary** screen.

The **Shopping Cart Summary** screen provides a list of **Products** that have been added to the **Shopping Cart** for purchase. If students have any **Outstanding Invoices** to pay, these will be listed in red at the bottom of the **Shopping Cart Summary** screen.



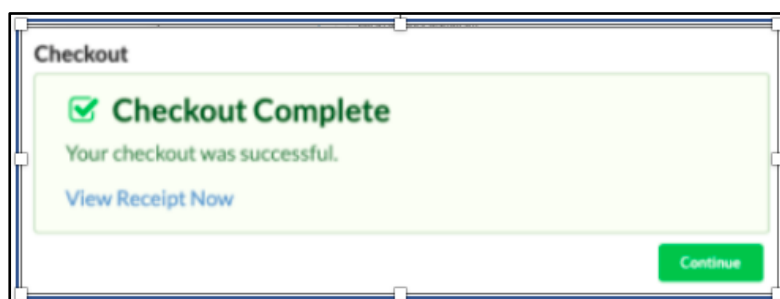
1. Select the checkbox for the invoices that you wish to pay and click the **Continue** button in the bottom right of your screen.
2. Fill out the appropriate information regarding your credit card information or electronic check payment.
3. Click the **Complete Checkout** button when finished.
4. Click **View Receipt Now** to go directly to the receipt. Focus will automatically send a receipt via email.

Parents Quick Guide: Purchase & Pay



A screenshot of a web interface for a credit card payment form. At the top, it says "You have outstanding invoices." with a "View Now" button. Below that, there is a search bar and buttons for "Empty Cart", "Checkout", and "3 Items | \$30.00". The main section is titled "Secure Payment Form" and "Pay by Credit Card". It features a blue Visa credit card image with the number "4111 1111 1111 1111" and the name "LINDA ABREGO". Below the card image, there are input fields for "First Name on Card" (Linda), "Last Name on Card" (Abrego), "Card Number" (4111 1111 1111 1111), "Expiration" (09 / 2024), and "CVC". A red arrow points to the "Continue" button in the bottom right corner. The total amount is displayed as "Sub-total: \$90.00" and "Total to be collected: \$90.00".

5. Click **Continue** to receive a transaction confirmation screen.
6. Click **View Receipt Now** to go directly to the receipt. Focus will automatically send a receipt via email.





Focus School Software Community Mobile App

Focus is simply the BEST student and business solution for K-12+

Focus School Software is pleased to offer the Focus Community App. The App, which is available from both the Google Play and Apple App stores, provides administrators, teachers, students, and parents a streamlined way to access student information.

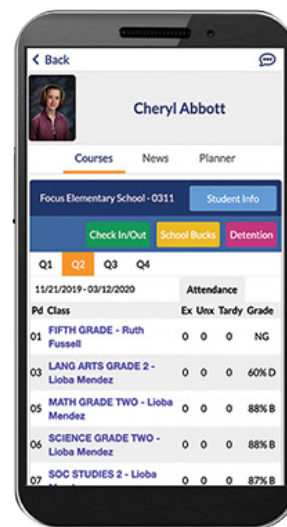
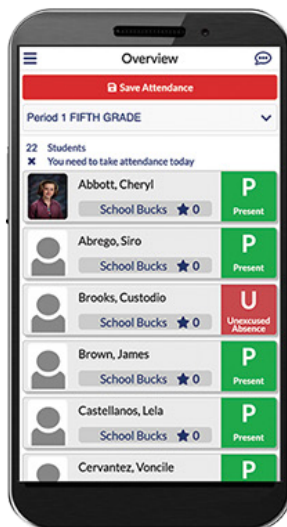
Parents today want simple and easy access to their child's grades, schedule, attendance, and school information. The **Focus Community App** is an easy to use mobile app allowing parents and students to view their student information

The **Focus Mobile App** gives Parents, Students, Teachers, and Community Members the benefits of:

- Real-time grades
- Teacher, school, and district announcements
- Teacher & district resources
- Teacher communication

The Community App also allows districts to quickly convey school information, such as school closings in the event of an emergency, reminders about school events, and help to reach out to parents that can't always make it to campus.

In addition to students and parents, the Community App provides administrators and teachers with the ability to take attendance, view student information, and more.

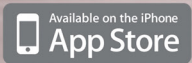
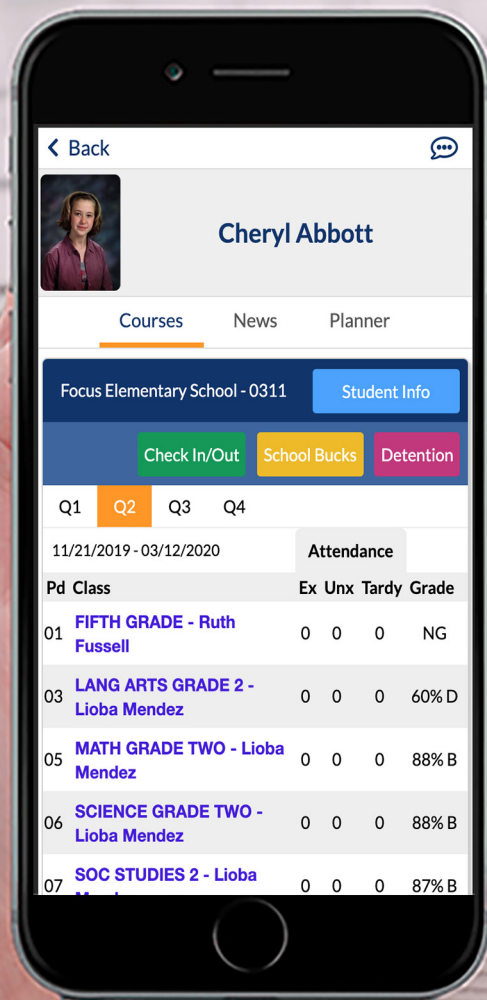




Focus School Software Community Mobile App

From grades and attendance, to school events and social media, the Community App allows users to gain instant access to the information they want, when and where they want it.

Student information at
your fingertips,
from anywhere, at anytime!



475 Central Ave., Suite 400 • St. Petersburg, FL 33701

Sales +877 250 1771 • Support +877 410 6637

www.focusschoolsoftware.com