

Parent Portal

The [Parent Portal](#) is a service offered to parents and guardians for accessing certain student records and Schoology. The service allows parents and guardians to access information about ALL their students through one convenient website. This eliminates the need to visit several different websites, make telephone calls or visit the school to access records and information. Once the Parent Portal account is created your Schoology account will be available after an overnight upload of data to their system from ours.

To Access Parent Portal

If you have a registered Parent Portal account, visit <https://polk12.focusschoolsoftware.com/focus> and enter your username and password. Your username is the personal email address that you used when you registered your account. You can reset your password if you have forgotten it by following the directions at the end of this document.




Create a Parent Portal Account

1. Obtain a P.I.N. number for each of your students by visiting his or her school. This P.I.N. is unique to your student and only your student. Parents/guardians must show proof at the school in order to receive this unique P.I.N. number. **DO NOT share this P.I.N. number with others.**
2. Create a Parent Portal account, if you don't already have one, by visiting <https://polk12.focusschoolsoftware.com/focus/auth/> and clicking "I DO NOT have an Account Registered on the Parent Portal."
3. The form below will appear. Complete the form and click the "Submit" button to register your Parent Portal account.

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name:	<input type="text"/>	(Required)
Parent/Guardian Last Name:	<input type="text"/>	(Required)
Email Address:	<input type="text"/>	(Required)
Create Password:	<input type="password"/>	(Minimum 8 characters)
Retype Password:	<input type="password"/>	(Required)

I'm not a robot 

***Important Note:** Your personal email address provided at the time of registration will become your Parent Portal username. PCPS employees must use a personal email address. **Do not register your account with your @polk-fl.net email address.**

Attach Student(s) Enrolled in PCPS to your Account

1. Visit <https://polk12.focusschoolsoftware.com/focus/auth/> and click the “I have an Account Registered on the Parent Portal but would like to ADD A CHILD” button as seen below.

Parent Portal Registration

Welcome to the Polk County Public Schools parent registration portal. The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education. This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

Student Currently Enrolled in a Polk County Public Schools

If you wish to create a Parent Portal Account, you must obtain the student's PIN from your child's school, and know your child's Student ID number. Once you have that information, use a valid email address and the directions provided [HERE](#) to create and activate your account.

Student Never Enrolled in Polk County Public Schools

If you wish to create a Parent Portal Account, use a valid email address and the directions provided [HERE](#) to create and activate your account.

I DO NOT have an Account Registered on the Parent Portal

I have an Account Registered on the Parent Portal but would like to ADD A CHILD

I have Forgotten My Password and would like to generate a new one

2. Login into your Parent Portal account.
3. Select “I would like to ADD A CHILD who is already enrolled.”

Students

You do not have any linked students at this time.

I would like to ADD A CHILD who is already enrolled.

I am FINISHED adding students. Please take me to the Portal.

4. Complete the form by entering the complete 10-digit Student ID, the student's date of birth, and the corresponding P.I.N. that you obtained from your child's school. When finished, click the box next to “I'm not a robot” and then click “Add Student.”

Please enter your student's information:

Student ID: (Required)

Student's Birthdate: January 1 2020 (Required)

PIN: (Required)

I'm not a robot

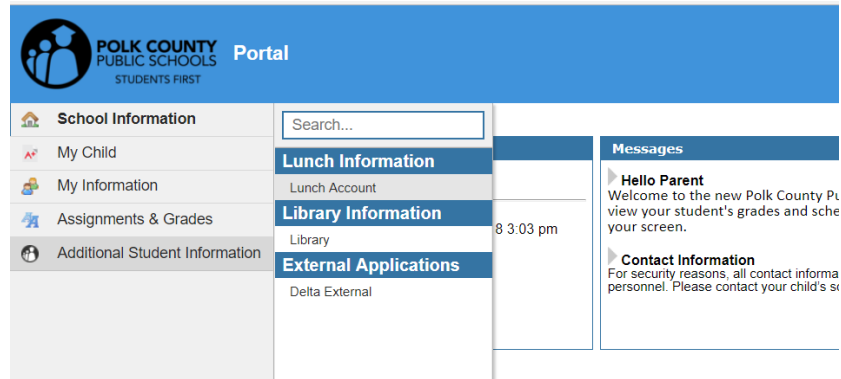
reCAPTCHA Privacy - Terms

Add Student

5. After clicking “Add Student,” the screen will reload and information for that student will appear.
6. Repeat these steps to attach additional students to your Parent Portal account.

After attaching all your students, you will arrive at the Parent Portal homepage. To view details in a particular category, click on one of your students then select the category you wish to view.

Examples:



Reset Your Password

Visit <https://polk12.focusschoolsoftware.com/focus/auth/> and click "I have Forgotten My Password and would like to generate a new one."

