



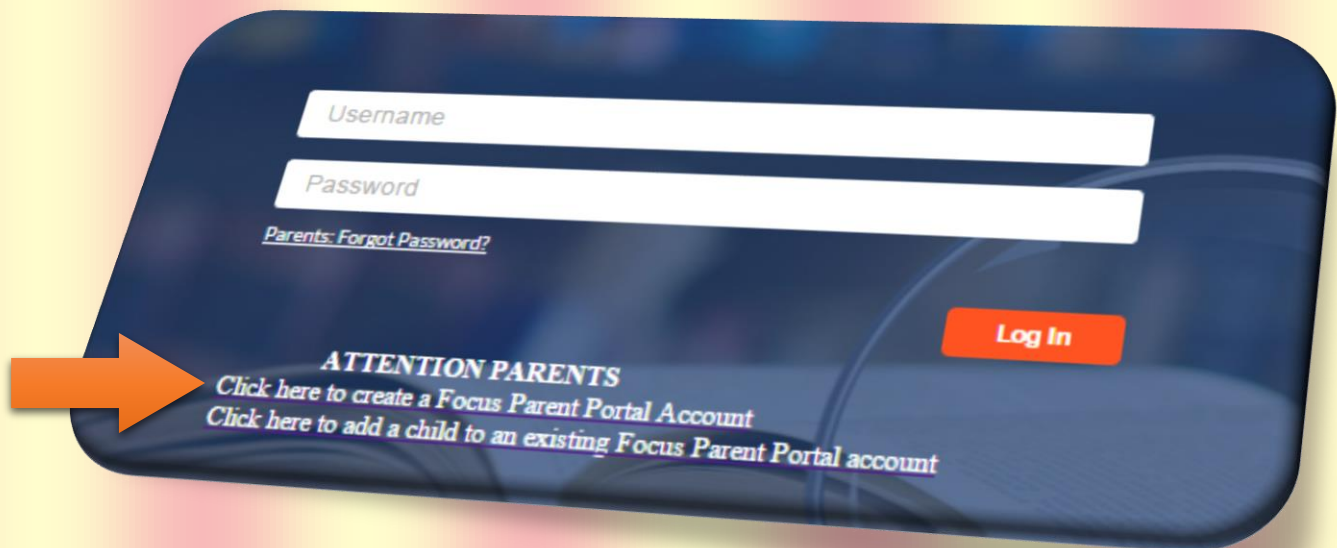
## Welcome to FOCUS!

Focus is a new software program that Lee County has implemented throughout the district for scheduling, attendance and grading. The program offers parents the opportunity to view their child's attendance information as well as current averages and assignment grades for all of the child's classes.

### Here's what you'll need to get started:

- **Your child's ID#** (The 8-digit one... For example: 12345678)
- **Your child's birthdate**
- **An email address** (district email addresses may not be used if you are a school employee)

1. Access the Focus Parent Portal registration screen at <http://focus.leeschools.net>



2. Complete the information on the screens, which should take no more than 3 minutes, provided you have the information listed above.
3. Once you have completed one child you may add another. If you do not have another child, simply finish creating the account.
4. Once the account has been created **write down the password as you will not see this again.**

### To view grades in the Parent FOCUS Portal once account is set up:

1. Go to <http://focus.leeschools.net>
2. Enter username and password
3. Click Log In
4. To switch between multiple children, use the dropdown list in the upper right hand corner
5. To view assignments and grades, click on Assignments & Grades in the upper left hand corner and choose class you want from the drop down. The current grade for the class will be directly under the title and the list of each assignment is under that.