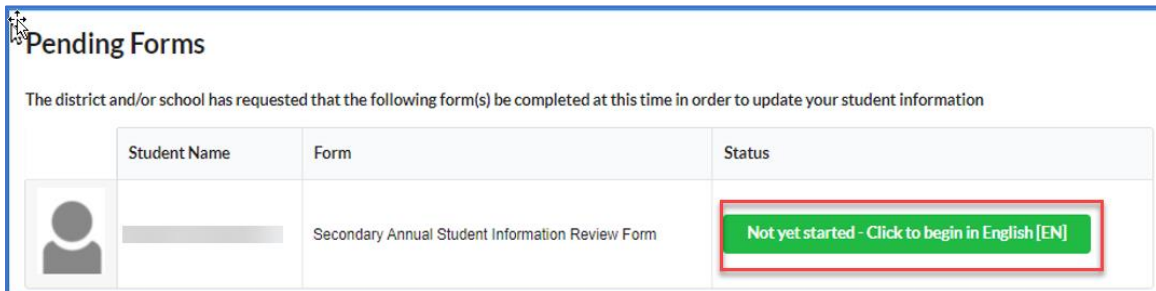


Annual Student Information Review Form – Focus Parent Portal

Parents have the ability to complete the Annual Student Information Review Form through the Parent Portal in Focus. Parents should complete the following steps for each of their children.

Parents will log into their Focus Parent Portal. On the home screen, parents will select **Not Yet started – Click to begin in English [EN]** to begin completing the form for each of their students. See Figure 1.



The screenshot shows a section titled "Pending Forms" with a sub-header: "The district and/or school has requested that the following form(s) be completed at this time in order to update your student information". Below this is a table with three columns: "Student Name", "Form", and "Status". The first row shows a student icon, a redacted name, and the form "Secondary Annual Student Information Review Form". In the "Status" column, there is a green button with the text "Not yet started - Click to begin in English [EN]".


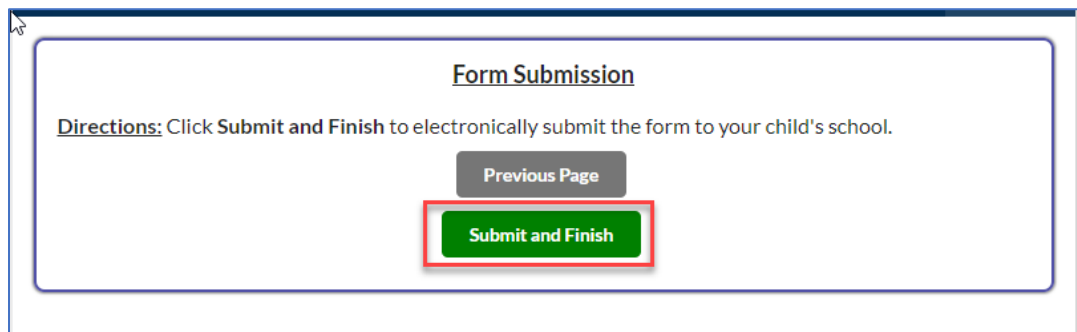
Student Name	Form	Status
	Secondary Annual Student Information Review Form	Not yet started - Click to begin in English [EN]

Figure 1

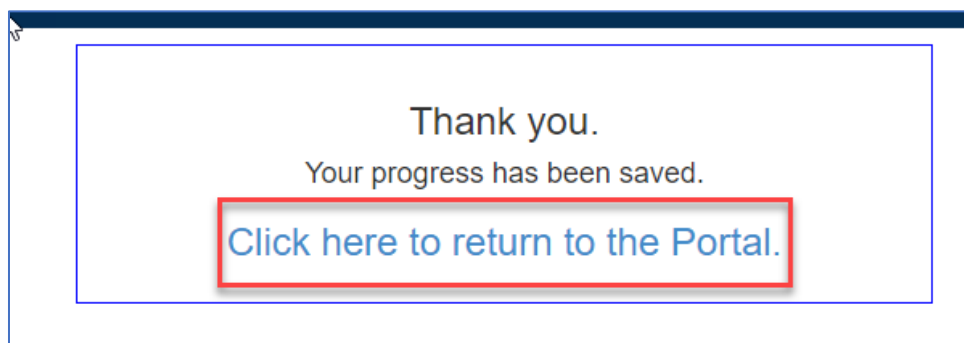
Parents will follow the prompts on the screen to complete the form. After they have completed the form, select **Submit and Finish**. See Figure 2.



The screenshot shows a "Form Submission" screen. It includes the heading "Form Submission" and the text: "Directions: Click Submit and Finish to electronically submit the form to your child's school." Below this text are two buttons: a grey "Previous Page" button and a green "Submit and Finish" button. The "Submit and Finish" button is highlighted with a red border.

Figure 2

Parents will select **Click here to return to the Portal**. See Figure 3.



The screenshot shows a "Thank you" screen with the text: "Thank you. Your progress has been saved." Below this text is a blue link that says "Click here to return to the Portal." The link is highlighted with a red border.

Figure 3