Welcome to Volusia County Schools! This document shows how to create and manage your Parent Portal account. This portal will be used throughout your student's academic career to provide a real-time view of your student's grades, attendance, assessments, and important announcements.

The following topics are covered in this document. *(Click the text to jump to that portion of the instructions*).

Important Note: Focus is incompatible with Internet Explorer. We recommend you use Chrome or Firefox as your browser when using the Parent Portal and the Online Application.

Topics:

I. **How to Create a FOCUS Parent Portal Account**

II. **How to Enroll a New Student (Parent Portal account required first)**

III. **How to Add (link) a Student to Your Account**

IV. **Parent Portal PIN & Error Messages**

V. **Managing Your Portal *(navigation, setup notifications, etc.)***

VI. **Grades and Graduation Requirements**

VII. **Reset Parent Portal Password**

I. How to Create a FOCUS Parent Portal Account

For the protection of your student's confidential information, we have created the following secure procedures. **A valid email address** is needed to create your FOCUS Parent Portal account and will become your **portal username**.

1. Go to https://www.vcsedu.org/parents/parent-portal and click the link for "creating your Parent Portal account". Then click **Create Account**.

2. Enter the Parent information in all the required fields.

   a. Enter the **Parent/Guardian First Name** as it appears on Driver's License
   b. Enter the **Parent/Guardian Last Name** as it appears on Driver's License
   c. Enter a valid **Email Address**, this email address will be your username (VCS employees use a personal email address and **not** your VCS issued email)
   d. **Create Password** to sign into the Volusia Parent Portal
   e. **Retype Password** to verify the password
   f. Check the box **I'm not a robot**
   g. Click **Submit**

Alert: If the registering person is not recognized as a valid contact within Focus, you will receive an error message.
Skip to section Parent Portal PIN & Error Messages for further instructions.

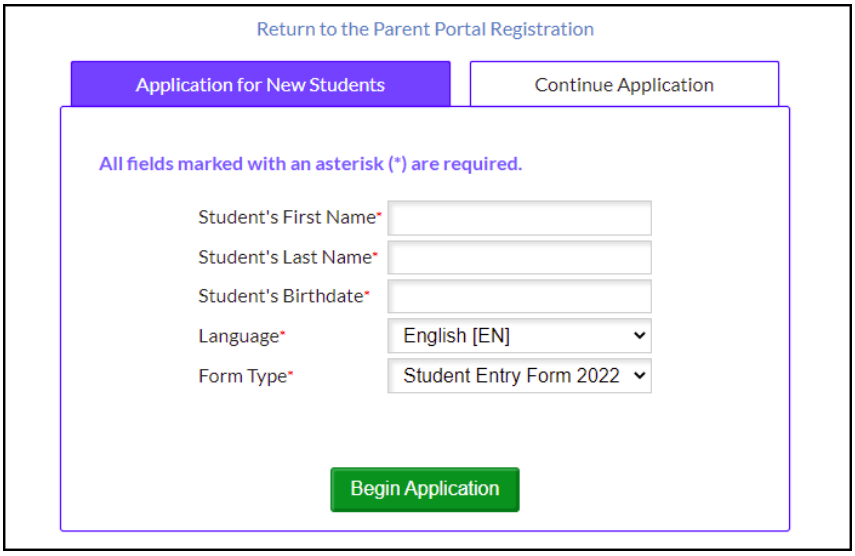
Return to top

II. How to Enroll a New Student

Before you can register your student, you must **first create a FOCUS Parent Portal account**. See Section I How to Create a FOCUS Parent Portal Account.

1. Once an account is created, click **I would like to APPLY FOR ENROLLMENT for a new child**

2. Enter the Student's First Name, Student's Last Name, and Student's Birthdate, then click **Begin Application**

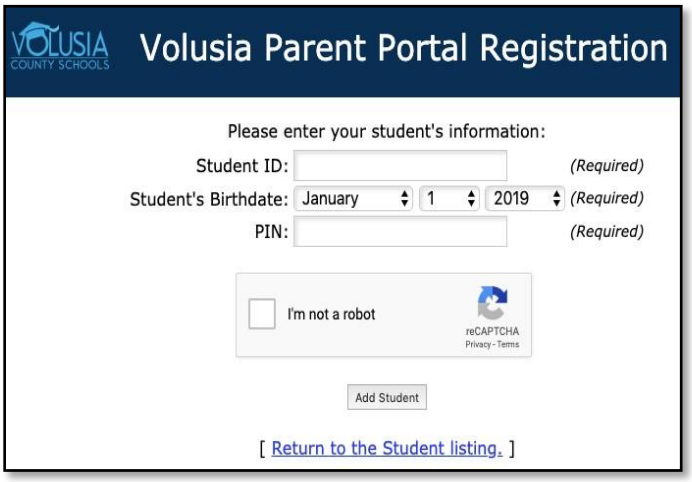


3. You will then see **Apply for Enrollment Student Entry Form 2022-2023**, follow the instructions within the enrollment application to complete and submit
4. You may save your progress in the application. Should you need to return at a later time to complete the enrollment, go to https://volusia.focusschoolsoftware.com/focus/apply/ and select **I would like to APPLY FOR ENROLLMENT for a new child.**
5. Click **Continue Application**, select the student name and **Log in** to complete and submit the enrollment.

III. How to Add (link) a Student to Your Account

1. Click **I have an Account Registered on the Volusia Parent Portal but would like to ADD A CHILD.**

2. Enter the Student information in all the required fields to identify your child. Multiple children cannot be added at one time; an option to add another child will be available in the next step.



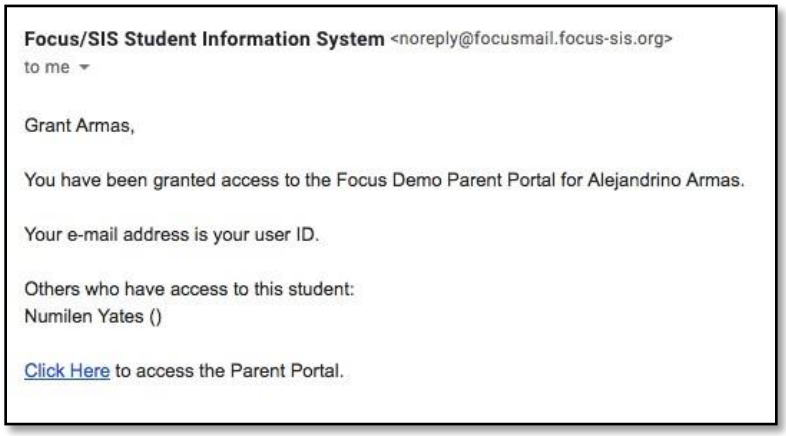
   a. Enter the student's Alpha ID in **all caps**
   b. Enter the student's Birthdate.
   c. Enter the student's PIN. This PIN is given in the pin letter sent home from the school, skip to Section III Parent Portal PIN & Error Messages for additional information.
   d. Check the box **I'm not a robot**.
   e. Click **Add Student**.

3. You will then see the name of your student, and the options to add additional students or finish and go to the Parent Portal.

Alert: If the registering person is not recognized as a valid contact within Focus, you will receive an error message (pictured below).
Skip to Section III. Parent Portal PIN & Error Messages for further instructions.

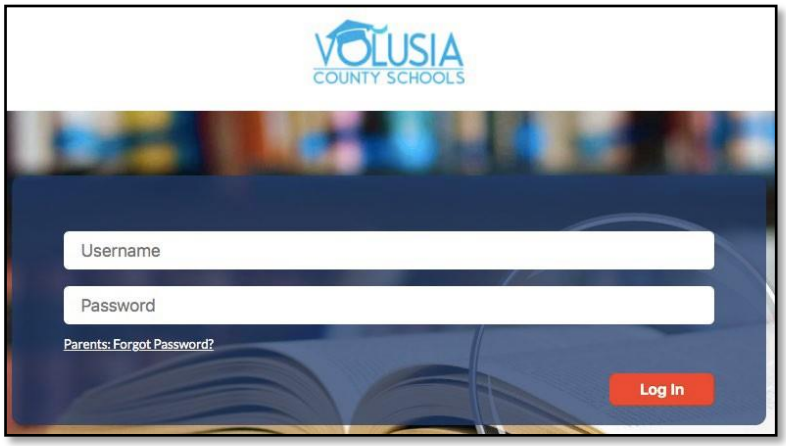
4. To add another child, repeat steps 1 and 2. You will need the PIN number, ALPHA ID and birthdate for each student.

5. An email will be sent to the email address on file stating that access has been granted for the students identified, as well as others who have access to this student. An additional link to the parent portal account will also be available.



6. After setting up a Parent Portal account, you can access it by going to the district website https://www.vcsedu.org/ . Select the Parents tab and Parent Portal. Or go directly to https://volusia.focusschoolsoftware.com/focus/parents

   Enter your username which is the email address you registered with and password you created. Click **Log In.**



Return to top

IV. Parent Portal PIN & Error Messages

Parent Portal PIN

The Parent Portal PIN is a unique 8-digit code that is assigned to each student to help parents securely establish their parent portal accounts.

A letter containing your student's unique PIN was sent home at the beginning of the year. If you did not receive the Parent Portal PIN letter, or you need another copy, please contact your school's registrar.

Error Message

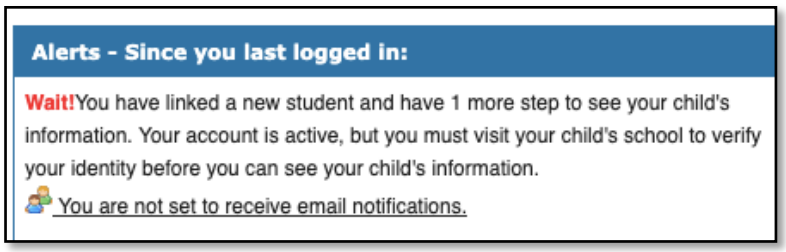
Alert: If the registering person is not recognized as a valid contact within Focus, you will receive an error message as pictured below.

If you receive the above error, you most likely have not typed your name exactly as it was entered into your student's contact file. For example, if your name is Thomas and you typed "Tom", try typing Thomas to see if it clears the error. If you need assistance with this error, please contact your school's registrar so that he or she can check your student's contact file to verify how your name was entered and possibly correct any misspelling.

Custody Alert:

Once in the Parent Portal, some parents may see the alert below. You will then need to go to your child's school to identify who you are with a driver's license or photo id and the school will need to verify your account.

Alert: If your child has a custody alert on file, you will not have access to your child's information until you visit the school to get your account verified. The following message will be displayed on your Volusia Parent Portal Page.



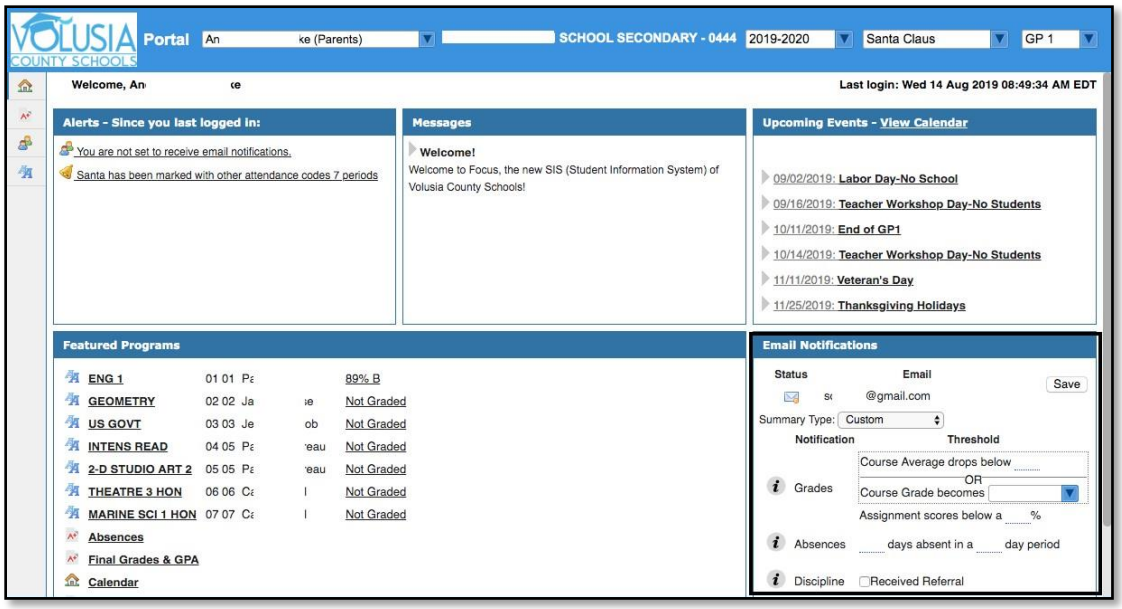
Return to top

V. Managing Your Portal

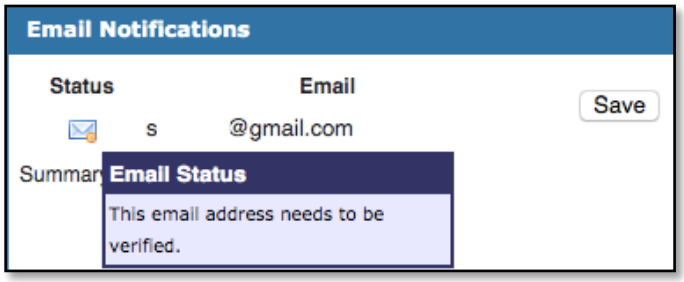
Setup Notifications

Parents can subscribe to email notifications and determine the frequency and areas of summary included in the notifications

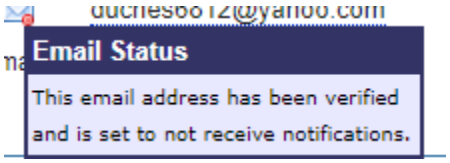
1. Go to the **Parent Portal** screen.
2. Find the **Email Notifications** box.



3. Enter the email address.
4. Click **Save**.
   a. This will send a verification email. When hovering over the you will see the email status message. Once you verify your email from the verification email. Symbol will change once the email is verified. Notifications cannot be set until the email address is verified.

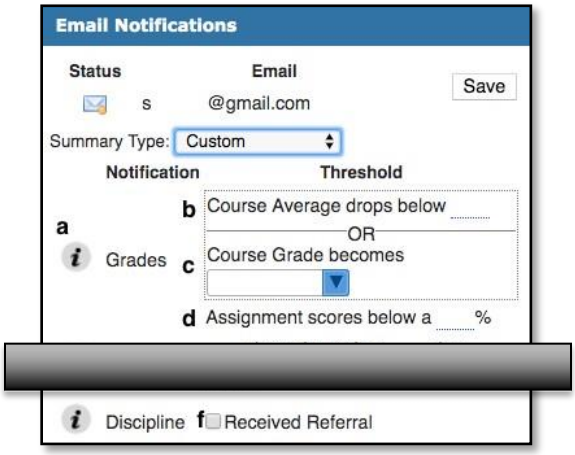


Once your email is verified you will see this email status message



5. Define the type of emails to receive in the summary type.

If **Custom** is selected, there are options to set thresholds for when notifications are sent about grades, attendance and discipline.



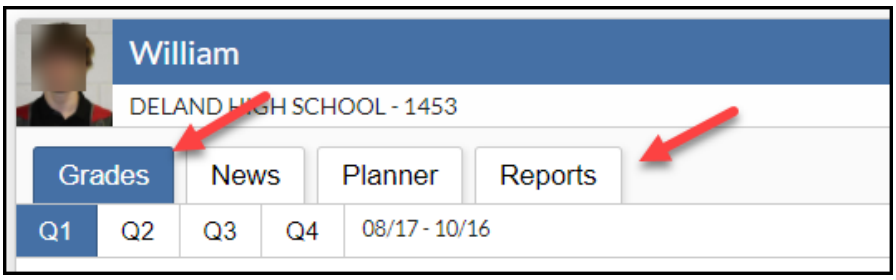
a. Hovering or clicking on the will give the user instructions.

b. Receive a notification if the course average or course grade drops below the specified threshold.
c. Receive a notification if an assignment score drops below the specified threshold.
d. Receive a notification if the student is absent for the specified number of days in the specific time period.
e. Receive a notification if the student receives a referral.
f. Click **Save**.

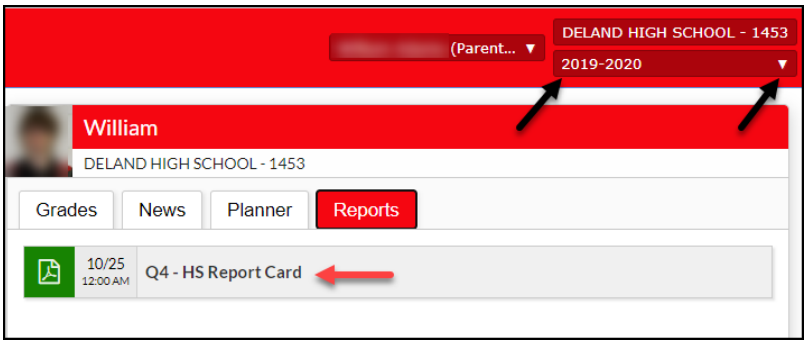
Return to top

VI. Grades and Graduation Requirements

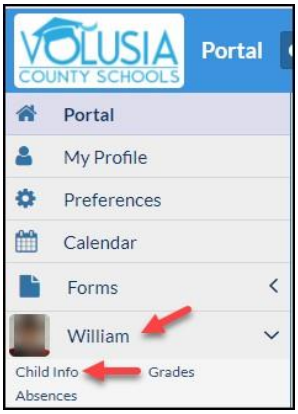
Your student's current grades are displayed under the **Grades** tab. The most recent report card will be displayed under the **Reports** tab.



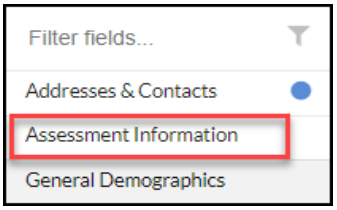
To view your student's grades or report cards for the past school year, change the year at the top right. Your Focus page will turn red indicating you are no longer viewing the current school year.



To view your student's academic and test history, select the student's name from the Portal menu on the left and click **Child Info**



You will see menu options, including **Assessment Information.**


Filter fields...
Addresses & Contacts
Assessment Information
General Demographics

Select **Assessment Information** to view your student's state or national standardized assessment history for their entire career in any Volusia County School.

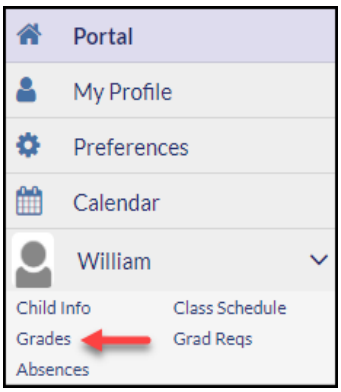
Assessment Information

Test History

Export Filter: ON

School Year	Test Name	Subject	Grade Level	Ach Level	Dev Score	Growth Level	Pass/Fail	Prof Level	Scale Score	Score	Status Level	T-Score	Test Level	Total Score	Test Date
2019 - 2020	FSA - FSA ELA	FSA ELA Reading	11	3			Y		354						2019-09-09
2018 - 2019	FSA - FSA ELA	FSA ELA Reading	10	2			N		344						2019-05-01
2017 - 2018	NGS - Florida End-of Course Assessment NGSSS EOC - Biology	Biology	09	3					408						2018-04-16
2017 - 2018	FSA - FSA ELA	FSA ELA Reading	09	3					352						2018-04-16
2017 - 2018	FSA - FSA EOC GEOMETRY	FSA EOC Geometry	09	3			Y		500						2018-04-16
2016 - 2017	FC2 - Florida Comprehensive Assessment Test (FCAT) 2.0 Science 2012-06/2017	Science	08	3					214						2017-05-01
2016 - 2017	FSA - FSA EOC ALG 1	FSA EOC Algebra 1	08	3			Y		509						2017-04-17
2016 - 2017	FSA - FSA ELA	FSA ELA Reading	08	3					345						2017-04-10
2015 - 2016	ECS - Florida End-of-Course Assessment ECS - Civics 02/2013-08/2017	Civics TOTAL	07	4					423			59		59	2016-04-18
2015 - 2016	FSA - FSA ELA	FSA ELA Reading	07	3					333						2016-04-11

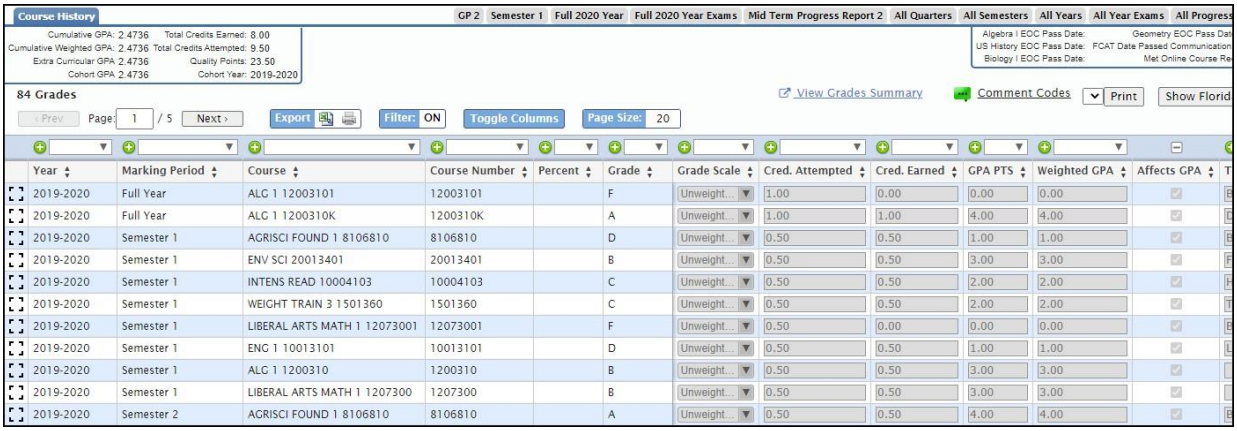
To view your student's academic history for their entire career in any Volusia County School, select the student's name from the Portal menu on the left, and click **Grades**. Grades for each grading period will be displayed. Note: in the Student Portal you will see the A+ symbol next to **Grades**.



Check **Show All Years** to view grades for their entire academic history or uncheck it to view only the current year. Check **Show All Schools** to see grades for all schools the student is currently or previously enrolled; check this box to see grades for part-time virtual courses. You may also check **Show Progress Periods** to view mid-term grades.

Year	Pd	Course #	Course	Teacher	Ex	Unx	Tardy	MPR1	Q1	MPR2	Q2	S1	4
2020-2021	01	1001340A	ENG 2	1453, D	0	0	4	F					
2020-2021	01	1501340	WEIGHT TRAIN 1	Manning, A	0	12	0		A	A	87% B		
2020-2021	02	1206310A	GEOMETRY	Gandhi, A	0	0	0	F					
2020-2021	02	8827410	SPORT REC ENT ESSEN	Shea, T	0	1	0		D				
2020-2021	02	2109310	WORLD HIST	Shea, K	0	3	1			F	61% D		
2020-2021	03	1206310E	GEO	Daniels, D	0	14	0		A	A	92% A		
2020-2021	03	1501340	WEIGHT TRAIN 1	Manning, A	0	0	0	A					
2020-2021	04	2000310	BIO 1	LaChance, A	0	4	0		C	D	73% C		
2020-2021	04	8827410	SPORT REC ENT ESSEN	Shea, T	0	0	0	D					
2020-2021	05	2000310	BIO 1	LaChance, A	0	10	0	B					
2020-2021	05	8827410	SPORT REC ENT ESSEN	Shea, T	0	4	5			F	0% F		
2020-2021	05	2109310	WORLD HIST	Shea, K	0	4	1		B				
2020-2021	06	8005110	TECHNICAL AG OPS 2	Brandner, B	0	2	10	A	B	D	64% D		
2020-2021	07	1001340A	ENG 2	Cote, K	0	4	7		C	C	42% F		
2020-2021	07	2109310	WORLD HIST	Shea, K	0	0	3	D					

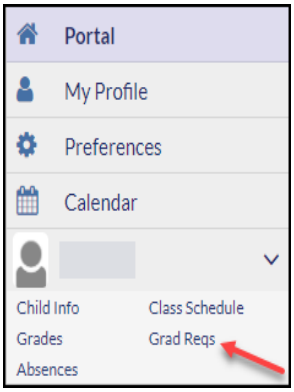
Select **View Detailed Report** to see a more detailed report for each grade, including Term, District, Credits Attempted and Earned and Weight points for each subject.



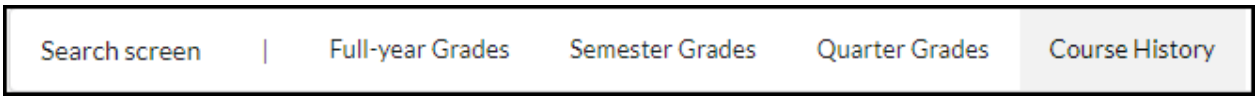
Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA PTS	Weighted GPA	Affects GPA
2019-2020	Full Year	ALG 1 12003101	12003101		F	Unweight...	1.00	0.00	0.00	0.00	✓
2019-2020	Full Year	ALG 1 1200310K	1200310K		A	Unweight...	1.00	1.00	4.00	4.00	✓
2019-2020	Semester 1	AGRISCI FOUND 1 8106810	8106810		D	Unweight...	0.50	0.50	1.00	1.00	✓
2019-2020	Semester 1	ENV SCI 20013401	20013401		B	Unweight...	0.50	0.50	3.00	3.00	✓
2019-2020	Semester 1	INTENS READ 10004103	10004103		C	Unweight...	0.50	0.50	2.00	2.00	✓
2019-2020	Semester 1	WEIGHT TRAIN 3 1501360	1501360		C	Unweight...	0.50	0.50	2.00	2.00	✓
2019-2020	Semester 1	LIBERAL ARTS MATH 1 12073001	12073001		F	Unweight...	0.50	0.00	0.00	0.00	✓
2019-2020	Semester 1	ENG 1 10013101	10013101		D	Unweight...	0.50	0.50	1.00	1.00	✓
2019-2020	Semester 1	ALG 1 1200310	1200310		B	Unweight...	0.50	0.50	3.00	3.00	✓
2019-2020	Semester 1	LIBERAL ARTS MATH 1 1207300	1207300		B	Unweight...	0.50	0.50	3.00	3.00	✓
2019-2020	Semester 2	AGRISCI FOUND 1 8106810	8106810		A	Unweight...	0.50	0.50	4.00	4.00	✓

<u>Graduation Requirements</u> (only available for high school students)

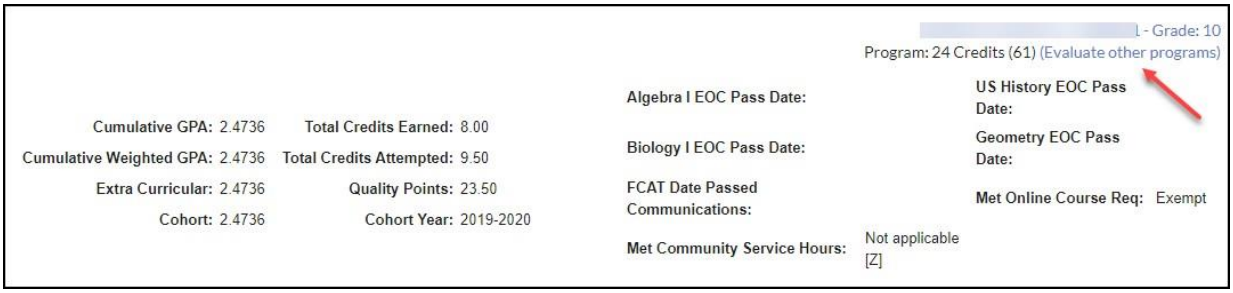
To view your student's Graduation Requirements, select the student's name from the Portal menu on the left and click **Grad Reqs**.



At the top of the page, you have the capability to switch between Full Year Grades, Semester Grades, Quarter Grades and Course History. It is recommended that you remain on **Course History**.

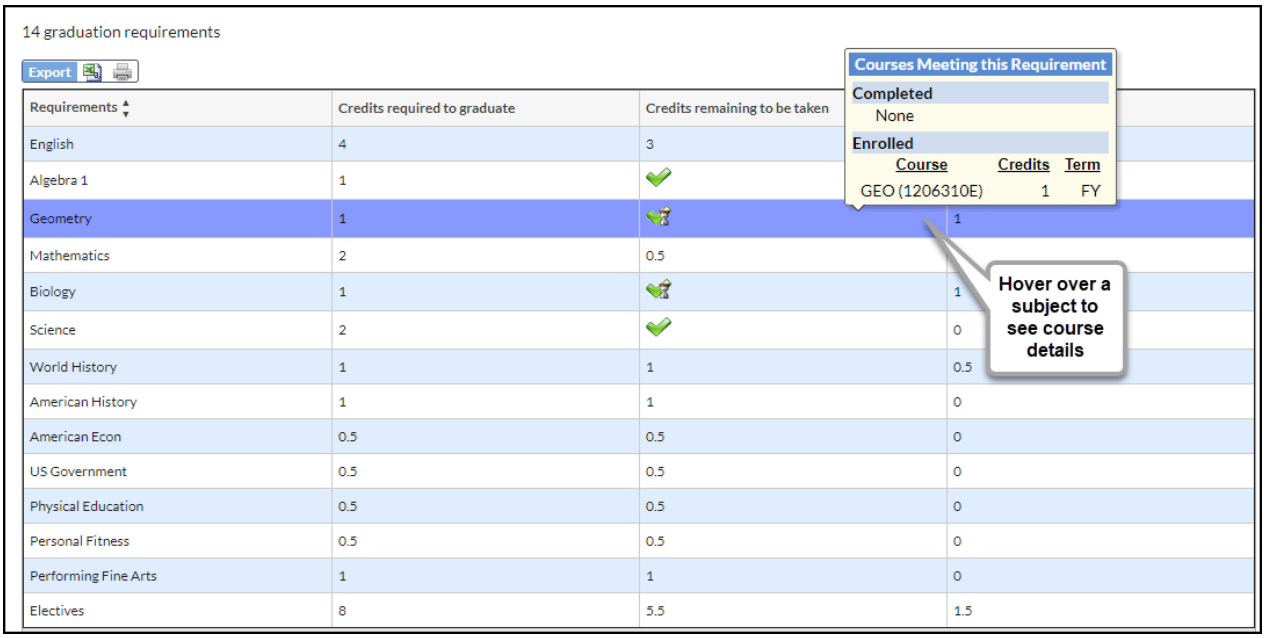


Your student's GPA information (unweighted and weighted), along with Total Credits Attempted and Earned, and Required Assessment Pass/Fail information is displayed at the top. Next to the student's Grad Program is a link to **Evaluate Other Programs**. Clicking this link will show you other graduation programs that are available for high school students. *For questions concerning credits earned and progress toward graduation please communicate with your student's school counselor.*



Below the GPA information are the **Graduation Requirements**. **The Credits Required to Graduate** column indicates the number of credits needed for each subject requirement listed. In the **Credits Remaining to be Taken** column, the green check indicates the requirement for that subject has been met. A green check with an hourglass symbol over it indicates the course is in progress.

Hover over a subject to see the student enrollment detail for that subject. The last column, **Currently Enrolled Credits**, indicates the credit value of the class the student is enrolled in.



Requirements	Credits required to graduate	Credits remaining to be taken	Currently Enrolled Credits
English	4	3	
Algebra 1	1	✓	
Geometry	1	✓⌛	1
Mathematics	2	0.5	
Biology	1	✓⌛	1
Science	2	✓	0
World History	1	1	0.5
American History	1	1	0
American Econ	0.5	0.5	0
US Government	0.5	0.5	0
Physical Education	0.5	0.5	0
Personal Fitness	0.5	0.5	0
Performing Fine Arts	1	1	0
Electives	8	5.5	1.5

Merit and **Scholar Designation**, along with **Biliteracy Seal** requirements are displayed below Graduation Requirements. When the requirements have been met for any of these designations, a green check will be displayed under the **Completed** column.

Merit Designation Requirements

1 requirement

Export

Criteria	Completed
Earned Industry Certification	

Scholar Designation Requirements

9 requirement

Export

Criteria	Completed
Earned 1 Credit in Statistics or Equally-Rigorous Course	
Passed Biology EOC	
Earned 1 Credit in Chemistry/Physics	
Earned 1 Credit in Course Equally-Rigorous to Chemistry/Physics	AGRISCI FOUND 1 (8106810) (A), AGRISCI FOUND 1 (8106810) (D)
Passed US History EOC	
Earned 2 credits in same foreign language	
Earned 1 credit in AP/IB/AICE/Dual Enrollment	
Earned 1 Credit in Algebra II or Equally-Rigorous Course	
Passed Geometry EOC	

Biliteracy Seal

Export

Criteria	Completed
Gold	
Earned 4 credits in same foreign language with cum GPA 3.0 or higher and Level 4 or higher on the g	
Minimum score on nationally recognized foreign language assessment	
Portfolio Option at Advanced Low level or higher	
Silver	
Earned 4 credits in same foreign language with cum GPA 3.0 or higher	
Minimum score on nationally recognized foreign language assessment	
Portfolio Option at Intermediate Mid level or higher	

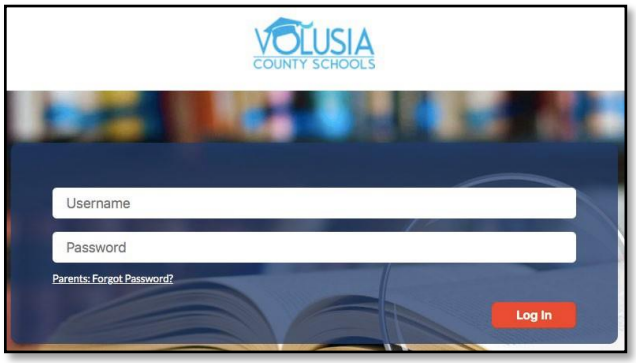
Return to top

VII. Reset Parent Portal Password

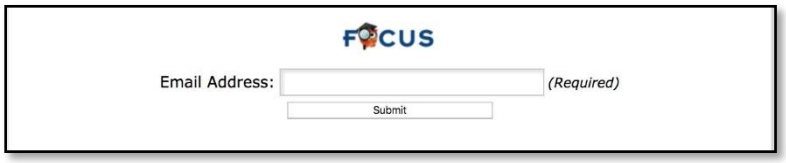
Parents: Forgot Password

If a password has been forgotten, a new one can be generated.

Parents can request a new password through clicking the link **Parents: Forgot Password?** Parents will enter the email associated with the account and receive further directions for logging in.



Enter the email address used to create the account and click the **Submit** button.



When a valid email address is entered, a confirmation message will display.

Return to top