

Parent Portal

We invite parents to utilize the following instructions to access your student's grades and attendance. You will need to register before you can log in.

If you have an account, you have nothing further to do. Log in and access the system as usual

<https://jackson.focusschoolsoftware.com/focus/index.php?skipSAML=true>

Continue on to the next page for help with registration and help navigating in the parent portal.

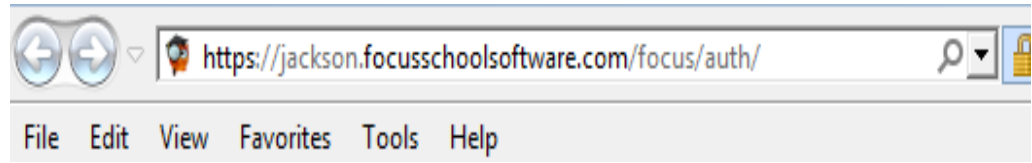
Please note that Chrome is the recommended browser for the Parent Portal system.

)

Getting Started: Setting Up Your Account


1. Launch your browser

2. Go to the registration site:



3. Select the first choice:
“I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled”.

Request Access to the Parent Portal



Welcome to the Jackson County 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 that are 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.


[[I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled](#)]
[[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](#)]

Powered by [Focus/SIS](#)

4. Enter parent information:
First Name, Last Name,
and Email Address are required.

Request Access to the Parent Portal



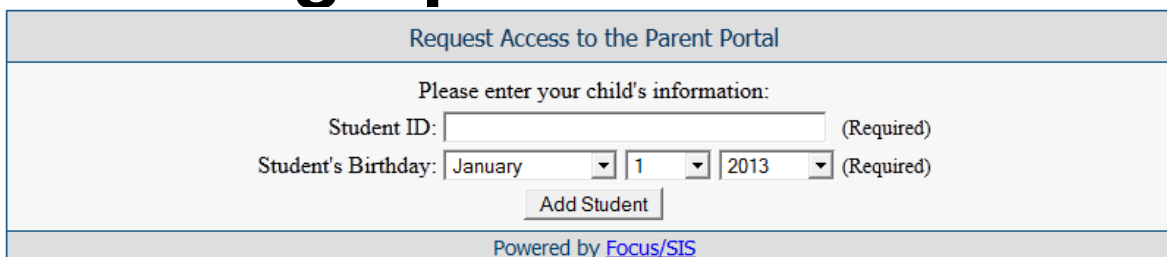
Please enter your name exactly as it appears on your driver's license as well as a valid email address:

First Name: (Required)
Middle Name: (Optional)
Last Name: (Required)
Email Address: (Required)

Powered by [Focus/SIS](#)

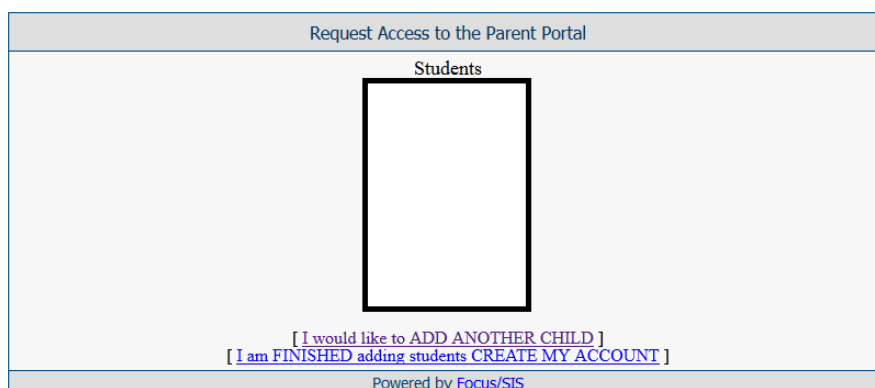
Getting Started: Setting Up Your Account

5. Enter Student information:
Student ID and Date of Birth.
(if you need your student's ID,
You will need to contact your
Child's School)



6. Then click: "Add Student".

7. Click either:
"Add Another Child" or "I am
Finished".



*** IMPORTANT ***

8. **WRITE DOWN** the Temporary
Password that appears. You
will be required to change your
password when you login for the
first time.



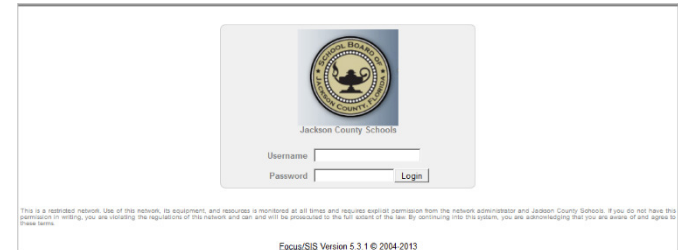
9. Choose "Click Here to login to the Parent Portal", you will be prompted to enter the temporary password. ***You can now enter the Portal.***

Navigating to Grades, Attendance and e-Mail

1. Launch your Browser

2. Log into Focus:

<https://jackson.focusschoolsoftware.com/focus/index.php?skipSAML=true>



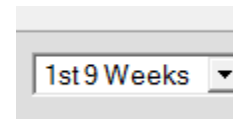
If you forget your password, go to: <https://jackson.focusschoolsoftware.com/focus/auth>
Click “Forgot Password” and follow the directions. (Note: A message will be generated by the system and sent to the email address you provided at account set up. You will have 24 minutes to click on the link contained within the message to reset your password or a new request must be initiated.)

3. Important Tips:

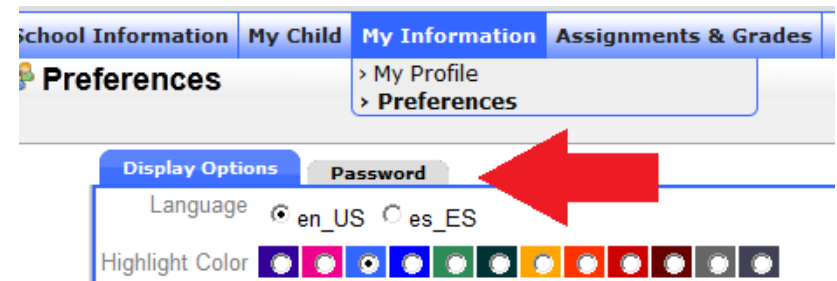
To return to the Portal’s home page, click on the District logo at the top of the page.



To view a different 9 Weeks, click the grading period drop down at the top right on the portal.



To change your password, click On My Information and choose Preferences from the menu. Then Choose the Password Tab .



Navigating to Grades, Attendance and e-Mail

4. To view gradebook grades, click on the course names.

Featured Programs

- [M/J Hmer - Homeroom -](#)
- [M/J Explor Wheel 3 - Pe](#)
- [M/J Instru Tecngs 3 - Pe](#)
- [M/J Read 3 - Period03 -](#)
- [M/J Us Hist&car Plan - P](#)
- [M/J Lang Arts 3 - Period](#)
- [M/J Pre-Alg - Period06 -](#)
- [M/J Compre Sci 3 - Peri](#)
- [Absences](#)

5. To view posted report card grades, click on “My Child.”
 Scroll down to select Final Grades, GPA, & Class Rank.
 Select the Course History Tab.

My Child | **My Information** | **Assignme**

- > Child Info
- > Class Schedule
- > **Final Grades, GPA, & Class Rank**
- > Progression Plan
- > Graduation Requirements
- > Test History
- > Absences
- > Referrals

| 1st 9 Weeks | Semester 1 | Semester 1 Exam | Full Year | Full Year Exam | All Quarters | All Semesters |
|-----------------------|---------------------|-----------------|-------------|----------------|--------------|---------------|
| All Semesters Exams | | | | | | |
| All Years | | | | | | |
| All Years Exams | | | | | | |
| Course History | | | | | | |
| GPA Points | Weighted GPA Points | | Affects GPA | Teacher | | |

Navigating to Grades, Attendance and e-Mail

6. To email a course teacher, click the teacher's checkbox.

Select teachers to email:

- !@JCSB.ORG
- @JCSB.ORG
- !@jcsb.org
- .@JCSB.ORG
- @JCSB.ORG
- @JCSB.ORG
- @JCSB.ORG
- @JCSB.ORG



Type your message and click send.

Saved Email Addresses

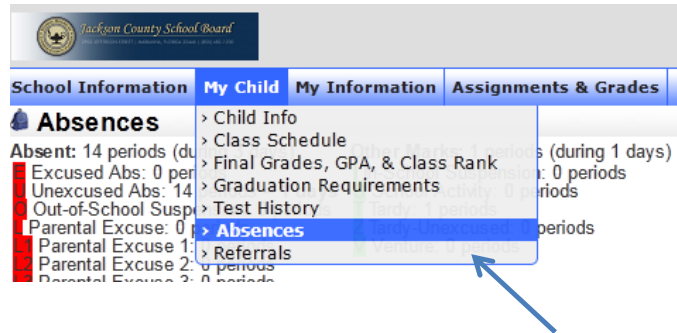
Your Email Address

CC:

Receive Personal Copy

Navigating to Grades, Attendance and e-Mail

7. To see your student's attendance, click Absences.



OR

Featured Programs

- [M/J Hmer - Homeroom - Klei](#)
- [M/J Explor Wheel 3 - Period0](#)
- [M/J Instru Tecngs 3 - Period0](#)
- [M/J Read 3 - Period03 - S1 -](#)
- [M/J Us Hist&car Plan - Period](#)
- [M/J Lang Arts 3 - Period05 -](#)
- [M/J Pre-Alg - Period06 - S1 -](#)
- [M/J Compre Sci 3 - Period07](#)
- [Absences](#)

Use the legend codes at the top of the page to interpret the assigned student codes.

A screenshot of the portal's 'Absences' section. It displays a legend of attendance codes and their meanings. The legend is organized into two columns: 'Absent' and 'Other Marks'. Below the legend, there is a summary of attendance statistics.

| Absent: 14 periods (during 3 days) | | Other Marks: 1 periods (during 1 days) | |
|--|--|---|---|
| ■ Excused Abs: 0 periods | ■ In-School Suspension: 0 periods | ■ School Activity: 0 periods | ■ Tardy: 1 periods |
| ■ Unexcused Abs: 14 periods -- 1 days | ■ Tardy-Unexcused: 0 periods | ■ Venture: 0 periods | |
| ○ Out-of-School Suspension: 0 periods | | | |
| ■ Parental Excuse: 0 periods | | | |
| ■ Parental Excuse 1: 0 periods | | | |
| ■ Parental Excuse 2: 0 periods | | | |
| ■ Parental Excuse 3: 0 periods | | | |
| ■ Forgiveness Policy: 0 periods | | | |
| ■ Hospital/Homebound: 0 periods | | | |

Total Full Days Possible: 17
Total Full Days Attended: 16 (94.12%)
Total Full Days Absent: 1 (5.88%)
Enrollment Dates: Aug 19, 2013 - ...

8. The logout button is located down in the bottom right of the portal.