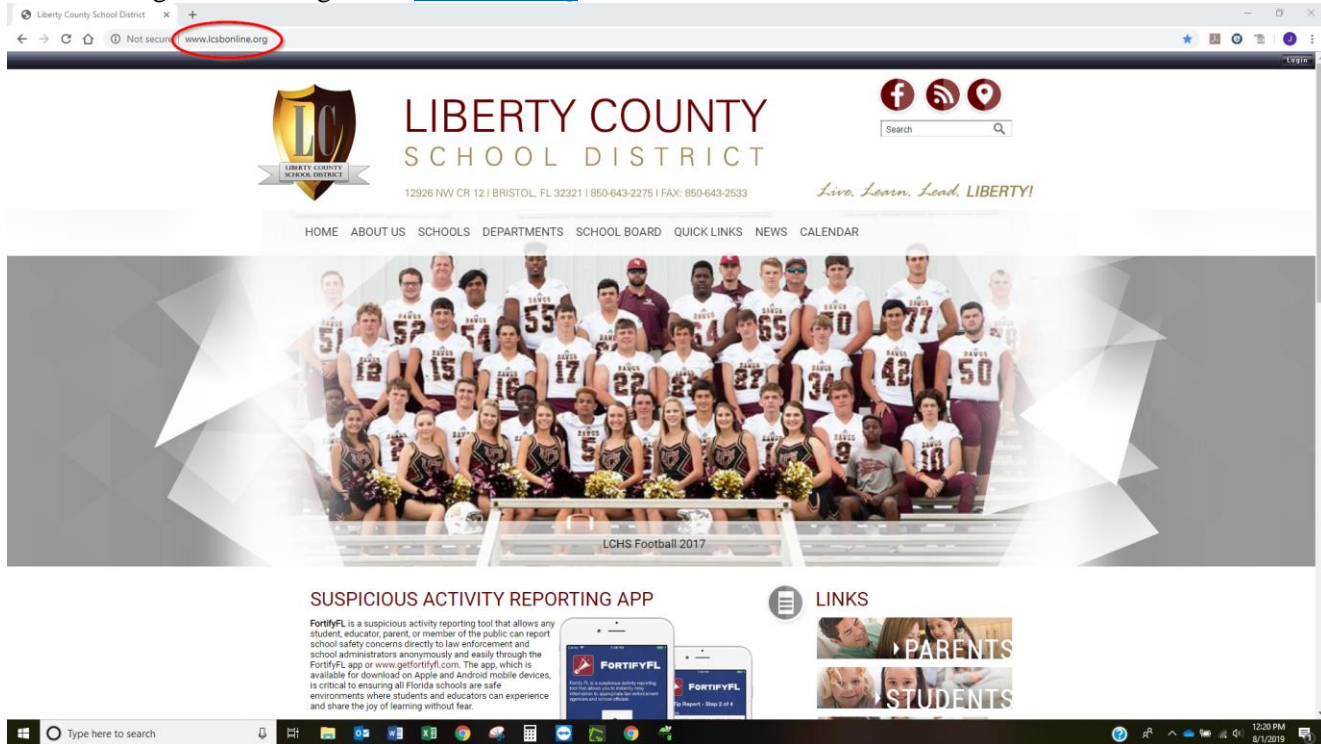


# Focus Parent Portal

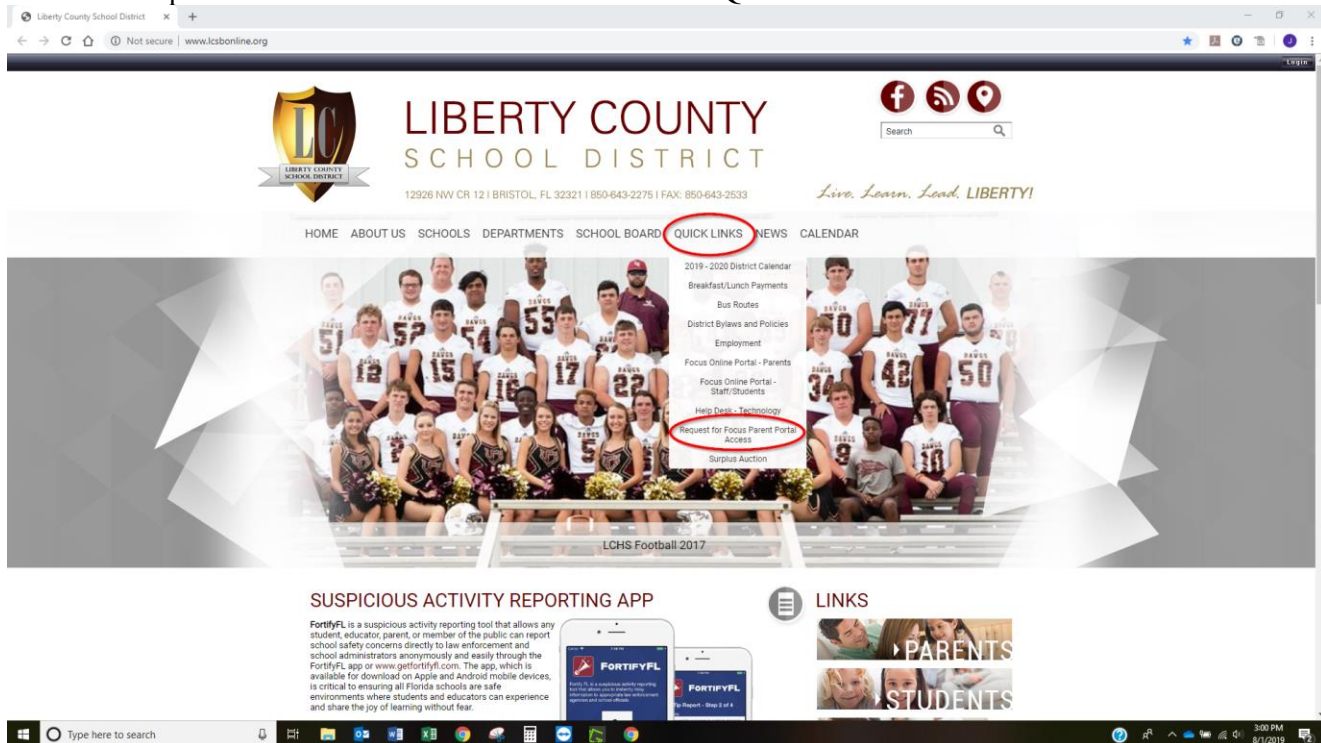
As a parent, we invite you to utilize the following instructions to access your student's grades and attendance information. You will need to register and create an account before you can login. Please note that Chrome is the recommended browser for the Parent Portal.

## To Register and Create an Account:


1. Launch your browser (Chrome or Firefox work best). In the address bar, access the Liberty County School Board website using the following URL: [www.lcsb.org](http://www.lcsb.org)



2. Select "Request for Focus Parent Portal Access" from the Quick Links menu on the toolbar.



3. Select the first choice: "I DO NOT have an Account Registered on the Parent Portal but my child is Actively Enrolled."  
\*You also have the option to add a child to your Parent account, or you have the option to generate a new password. You will need your email address, as well as your child's date of birth and ID number, to add a student and/or generate a new password for your account. \*



## Parent Portal Registration

Welcome to the Liberty County Schools Parent Portal Registration. 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.

In order to create a Parent Portal account online, you must have a valid email address. If you are unable to create an account, visit your child's school for assistance.


[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](#)

[Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español](#)  
[Klike isit la pou kreye/aktyalize kont Pötay Focus pou Paran yo nan lang kreyòl ayisyen](#)  
[Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal](#)

4. Enter REQUIRED Parent information and click submit.



## Parent Portal Registration

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


Parent/Guardian First Name:  (Required)

Parent/Guardian Last Name:  (Required)

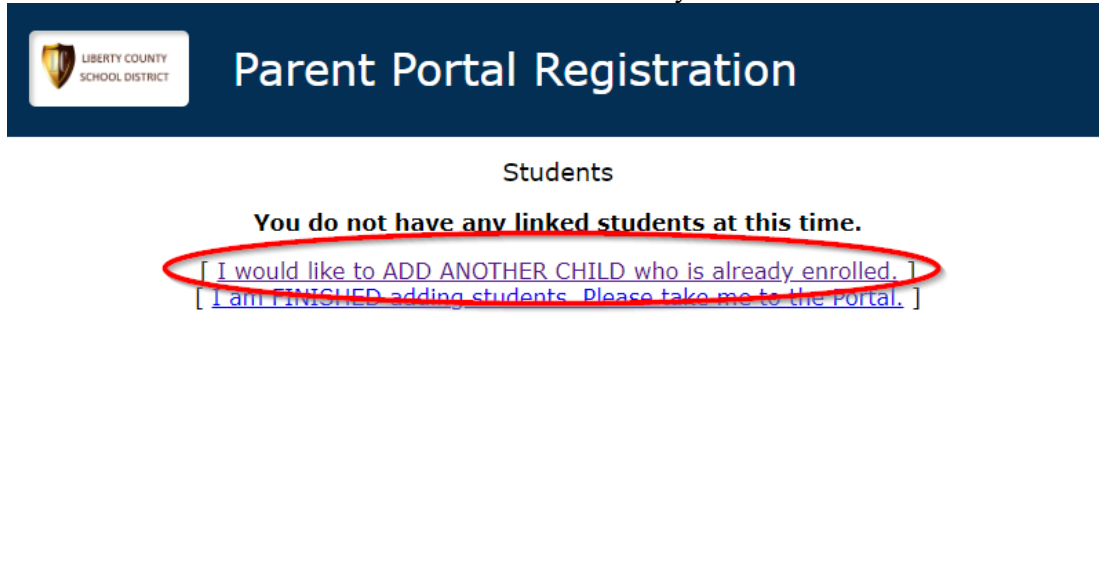
Email Address:  (Required)

Create Password:  (Minimum 8 characters)

Retype Password:  (Required)

I'm not a robot  reCAPTCHA  
Privacy - Terms

5. Select “I would like to add another child who is already enrolled”



LIBERTY COUNTY SCHOOL DISTRICT

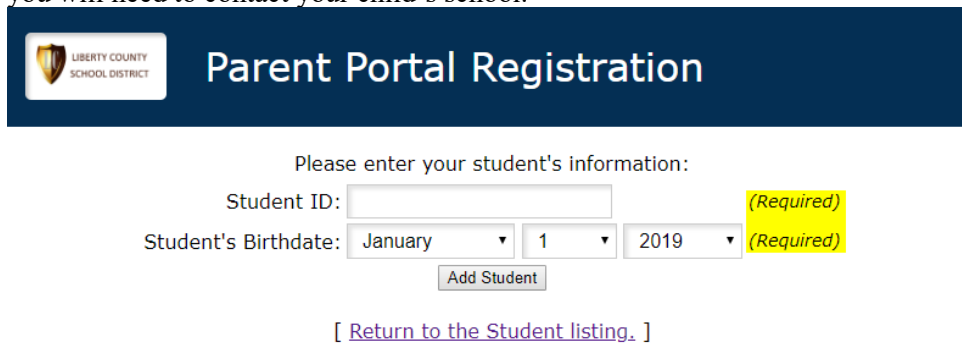
## Parent Portal Registration

Students

**You do not have any linked students at this time.**

[ [I would like to ADD ANOTHER CHILD who is already enrolled.](#) ]  
[ [I am FINISHED adding students. Please take me to the Portal.](#) ]

6. Enter REQUIRED student information and click the add student button. If you do not have your student’s ID number, you will need to contact your child’s school.



LIBERTY COUNTY SCHOOL DISTRICT

## Parent Portal Registration

Please enter your student's information:

Student ID:  (Required)

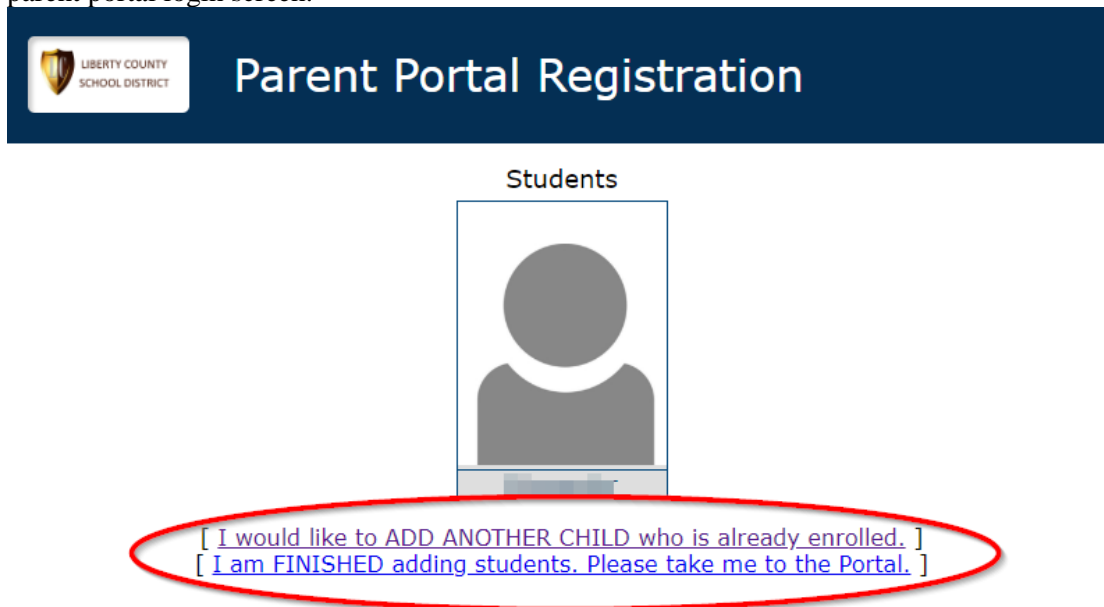
Student's Birthdate:    (Required)

[ [Return to the Student listing.](#) ]

7. You will be directed to a confirmation screen where you will have two options.

- If you have additional students to add, select “I would like to add another child who is already enrolled”.
- If no additional students need to be added, select “I am finished adding students. Please take me to the Portal”.


When all students have been, click on “I am finished adding students. Please take me to the Portal” to be redirected to the parent portal login screen.



LIBERTY COUNTY SCHOOL DISTRICT

## Parent Portal Registration

Students



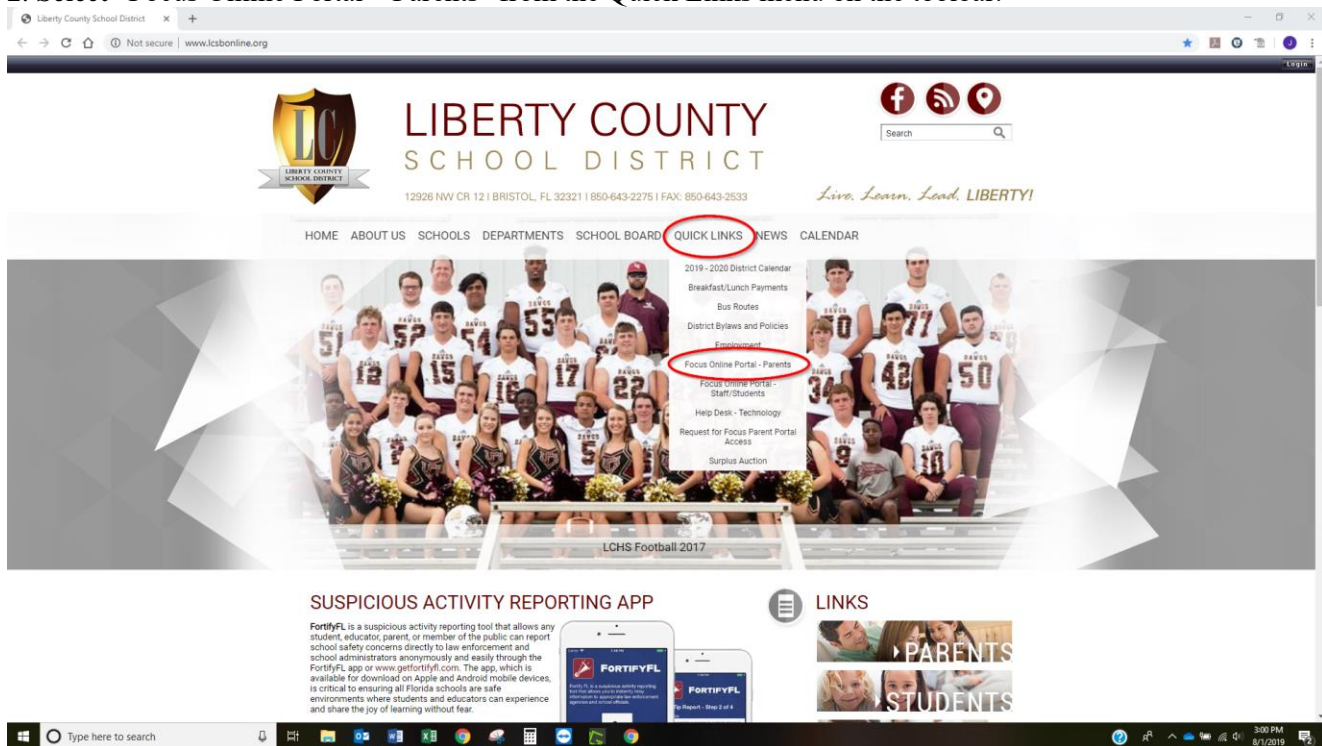
[ [I would like to ADD ANOTHER CHILD who is already enrolled.](#) ]  
[ [I am FINISHED adding students. Please take me to the Portal.](#) ]

# Accessing the Parent Portal from Your Computer

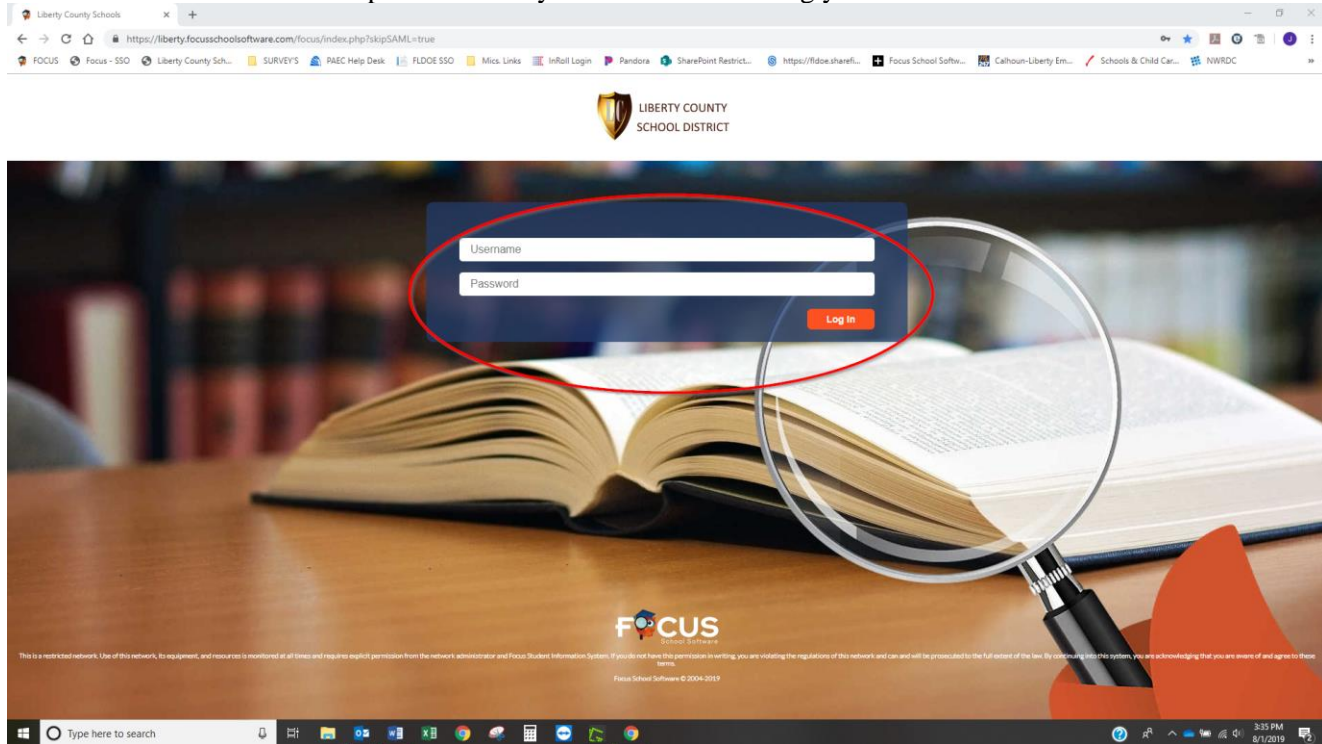
1. Open your web browser (Chrome or Firefox) and navigate to the Liberty County School Board website at the following URL: [www.lcsb.org](http://www.lcsb.org)



2. Select “Focus Online Portal – Parents” from the Quick Links menu on the toolbar.



### 3. Enter the email address and password that you used when creating your account.



### 4. You will have access to the following features once login into the parent portal.

1. Portal Home: Use this icon to return to the main parent portal screen at any time.
2. Student selector: Use this feature to navigate between your students.
3. Grading period selector: Use this feature to navigate between grading periods.
4. My Child tab: use this tab to view information about your selected student, including enrollment, grades, referrals, test history, GPA, etc.
5. My Information tab: use this tab to access your account information and to change your password.
6. Alerts: Use this feature to view alerts related to your selected student. If you have not set up email notifications, you may also see a message regarding email notifications. Click the link and follow the prompts on screen to set up email notifications if you choose.
7. Featured Programs: Use this tab to view information about your selected student's schedule and classes, and to email your child's teacher(s).

