



Once you log in to the parent portal, scroll down to focus

The screenshot shows a web browser window with the URL `focus.collierschools.com/focus/Modules.php?modname=misc%2FPortal.php`. The page header includes the 'FOCUS' logo, a 'Help' button, and the word 'Portal'. On the left, a navigation menu is visible with options: 'Portal', 'Calendar', and a dropdown menu for 'Student Name Here'. The dropdown menu contains links for 'Child Info', 'Grades', 'Absences', 'Forms Summary', 'Class Schedule', 'Test History', 'Attendance', and 'Student Services'. A blue arrow points from the 'Forms Summary' link to the 'Forms Summary' link in the main content area. The main content area has a title 'District & School Announcements' and two tabs: 'News' and 'Events'. Below the tabs, there is an 'Alerts' section with a message: 'A form you submitted has been recently processed. Click here for more information.' Below the alerts, there are two announcements. The first is dated '07/23' and titled 'SCHOOL YEAR CHANGE' with the subtitle 'District Announcement'. The text of the announcement reads: '**ATTENTION:** The current school year in Focus has change to 2023-2024. To enter or edit year specific data for the pr attendance, you must switch the school year menu in the t back to 2022-2023. To indicate that you are not in the current school year, you display in red if you are in a school year other than 2023-2024'. The second announcement is dated '07/07' and titled 'Final 2022-2023 Report Cards'. The text of the announcement reads: 'The Florida Department of Education (FDOE) released the e'. At the bottom of the page, there is a blue bar with a 'Student Name Here' dropdown menu.

Once in focus, click on the child’s name on the left and click on “Forms Summary”

Forms Summary

There are no forms to complete at this time.

Completed Forms

17 Records

Filter: ON

Student	Form	Completed Date	Processed Date	App
	CCPS Emergency Information Form - Student Information	08/04/2023		0
	CCPS Emergency Information Form - Student Information	08/04/2023		0
	CCPS Emergency Information Form - Student Information	08/04/2023		0
	CCPS Emergency Information Form - Health Information	08/04/2023		0
	CCPS Emergency Information Form - Health Information	08/04/2023		0
	CCPS Emergency Information Form - Student Information	08/04/2023		0
	CCPS Emergency Information Form - Student Information	08/04/2023		0
	CCPS Media Center Consent Form	08/04/2023	08/04/2023	1
	CCPS Media Center Consent Form	08/04/2023	08/04/2023	1
	CCPS Emergency Information Form - Student Information	08/04/2023		0

Student
Names
Here

The list of forms to complete and completed forms will come up. The book/media form is called “CCPS Media Center Consent Form”.