



2025-2026 Attendance Notes Instructions

FOCUS Attendance Notes for Parent Portal

Login to the parent portal homepage:

The screenshot shows the FOCUS Parent Portal homepage. The left sidebar includes links for Portal, School Info, My Profile, Communication, Preferences, Calendar, Forms, and a dropdown for Child Info (Child Info, Class Schedule, Grades, Test History, Attendance). The main content area is titled 'District & School Announcements' with tabs for News, Events, and Posts. Below this is an 'Alerts' section with a message: 'You are not set to receive email notifications.' To the right, a student profile for 'John' is displayed, showing grades for Q1 and Q2 (08/11-10/18). A table shows attendance data for four periods (Pd) with columns for Course, Teacher, Ex (Excused), Unx (Unexcused), Tardy, and Grade. The data includes: Pd 01 ENG 1 (West, B) with 0 Excused, 0 Unexcused, 0 Tardy, and NG Grade; Pd 02 ALG 1 (Williams, J) with 0 Excused, 0 Unexcused, 0 Tardy, and NG Grade; Pd 03 Introductory Logic (Instructor, C) with 0 Excused, 0 Unexcused, 0 Tardy, and NG Grade; and Pd 04 Argument and Persuasion (Instructor, C) with 0 Excused, 0 Unexcused, 0 Tardy, and NG Grade.

If your student has unexcused absences or tardies, an alert displays on the Portal in the Alerts section. Click the alert to navigate to the Absences (Summary) screen.

The screenshot shows the FOCUS Parent Portal homepage. The left sidebar includes links for Portal, School Info, My Profile, Communication, Preferences, Calendar, Forms, and a dropdown for Child Info (Child Info, Class Schedule, Grades, Test History, Attendance). The main content area is titled 'District & School Announcements' with tabs for News, Events, and Posts. Below this is an 'Alerts' section with a message: 'You are not set to receive email notifications.' Below that, a red box highlights a specific alert: 'John has been absent 2 periods'.

If you do not see an alert about absences, please click on Attendance on the left side menu

The screenshot shows the FOCUS Parent Portal sidebar menu. The menu items are: Child Info, Class Schedule, Grades, Test History, and Attendance. The 'Attendance' link is highlighted with a red box.

Then, click on Summary

Attendance

Report Timeframe: School Year Attendance breakdown for Dough, John (#8100001151)

Absent: 2 periods (during 1 days)

E	Absent Excused	0 periods
U	Absent Unexcused	2 periods -- 1 days
A	Absent Unverified	0 periods
O	Out of School Suspension	0 periods

Other Marks: 0 periods (during 0 days)

P	Present	0 periods
I	Internal Suspension	0 periods
T	Tardy Unexcused	0 periods
TE	Tardy Excused	0 periods
F	Field Trip (present but not in class)	0 periods
L	Late	0 periods
LE	Left Early	0 periods
H	Hospital/Homebound	0 periods

Total Full Days Possible: 1
 Total Full Days Attended: 0 (0%)
 Total Full Days Absent: 1 (100%)
 Enrollment Dates: Sep 25, 2025 - ...

Export Filter: ON Clear All Filters

Course	Absences	Att Periods	Sched Periods	Daily Att %	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27
Daily Attendance	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
ENG 1 (1001310)	1	0	1	0.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Period 1 - S1 - 001 - Bronwen West (332)	1	0	1	0.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
ALG 1 (1200310)	1	0	1	0.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Period 2 - S1 - 002 - Javon Williams (230)	1	0	1	0.0	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Present	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Total Absent	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		
Course	Absences	Att Periods	Sched Periods	Daily Att %	8/11	8/12	8/13	8/14	8/15	8/16	8/17	8/18	8/19	8/20	8/21	8/22	8/23	8/24	8/25	8/26	8/27

Your screen should change to the Absences Summary Page and look like the image below. If there are no absences listed here, your student was not marked absent for any class period.

Absences

Chloe Schwipper (Teacher) ▾ Tallahassee Collegiate Academy
 Parent ▾ 2025-2026 ▾

Absent: 2 periods (during 1 days)

E	Absent Excused	0 periods
U	Absent Unexcused	2 periods -- 1 days
A	Absent Unverified	0 periods
O	Out of School Suspension	0 periods

Other Marks: 0 periods (during 0 days)

P	Present	0 periods
I	Internal Suspension	0 periods
T	Tardy Unexcused	0 periods
TE	Tardy Excused	0 periods
F	Field Trip (present but not in class)	0 periods
L	Late	0 periods
LE	Left Early	0 periods
H	Hospital/Homebound	0 periods

Total Full Days Possible: 1
 Total Full Days Attended: 0 (0%)
 Total Full Days Absent: 1 (100%)
 Enrollment Dates: Sep 25, 2025 - ...

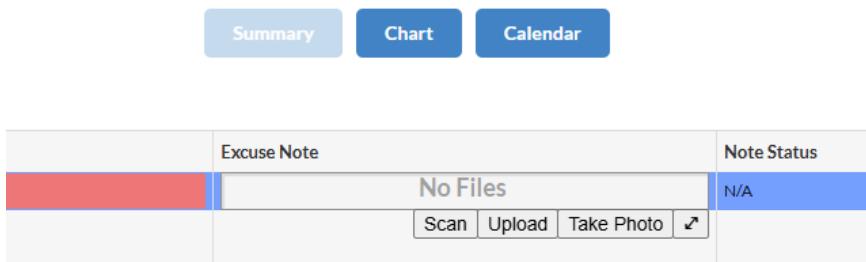
1 Day

Date	Daily	Excuse Note	Note Status	00	01	02	03	04
Sep 25, 2025	Absent Unexcused	No Files	N/A		U	U		
ABSENCES:				0	1	1	0	0
Unexcused Absences				0	0	0	0	0
Excused Absences				0	0	0	0	0
Total Absences				0	1	1	0	0
TARDIES:				0	0	0	0	0
Unexcused Tardies				0	0	0	0	0
Excused Tardies				0	0	0	0	0
Total Tardies				0	0	0	0	0
Other Marks				0	0	0	0	0

ADDING EXCUSE NOTES:

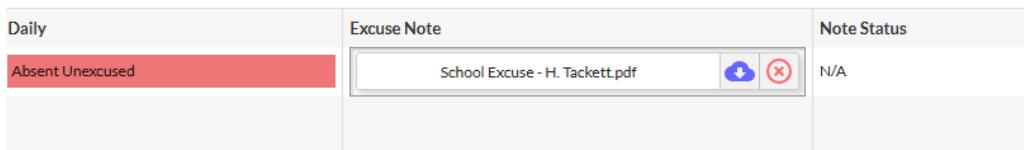
On the Attendance Summary Screen, hover over the Excuse Note field to get the option to Scan, Upload, or Take Photo.

- Scan – requires a scanner attached to a computer
- Upload – file saved on your device
- Photo – requires a camera on your device



	Excuse Note	Note Status
	No Files	N/A
	Scan Upload Take Photo View	

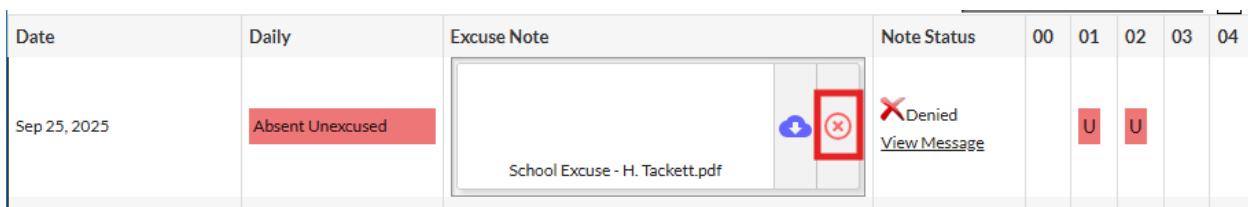
Once an excuse note is uploaded, the field should show the file name that was uploaded.



Daily	Excuse Note	Note Status
Absent Unexcused	School Excuse - H. Tackett.pdf  	N/A

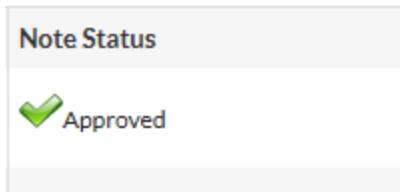
From there, the school will receive a notification that an Excuse Note has been uploaded for Review.

Click on the red X to Delete the excuse note. NOTE: You can only delete excuse notes that you have uploaded. You cannot delete notes uploaded by other users.



Date	Daily	Excuse Note	Note Status	00	01	02	03	04
Sep 25, 2025	Absent Unexcused	School Excuse - H. Tackett.pdf  	 Denied View Message		U	U		

Once the excuse note has been approved by the school, the Note status on the Attendance Summary page will be displayed with a green check mark and Approved.



If the Excuse Note was not approved, the following notification will be visible on the parent portal homepage:

A screenshot of a 'District & School Announcements' box. The top bar is orange. Below it, there are three tabs: 'News', 'Events', and 'Posts'. Under the 'Events' tab, there is a section titled 'Alerts' with a blue warning icon. The notifications listed are: 'You are not set to receive email notifications.' and 'John has been absent 2 periods' (preceded by a bell icon). The 'John has been absent 2 periods' message is highlighted with a red rectangular border.

Click on the notification to view the Note Status and read the message for a reason why.

A screenshot of a 'Note Status' box. It features a red X icon followed by the word 'Denied' in a standard black font. Below it is a link labeled 'View Message' in blue. The background of the box is light gray.