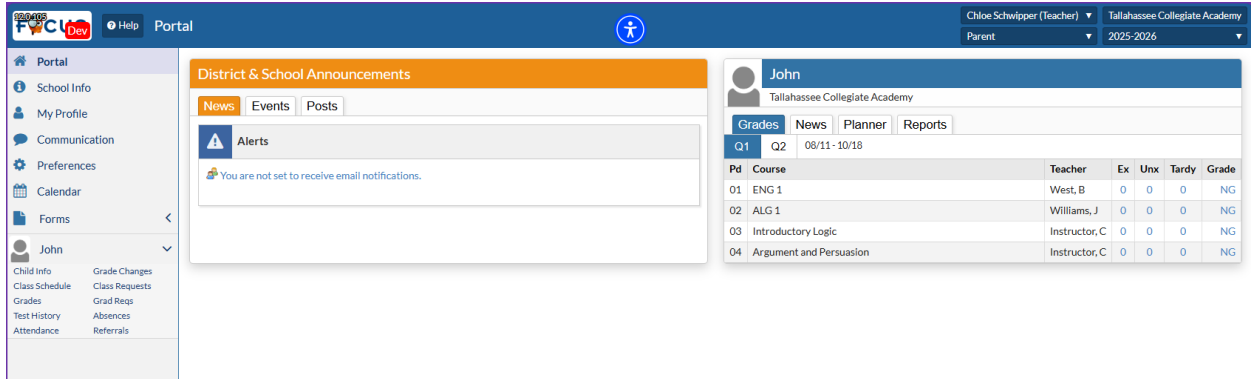


## FOCUS Attendance Notes for Parent Portal

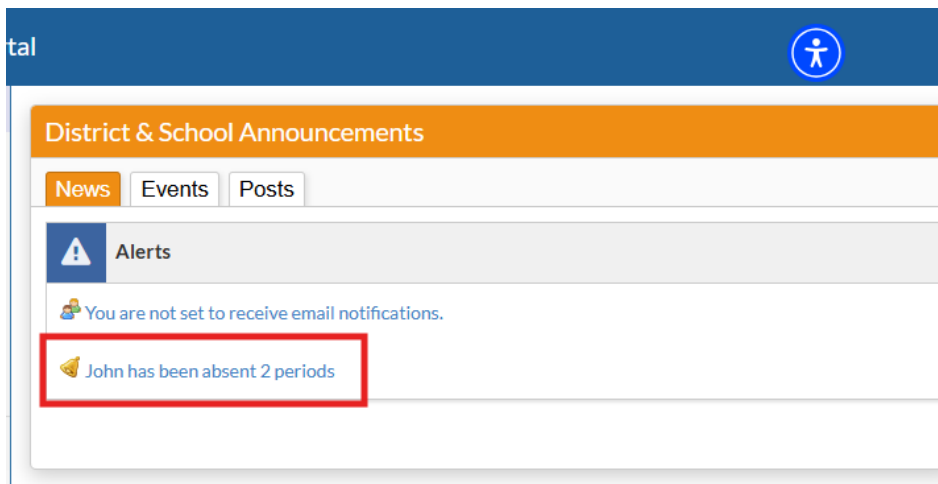
Login to the parent portal homepage:



The screenshot shows the Parent Portal interface. On the left is a navigation menu with options like School Info, My Profile, Communication, Preferences, Calendar, Forms, and John's profile. The main content area is titled "District & School Announcements" and includes tabs for News, Events, and Posts. Under the Alerts tab, there is a message: "You are not set to receive email notifications." On the right, there is a user profile for "John" and a table showing attendance data for various courses.

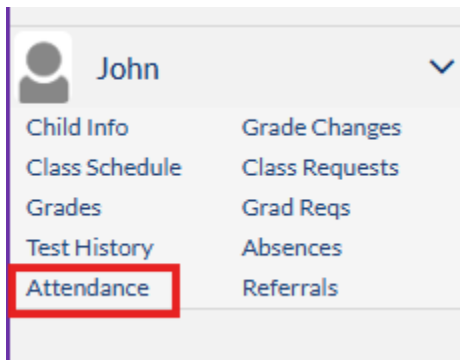
Q1	Q2	08/11 - 10/18				
Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	ENG 1	West, B	0	0	0	NG
02	ALG 1	Williams, J	0	0	0	NG
03	Introductory Logic	Instructor, C	0	0	0	NG
04	Argument and Persuasion	Instructor, C	0	0	0	NG

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.



This close-up screenshot shows the Alerts section. The first alert is "You are not set to receive email notifications." Below it, a second alert is highlighted with a red box: "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 left side menu for the user "John". The menu items are: Child Info, Class Schedule, Grades, Test History, Attendance, Grade Changes, Class Requests, Grad Reqs, Absences, and Referrals. The "Attendance" option is highlighted with a red box.

Then, click on Summary

**Attendance** | Chloe Schwipper (Teacher) | Tallahassee Collegiate Academy | Parent | 2025-2026

Report Timeframe: School Year | Go

Attendance breakdown for Dough, John (#100001151)

Absent: 2 periods (during 1 days)

- Absent Excused: 0 periods
- Absent Unexcused: 2 periods -- 1 days
- Absent Unverified: 0 periods
- Out of School Suspension: 0 periods

Other Marks: 0 periods (during 0 days)

- Present: 0 periods
- Internal Suspension: 0 periods
- Tardy Unexcused: 0 periods
- Tardy Excused: 0 periods
- Field Trip (present but not in class): 0 periods
- Late: 0 periods
- Left Early: 0 periods
- 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 - ...

Buttons: Summary, Chart, Calendar

Course	Absences	Att Periods	Sched Periods	Daily Att %	8/11	8/12	8/13	8/14	8/15	8/18	8/19	8/20	8/21	8/22	8/25	8/26	8/27
Daily Attendance	1	-	-	-													
ENG 1 (1001310)																	
Period 1 - S1 - 001 - Bronwen West (332)	1	0	1	0.0													
ALG 1 (1200310)																	
Period 2 - S1 - 002 - Javon Williams (220)	1	0	1	0.0													
Total Present					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

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)

- Absent Excused: 0 periods
- Absent Unexcused: 2 periods -- 1 days
- Absent Unverified: 0 periods
- Out of School Suspension: 0 periods

Other Marks: 0 periods (during 0 days)

- Internal Suspension: 0 periods
- Tardy Unexcused: 0 periods
- Tardy Excused: 0 periods
- Field Trip (present but not in class): 0 periods
- Late: 0 periods
- Left Early: 0 periods
- 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 - ...

Total ADA (Year 2025): 143 - 99.3%

Buttons: Summary, Chart, Calendar

Date	Daily	Excuse Note	Note Status	00	01	02	03	04
Sep 25, 2025	Absent Unexcused	No Files	N/A		U	U		
<b>ABSENCES:</b>								
Unexcused Absences				0	1	1	0	0
Excused Absences				0	0	0	0	0
Total Absences				0	1	1	0	0
<b>TARDIES:</b>								
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 Scan Upload Take Photo ↗	N/A

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 + X	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 + X	X 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.

**Note Status**


 Approved


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


**District & School Announcements**

News Events Posts

**Alerts**


 You are not set to receive email notifications.

 [John has been absent 2 periods](#)

 [Dough, John has 1 notes that have been returned.](#)

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

**Note Status**

 Denied

[View Message](#)