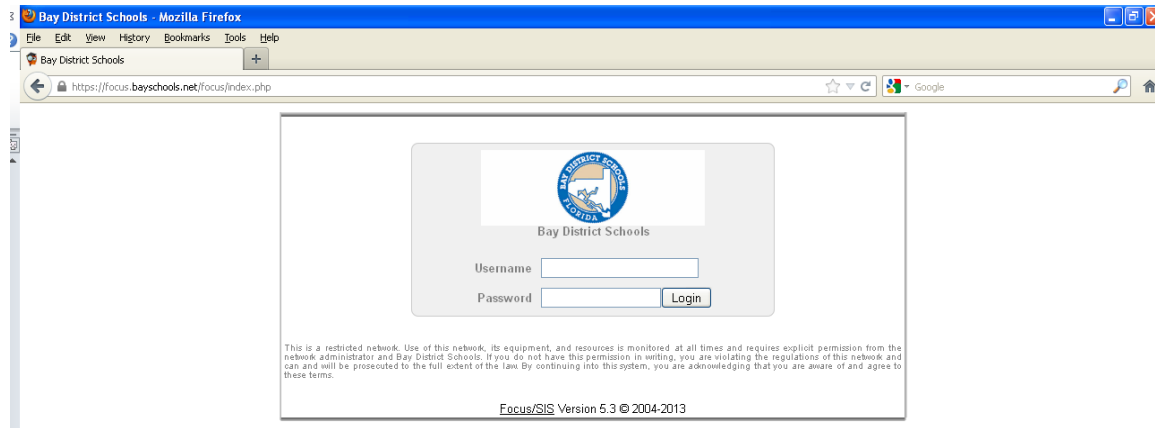


FOCUS Portal Access for

Parents with Access Already Setup:

Step 1:

Go to <https://focus.bayschools.net> and enter your Username and password that you set up previously and you will be taken to the FOCUS Parent Portal Welcome Screen.

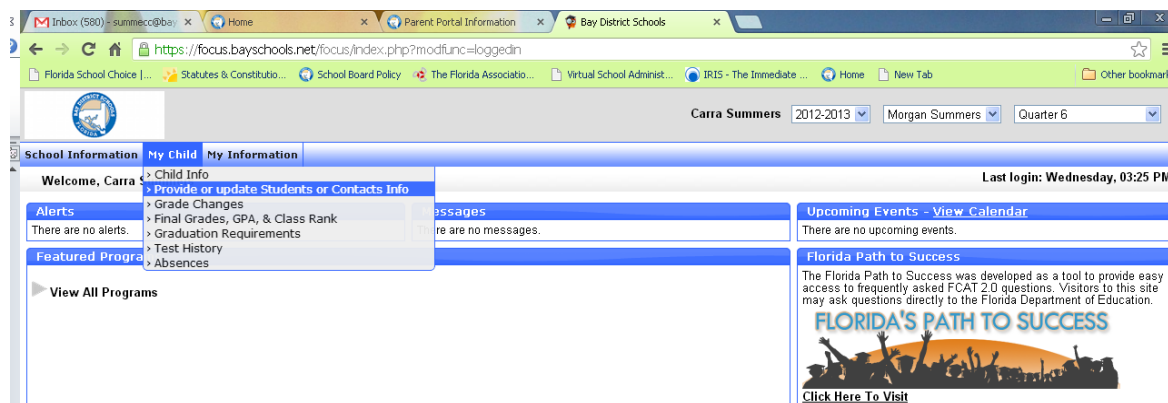


Step 2:

Click **“My Child”** for a dropdown list of options and choose **“Provide or update Students or Contacts Info”**.

Review the agreement statement and click on **I Agree**.

Review and update your child’s information, if needed, and click on **Submit Requests**. If no changes are necessary, you still **MUST** click on **Submit Request** to complete the updated enrollment.



At this point, if you have made a change to your address or custody arrangements, you **MUST** visit your school site with a photo ID and any other documentation that validates that your requested changes. If a change of address was made, 2 proofs of your new address must be provided to the school.