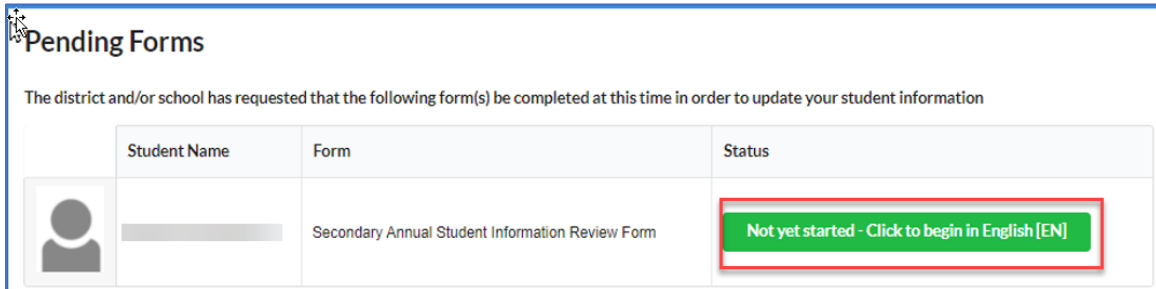


## Annual Student Information Review Form – Focus Parent Portal

Parents have the ability to complete the Annual Student Information Review Form through the Parent Portal in Focus. Parents should complete the following steps for each of their children.

Parents will log into their Focus Parent Portal. On the home screen, parents will select **Not Yet started – Click to begin in English [EN]** to begin completing the form for each of their students. See Figure 1.



**Pending Forms**

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information


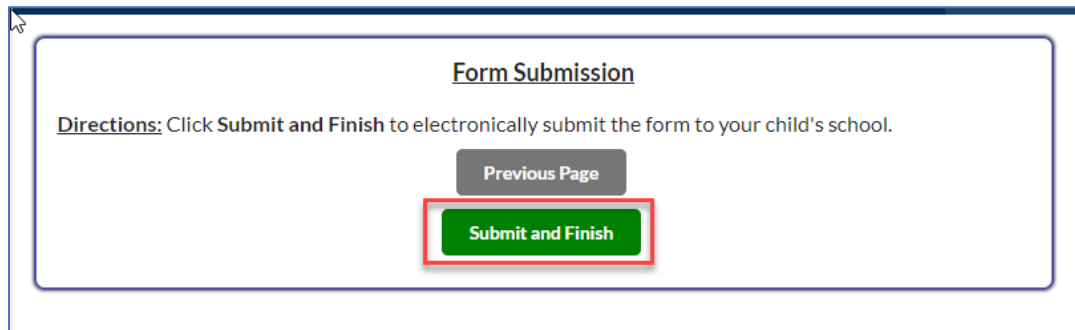
Student Name	Form	Status
	Secondary Annual Student Information Review Form	<a href="#">Not yet started - Click to begin in English [EN]</a>

Figure 1

Parents will follow the prompts on the screen to complete the form. After they have completed the form, select **Submit and Finish**. See Figure 2.



**Form Submission**

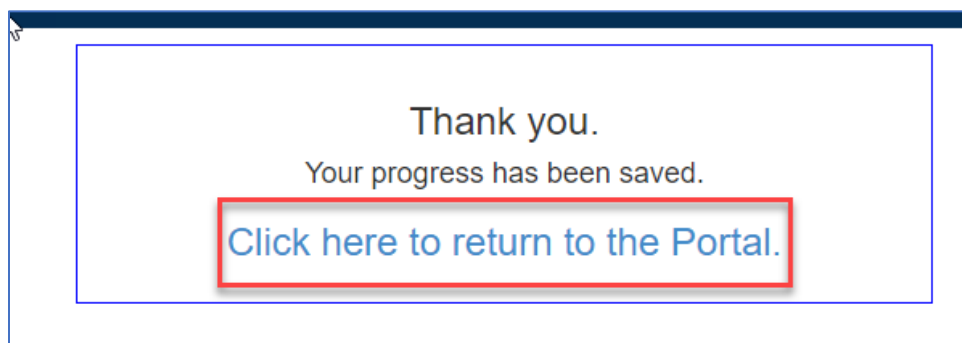
Directions: Click **Submit and Finish** to electronically submit the form to your child's school.

[Previous Page](#)

[Submit and Finish](#)

Figure 2

Parents will select **Click here to return to the Portal**. See Figure 3.



Thank you.  
Your progress has been saved.

[Click here to return to the Portal.](#)

Figure 3