UPLOADING AN ABSENCE NOTE IN PARENT PORTAL



If needed, Request a Parent Portal Account

Log into Parent Portal

Visit

https://www.fwisd.org/parentportal

for step-by-step instructions for requesting access and creating an account Log into Parent Portal by using the link below:

<u>https://fwisd.focusschoolsoftware.</u> <u>com/focus/</u>



On the left side of the screen,



select Attendance

Timeframe: 01/01/2024 📑 - 02/29/2024 📑 Daily Vpdate													
													Save
											Summa	ry	Chart
t 🗟 🚔 Filter: OFF													
÷\$	Absences 🛔	Att Periods 🛔	Sched Periods 🛊	Daily Att % 🛔	2/1 🛊	2/2 🛊	2/5 🛔	2/6 🛔	2/7 🛔	2/8 🛔	2/9 🛔	2/12 🛔	2/13 🛔
ttendance	0	-	-		Р	Р	Р	Р	?	-	-	-	
D1 T (5001T) S2 - AC - 019 - Natalie M Mcdanie	0	3	3	100.0	-	Р	Р	-	Р	•	•	•	-
CH AB/H (3752AB) AC - 009 - Andrew B Bullard	0	3	3	100.0	-	Ρ	Р	-	?	-			-
RS ENG 1AB (3090AB) AC - 002 - Madison C Elkins	0	3	3	100.0	-	Р	Р		?	-			-
T AB (5052AB) AC - 005 - Shane Caruthers	0	3	3	100.0	-	Р	Р	-	?	-			-
AB (7051AB) BC - 075 - Travis A Magro	0	3	3	100.0	Ρ	Р	-	Р	-	-	-	-	•
IAB (4071AB) BC - 079 - Amanda M Briggs	0	3	3	100.0	Ρ	Ρ	-	Ρ	-	-	-	-	
8 (7572AB) BC - 123 - Heather N Bates	0	3	3	100.0	?	Р	-	Р		-	-	-	

Standard Grades

10501115001

Absences

Attendance

Select Summary

Click the Summary Tab to change the view to be able to upload notes

Upload the Note

Select the date of absence and add the note by selecting Scan, Upload, or Take Photo

Daily		Excus	se Note		Note Status	00	01	02	03
Present			No Files		N/A				
EX2 - Excused Absence - Doctor Note - Not MED Code			No Files		N/A		EX2	EX2	E
EX2 - Excused Absence - Doctor Note - Not MED Code			No Files		N/A				
A - Absent			No Files		N/A		A	A	Α
resent			No Filos		N/A				
Absent	Scan U	pload	Take Photo	2	N/A		A	A	Α
- Absent			Nornes		N/A		A	Α	Α
	Daily Present EX2 - Excused Absence - Doctor Note - Not M EX2 - Excused Absence - Doctor Note - Not M A - Absent resent Absent Absent Absent Absent	Daily Present EX2 - Excused Absence - Doctor Note - Not MED Code EX2 - Excused Absence - Doctor Note - Not MED Code A - Absent resent Absent Scan U - Absent	Daily Excus Present	Daily Excuse Note Present No Files EX2 - Excused Absence - Doctor Note - Not MED Code No Files EX2 - Excused Absence - Doctor Note - Not MED Code No Files A - Absent No Files resent No Files Absent Scan Upload Take Photo Absent No Files	Daily Excuse Note Present No Files EX2 - Excused Absence - Doctor Note - Not MED Code No Files EX2 - Excused Absence - Doctor Note - Not MED Code No Files A - Absent No Files vesent No Files Absent Scan Upload Take Photo Absent No Files	DailyExcuse NoteNote StatusPresentNo FilesN/AEX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AEX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AA - AbsentNo FilesN/AresentNo FilesN/AAbsentScan Upload Take Photo ♪N/AAbsentNo FilesN/A	DailyExcuse NoteNote Status00PresentNo FilesN/AIEX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AIEX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AIA - AbsentNo FilesN/AIresentNo FilesN/AIAbsentScan Upload Take PhotoN/AIN/AN/AII	DailyExcuse NoteNote Status0001PresentNo FilesN/AIIEX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AIEX2EX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AIEX2A - AbsentNo FilesN/AIIresentNo FilesN/AIIAbsentScan Upload Take PhotoN/AIAAbsentN/AIII	DailyExcuse NoteNote Status000102PresentNo FilesN/AIIIEX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AIEX2EX2EX2 - Excused Absence - Doctor Note - Not MED CodeNo FilesN/AIIIA - AbsentNo FilesN/AIIIII - AbsentScan Upload Take Photo IN/AIIIAbsentNIAIIIIII - AbsentNIAIIIII - AbsentNIAIIIII - AbsentIIIIII - Absent <tdi< td=""><tdi< td=""><tdi< td=""><tdi< td="">III - Absent<tdi< td=""><tdi< td=""><tdi< td=""><tdi< td=""><tdi< td="">III - Absent<tdi< td=""><tdi< td=""><tdi< td="">IIII - Absent<tdi< td=""><tdi< td=""><tdi< td=""><tdi< td="">III - Absent<tdi< td=""><tdi< td=""><tdi< td=""><tdi< td=""><tdi< td="">II - Absent<tdi< td=""><tdi< td=""><tdi< td=""><tdi< td=""><tdi< td=""><tdi< td="">I - Absent<tdi< td=""><tdi< td=""><tdi< td=""><tdi< td=""><tdi< td=""><tdi< td="">I -</tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<></tdi<>