

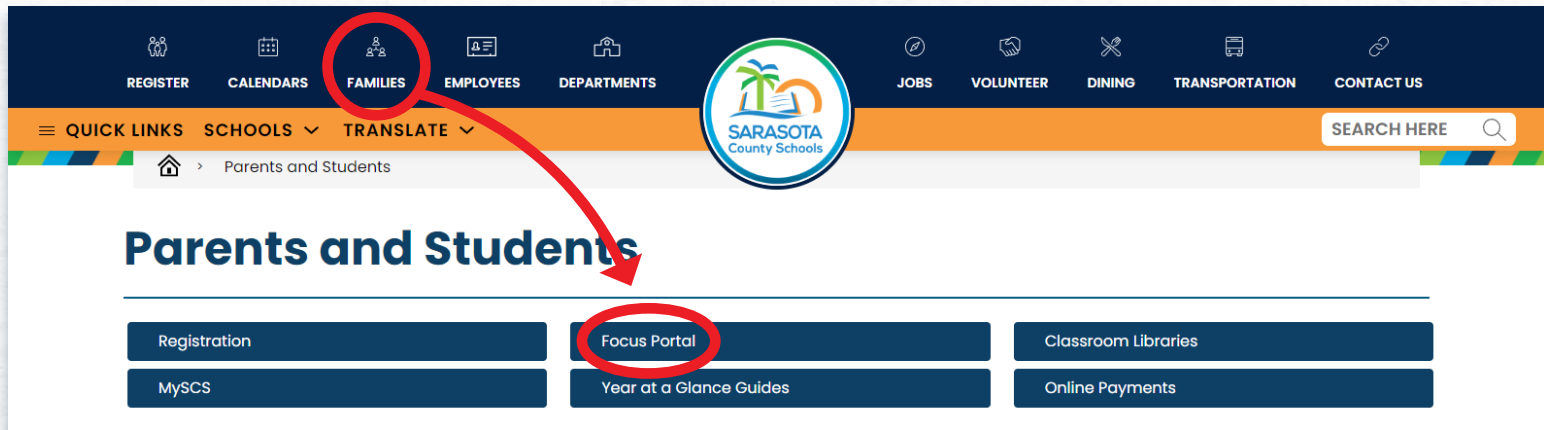


How to...

Upload Attendance Notes into the Focus Parent Portal (as of 2026)

Step 1:

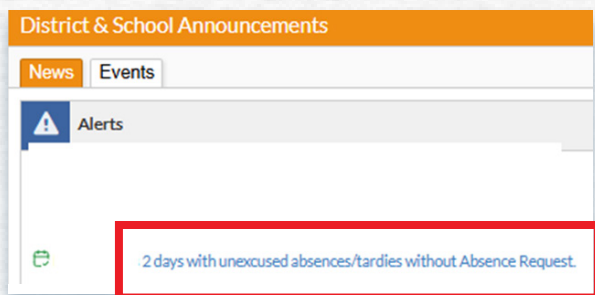
Log in to the Focus Parent Portal under the “Families” section of the Sarasota County Schools website.



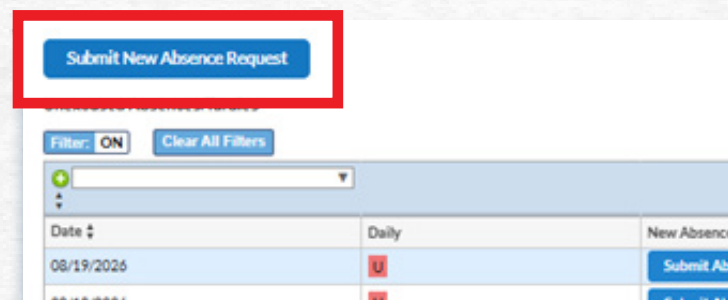
Step 2:

After logging in to the Portal, there are two ways you can view “Unexcused Absences” for your student. You can...

Click on the link in the “Alerts” box, then...



Click on the blue “Submit New Absence Request” button.



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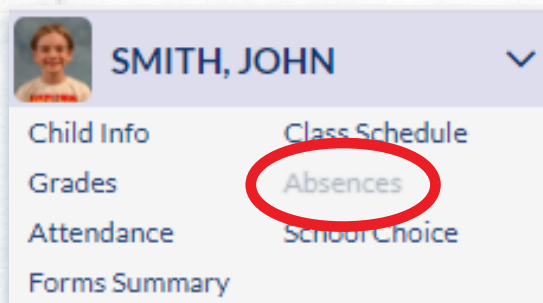
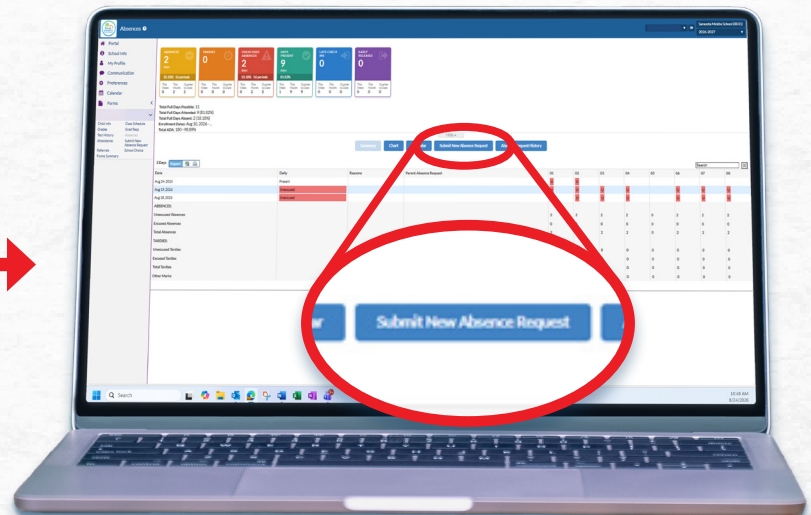


How to...

Upload Attendance Notes into the Focus Parent Portal (as of 2026)

Step 2: (Continued)

The other way to view your student's "Unexcused Absences" is to click on the "Absences" link in their drop-down menu. This will bring you to their "Absences Summary" page.



Step 3:

To complete the Attendance Note submission process, select "Submit New Absence Request" and fill out the form. It is no longer required to attach documentation.

To attach documentation, hover your mouse over the "No Files" box, and you will see the options to scan, upload, or take a photo.

Attach Documentation

No Files

Signature*
[Click to Sign](#)

Comments*



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How to...

Upload Attendance Notes into the Focus Parent Portal (as of 2026)

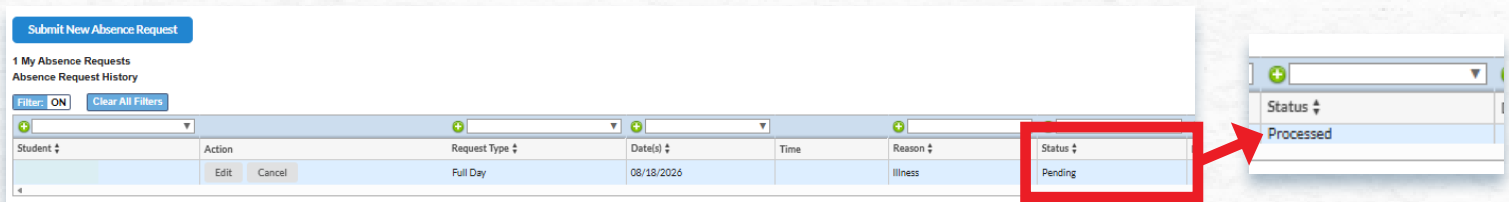
Step 4:

Upon returning to the Absences page for your student, select “Absence Request History” to view the status of the submitted request: Pending or Processed.



Summary Chart Calendar Submit New Absence Request Absence Request History					
2 Days	Export				
Date	Daily	Reasons	Parent Absence Request	01	02
Aug 19, 2026	Unexcused			U	U
Aug 18, 2026	Unexcused			U	U
ABSENCES:					

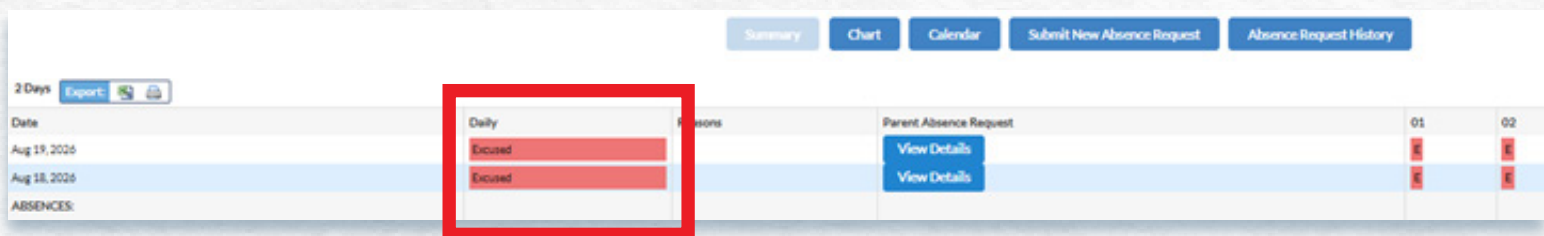
Check the “Status” box to see whether the request is “Pending” or “Processed.”



Submit New Absence Request					
1 My Absence Requests					
Absence Request History					
Filter: ON Clear All Filters					
Student	Action	Request Type	Date(s)	Time	Reason
	Edit Cancel	Full Day	08/18/2026		Illness
					Status
					Pending

Step 5:

After the school’s front office has reviewed the Attendance Note, it will be marked “Approved” and the attendance code will change to “Excused” as seen below.



Summary Chart Calendar Submit New Absence Request Absence Request History					
2 Days	Export				
Date	Daily	Reasons	Parent Absence Request	01	02
Aug 19, 2026	Excused		View Details	E	E
Aug 18, 2026	Excused		View Details	E	E
ABSENCES:					



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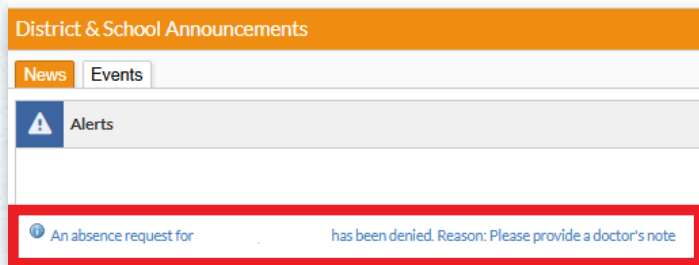


How to...

Upload Attendance Notes into the Focus Parent Portal (as of 2026)

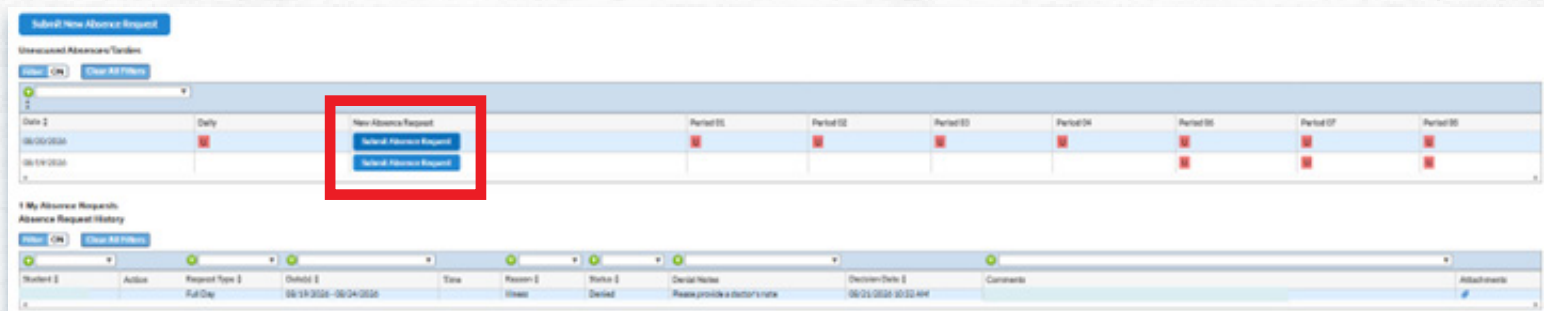
Step 5: (Continued)

OR the Attendance Note will be marked “Denied,” which will create an alert in the portal for your review. Upon clicking on the alert, you will be brought to the “Absence Request History” page.



You will see the “Denied” notice and Denial Notes, along with the option to “Submit Absence Request.”

Please submit a new request with the required information.



For additional assistance, please contact the Attendance Clerk at your student's school.



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