How to Add a Pickup Person

- Log into your Focus Parent Portal or click here.
- Select your student's name.

Using a cell phone?
Hit the 3-white lines at the top of the page.

- Click Child Info.
- From the menu on the left, select Addresses & Contacts.

Using a cell phone?
On the left side of the screen, about halfway down, tap the small arrow to expand the menu.

- Click New Contact.
- Under the Options section, be sure to select Pick Up. This option must be selected for the person to be authorized to pick up your student.
- Click Save.
- Please note: New pickup contacts may take up to 24 hours to be approved.