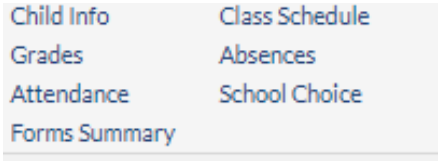
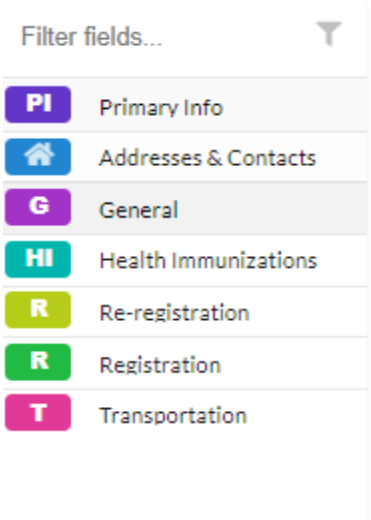
ADDING EMERGENCY/PICKUP CONTACTS:

To add/change a child's Emergency Contacts/Pick Up list, you must log into the FOCUS Parent Portal (https://scs.focusschoolsoftware.com/focus/). It is much easier and more user friendly to do this on a computer using Chrome or Edge browser. The App is not fully functional. Also, please note you will need to go into each child's profile to add contacts.

Once you are logged in, click on the student profile, and you will see the following



Click on the words that say "Child Info" and another box will open giving you more information:



Click on Address and Contacts and add any and all contacts you might have that will be allowed to pick up your child, be called during an emergency, or have lunch with your student. Part of this process is that ALL contacts must be approved before they show up in your portal, so please be patient and allow for 24 hours before the changes will show up in your portal. There is only one person at VES who can approve these currently, and that is the Registrar so be proactive and add them in as soon as possible to avoid delays.