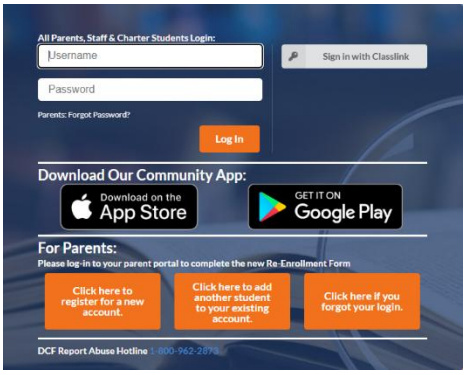
Here are **step-by-step directions** for parents to complete any forms or applications inside the **FOCUS Parent Portal** for Wakulla County Schools:

Step 1: Navigate to the FOCUS Portal

Go to the official Wakulla County Schools website: https://www.wakullaschooldistrict.org/ and on the footer of the page, click FOCUS.

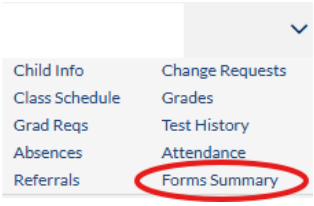


Step 2: Log In With Your Parent Account

- **Use the email and password you used to set up your account.**
- ****If you do not remember your login, select "Click here if you forgot your login." If you have issues, call the help desk at (850) 926 – 0112 extension 9600.**

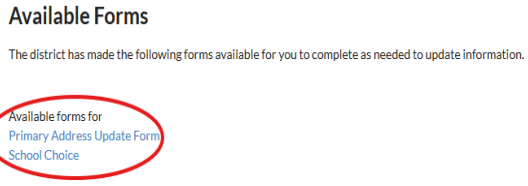
Step 3: Navigate to "Form Summary"

- **Select your child's name on the left-hand side**
- **Click "Forms Summary"**



Step 4: View Available Forms

- From here, you can select the **SCHOOL CHOICE** form or any forms available for you to complete as needed to update information.



<u> Please note: Only the parent or guardian listed as #1 Contact Priority in Focus will be able to submit forms and applications. Separate applications must be completed for each student.</u>**

If you would like to update the Contact's Priority

1. **Navigate to "Child Info"**
   - Select your child's name on the left-hand side
2. **Click "Child Info"**
3. **Select "Addresses & Contacts"**
4. **Update Contact's Priority**
   - Within each contact, there is an option to designate what priority each contact has for who should be contacted first, second, etc.
5. **Await approval from School Registrar**
   - All updates to student information must be approved by the school registrar.

