HCPS Focus Parent Portal

Parents can submit absence excuses directly through the HCPS Focus App.

App Store

Google Play

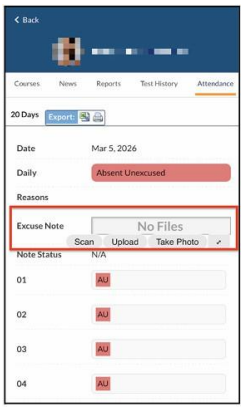
STEP 1: Download or Log In to HCPS Focus

- Download the HCPS Focus App.
- Log in using Parent Portal credentials.
- https://www.hillsboroughschools.org/o/hcps/page/focus



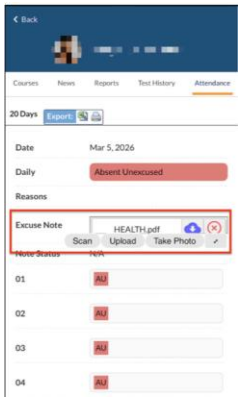
STEP 2: View Attendance Details

- Select Attendance.
- Select View More Information.
- Open the attendance summary for the absence date you wish to review.



STEP 3: Submit an Absence Excuse

- Select Excuse Note.
- Upload a document, photo, or message explaining the absence.
- The uploaded information will appear in the Excuse Note section.



STEP 4: Track and Monitor

- Once the excuse note, document, photo, or parent message is uploaded, it will appear in the Excuse Note section, and school staff will review the submission to verify the excuse.
- To ensure student safety, students must always report to the office for all sign-ins and sign-outs.

Hillsborough County PUBLIC SCHOOLS
Preparing Students for Life