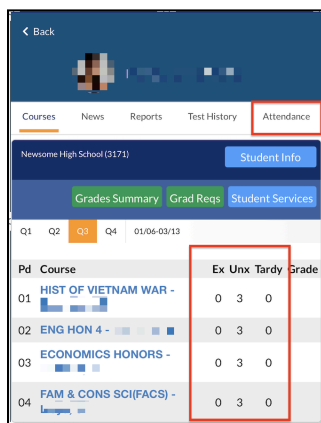


Uploading an Excuse Note in the Focus App

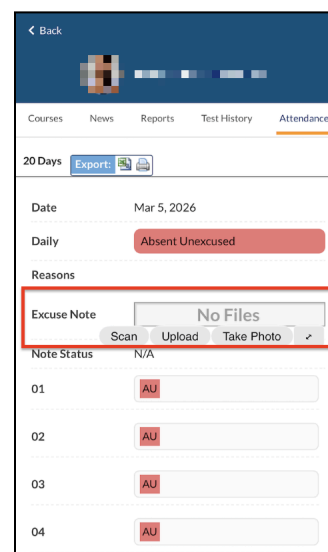
1. Login to your **Parent Portal** on the Focus App.
2. Locate the attendance for your student.
3. Select **More Info**.



4. Select Attendance.

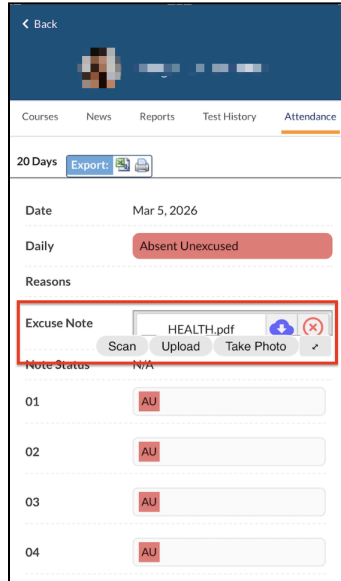


5. This will take you to your student's **Absence Summary** screen in the App view. Scroll to see all instances of when your student was not present. Locate the date for the Unexcused Absence(s).
 - o Hover over the **Excuse Note** block that says *No Files*.
6. You can Scan, Upload or Take Photo to add the excuse note.



Uploading an Excuse Note in the Focus App

- Once the excuse note is uploaded, you can see the title of the document in the block.



The screenshot shows the 'Attendance' tab in the Focus App. The 'Excuse Note' section is highlighted with a red box. It displays a document titled 'HEALTH.pdf' with options to 'Scan', 'Upload', or 'Take Photo'. Below this, the 'Note Status' is 'N/A', and there are four rows labeled 01, 02, 03, and 04, each with a red 'AU' button.

- Users at your student's school will be notified that there is an Excuse Note and they will be able to view the document in the block on their end.