



Step 1– Linking to FOCUS

Log in via the CHS web site, click on the Parents & Students tab, and Parent Portal link

<http://chs.yourcharlotteschools.net/index.html>

Step 2– Logging into FOCUS

Cannot remember your username or password?
Please contact the school at (941) 575-5450
or ICS Department at (941) 255-0808



Step 3– Using the Parent Portal

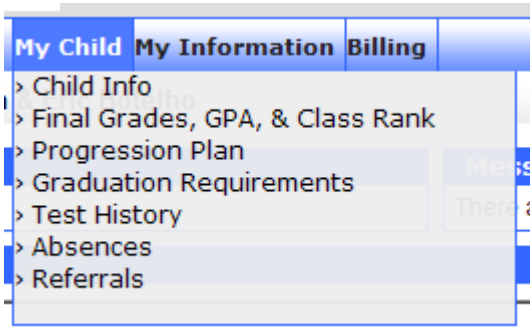


School Information tab

- View the home portal page
- Give school information
- Display calendars of events loaded into FOCUS

My Child tab

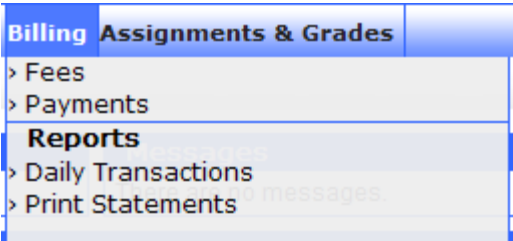
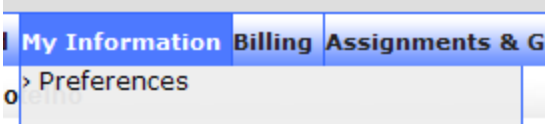
- Contact information
- Grade information for this year and past years
- Academic Progression and Graduation plans
- Standardize test scores
- Display of absences and referrals





My Information tab

- Change language display Spanish/English
- Change highlight color display
- Change password

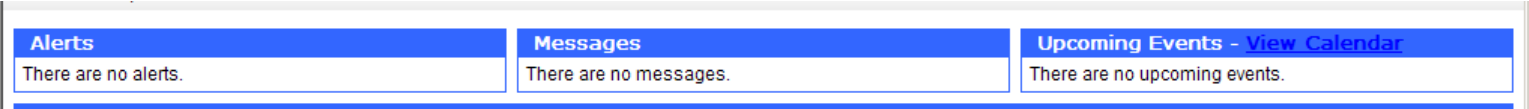
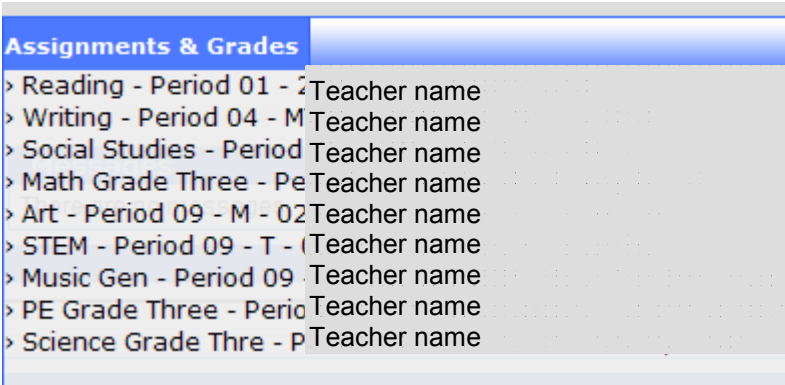


Billing tab

- Display of fees and payments for your child.

Assignments & Grades tab

- Display of grades for each class.



Different information is displayed so you can keep up to date with happens in the classroom and on campus. To see events listed click *View Calendar* link and view assignments/events for your child.

An upcoming feature will allow parents to update contact information via the parent portal.

Username: _____
(Default is mother's last name and the first three letters of her first) Ex: SmithSal (not case sensitive)

Password: _____
(Go to *My Information*, click *Preference* to change)