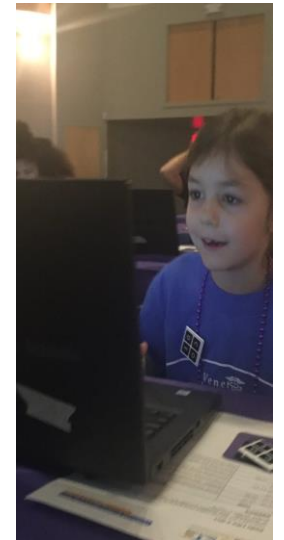
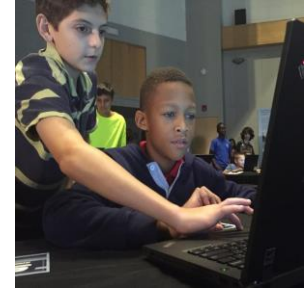
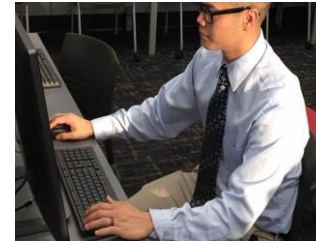


## Parent Help Guide – Accessing Report Cards and Test Scores

### Accessing Report Cards

1. Log into your Focus Parent Portal
  - a. DCPS Home Page
  - b. Select Popular Links
  - c. Select Focus
  - d. Select Parents, Guardians and Partners
  - e. Login using your email address and password
2. Open the Report Card
  - a. Select your student (upper right corner)
  - b. Locate your Alerts (upper left corner)
  - c. Select View Report Card
  - d. Select the downloaded PDF (lower left corner)



### Accessing Test Scores

1. Log into your Focus Parent Portal
2. Select your student
3. Select My Child (left side)
4. Select Child Info
5. Select Testing - State Tests



FSA ELA Florida Standards Assessments  
Achievement Level (level)  
Grade 3 promotion requires level 2 or higher