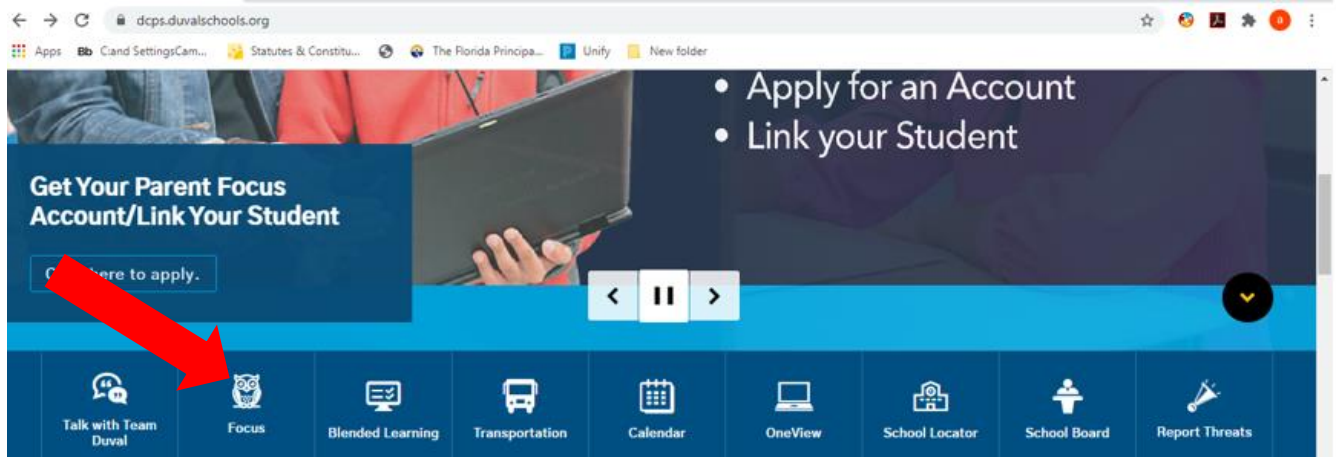


## How to Submit a Request for Duval HomeRoom Enrollment in Focus

1. Go to [dcps.duvalschools.org](https://dcps.duvalschools.org)
2. Scroll about down and click on the Focus icon (on the left side of the middle bar about 25% down).



3. Click “Parents, Guardians, and Partners” and log-in with your Focus email and password.  
(See directions on <https://dcps.duvalschools.org/Page/15745> if you need to create a Focus account, link your child/children or reset your password.)

### DCPS Login

Sign in with one of these accounts

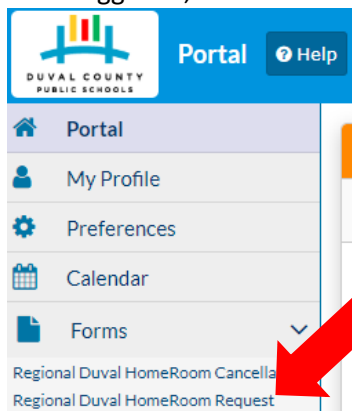


DCPS Login



Parents, Guardians and Partners

4. Once logged in, click “Forms” on the left hand menu then select “Regional Duval HomeRoom Request”.



5. Click all of the red sections of the form.
  6. Once complete, click the blue "Submit Request". If needed, you can save the draft and return at a later time to submit.
- NOTE: If you have multiple children be sure to submit a request for each student.

## Reminders/Troubleshooting

- I need to create a Focus account, link my child/children or reset my password.
  - See the directions at <https://dcps.duvalschools.org/Page/15745>
- If I just created a new account/linked a child, can I immediate access the Focus account and student information?
  - No, it takes approximately 24 hours for Focus account approval.
- Do I still have to go to the school to verify my account?
  - No.
- How do I access information for each of my children?
  - Use the drop down box in the upper right to switch between your different children.

The screenshot displays the Focus Parent Portal interface. At the top, there is a navigation bar with the following tabs: **School Information**, **My Child**, **My Information**, and **Assignments & Grades**. A red box highlights the **Assignments & Grades** tab. Below the navigation bar, there are several sections: **Alerts** (with a message: "There are no alerts."), **Messages** (with a message: "The Parent, Guardian and Student Portal is open. Welcome Parents, Guardians and Students!"), and **Upcoming Events** (with a list of events including President's Day, End of 3rd grading period, Good Friday, Memorial Day, End of 4th grading period, and Planning Day). The **Featured Programs** section lists several courses with their status (e.g., "Not Graded"). A red arrow points from the **Assignments & Grades** tab to the **View All Programs** link. Another red arrow points from the **Student 1** dropdown menu to the text "If you have multiple children, use the drop down arrow to see their information."