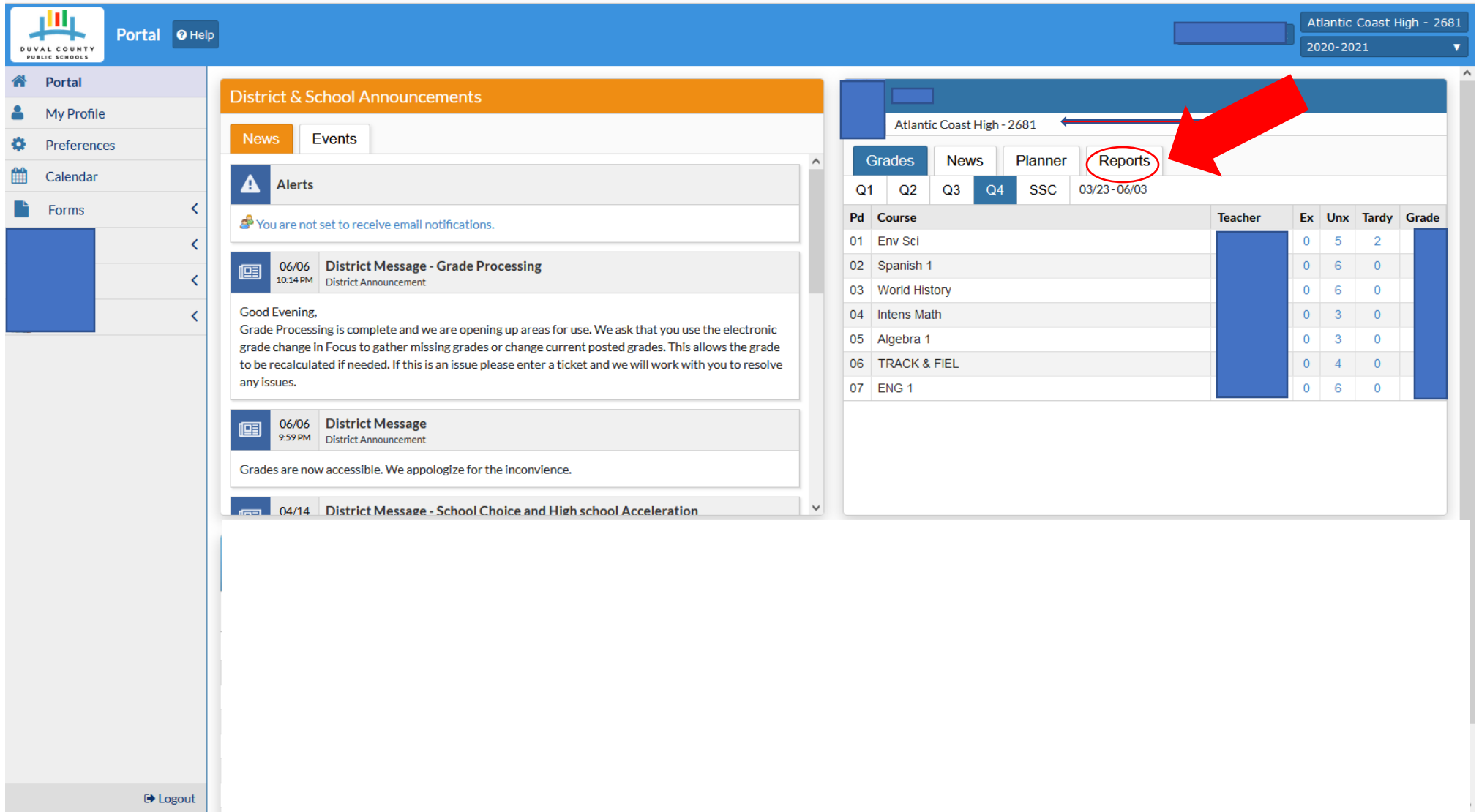


Accessing your student's Report Card in FOCUS

1. Log in to your FOCUS Parent Portal.



The screenshot shows the FOCUS Parent Portal interface. The top navigation bar includes the Duval County Public Schools logo, the word "Portal", a "Help" button, and the school name "Atlantic Coast High - 2681" with a dropdown menu for the school year "2020-2021".

The left sidebar contains navigation options: Portal, My Profile, Preferences, Calendar, and Forms. The main content area is divided into two sections. The left section, titled "District & School Announcements", has tabs for "News" and "Events". It displays an "Alerts" section with a message: "You are not set to receive email notifications." Below this are two "District Message" announcements. The first is dated 06/06 at 10:14 PM, titled "District Message - Grade Processing", with the text: "Good Evening, Grade Processing is complete and we are opening up areas for use. We ask that you use the electronic grade change in Focus to gather missing grades or change current posted grades. This allows the grade to be recalculated if needed. If this is an issue please enter a ticket and we will work with you to resolve any issues." The second message is dated 06/06 at 9:59 PM, titled "District Message", with the text: "Grades are now accessible. We apologize for the inconvenience." A third message is partially visible, dated 04/14, titled "District Message - School Choice and High school Acceleration".

The right section shows the "Reports" tab selected in the navigation menu, indicated by a red arrow. The "Reports" tab is circled in red. Below the navigation tabs, the school name "Atlantic Coast High - 2681" is displayed. The main content area shows a table with columns for "Pd", "Course", "Teacher", "Ex", "Unx", "Tardy", and "Grade". The table is filtered for "Q4" and "SSC" for the period "03/23-06/03". The table contains 7 rows of data:

Pd	Course	Teacher	Ex	Unx	Tardy	Grade
01	Env Sci		0	5	2	
02	Spanish 1		0	6	0	
03	World History		0	6	0	
04	Intens Math		0	3	0	
05	Algebra 1		0	3	0	
06	TRACK & FIEL		0	4	0	
07	ENG 1		0	6	0	

2. Locate your Atlantic Coast High School student and locate the title "Reports".

3. Click 'Reports'.

4. Once in the Report Tab, you'll see progress reports and report cards from earlier in the school year. Locate the report dated 6/14 – Report Card. Click on that report card.

The screenshot displays the Duval County Public Schools Parent Focus Portal. The top navigation bar includes the Duval County Public Schools logo, a 'Portal' button, a 'Help' button, and a user profile dropdown for 'Atlantic Coast High - 2681' with the school year '2020-2021'.

The left sidebar contains navigation options: Portal, My Profile, Preferences, Calendar, and Forms. The main content area is titled 'District & School Announcements' and features tabs for 'News' and 'Events'. The 'News' tab is active, showing several announcements, including one dated 06/14 at 9:32 PM regarding school choice and high school acceleration. Other announcements include one from the Department of Children and Families dated 09/29 and another dated 09/02 regarding full service schools.

On the right side, there is a secondary navigation area for 'Atlantic Coast High - 2681' with tabs for 'Grades', 'News', 'Planner', and 'Reports'. The 'Reports' tab is selected, displaying a list of reports:

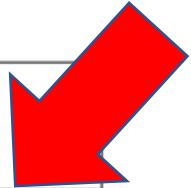
- 05/03 6:02 PM Progress Report
- 10/26 4:26 PM Report Card
- 06/14 7:05 AM Report Card

A red circle highlights the date '06/14' in the third report entry, and a large red arrow points to the 'Report Card' text of that entry.

At the bottom left of the portal, there is a 'Logout' button.

5. A new window will open to display the report card.

6. Review your student's report card. Promotion status and GPA are listed at the top right corner.



DUVAL COUNTY SCHOOL BOARD SECONDARY REPORT CARD

Dr. Diana L. Greene, Superintendent

STUDENT NAME		STUDENT NUMBER		GRADING PERIOD		GRADE LEVEL		HOMEROOM		REPORT DATE		Promoted GPA: 4.000																
[REDACTED]		[REDACTED]		Quarter 4		09				June 14th, 2021		Year Enter 9th: 2020-2021																
PARENT NAME / ADDRESS				SCHOOL ADDRESS				PRINCIPAL		SCHOOL TELEPHONE																		
[REDACTED]				Atlantic Coast High - 2681 9735 R.G. Skinner Parkway Jacksonville, FL 32256-3979				Zeina Spaulding		904-538-5120																		
								Student Name		GUIDANCE TELEPHONE																		
[REDACTED]								[REDACTED]																				
COURSE		DISTRICT SCHOOL	P	TEACHER GRADES					EOC EXM	FIN AVG	PERIOD ABSENCES						COMMENTS					EARN CRED	TEACHER					
TITLE	NUMBER-SECT			1	2	3	4	SS			EXM	1	2	3	4	SUM	1	2	3	4	SUM							
Algebra 1	[REDACTED]	16-2681	05	A	A	A	A			A	0	4	0	3	1	1	0	3	0	0	F, G, M	F, G, M	N	N		1.00	[REDACTED]	
BASKETBALL	[REDACTED]	16-2681	06	A	A					B	A	0	0	0	5	0	0	0	0	0	0	N	N	N	N		0.50	[REDACTED]
ENG 1	[REDACTED]	16-2681	07	A	A					A	0	1	0	3	1	1	0	6	0	0	F, G, H	F, G, H	N	N		0.50	[REDACTED]	
ENG 1	[REDACTED]	16-2681	07			A	A			A	0	1	0	3	1	1	0	6	0	0	N	N	F, G, H	F, G, H		0.50	[REDACTED]	
Env Sci	[REDACTED]	16-2681	01	B	A				B	A	0	2	0	3	3	0	0	5	0	0	N	N	N	N		0.50	[REDACTED]	
Env Sci	[REDACTED]	16-2681	01			A	A			B	A	0	2	0	3	3	0	0	5	0	0	N	N	N	N		0.50	[REDACTED]
Intens Math	[REDACTED]	16-2681	04	A	A					A	0	3	0	3	2	0	0	3	0	0	N	N	N	N		0.50	[REDACTED]	
Intens Math	[REDACTED]	16-2681	04			A	A			A	0	3	0	3	2	0	0	3	0	0	N	N	N	N		0.50	[REDACTED]	
Spanish 1	[REDACTED]	16-2681	02	B	A				A	A	0	0	0	4	2	0	0	6	0	0	G, H, M	G, H, M	N	N		0.50	[REDACTED]	
Spanish 1	[REDACTED]	16-2681	02			A	A			C	A	0	0	0	4	2	0	0	6	0	0	N	N	G, H, M	G, H, M		0.50	[REDACTED]
TRACK & FIEL	[REDACTED]	16-2681	06			A	A			C	A	0	0	0	0	1	2	0	4	0	0	N	N	N	N		0.50	[REDACTED]
World History	[REDACTED]	16-2681	03	A	A				A	A	0	2	0	3	2	0	0	6	0	0	G, H, M	G, M	N	N		0.50	[REDACTED]	

_____ (Parent's Signature) Return to Homeroom Teacher within 3 days	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Summer	Total															
	Days		Days		Days		Days		Days		Days										
	Enr	Exc	Unx	Tdy	Enr	Exc	Unx	Tdy	Enr	Exc	Unx	Tdy	Enr	Exc	Unx	Tdy	Enrolled	Excused	Unexcused	Tardy	
40		0 0 0 0		41		0 3 0 0		47		1 0 0 0		50		0 2 0 0		0 0 0 0		178		1 5 0	

Please see information below for explanation of grades, absences, and comments

EXPLANATION OF GRADES	COMMENTS
A - OUTSTANDING PROGRESS (90 - 100) B - ABOVE AVERAGE PROGRESS (80 - 89) C - AVERAGE PROGRESS (70 - 79) D - LOWEST ACCEPTABLE PROGRESS (60 - 69) F - FAILURE (59 And BELOW) I - INCOMPLETE A "+" or "-" may be used with any quarter grade or final average	A. PASSED FIRST SEMESTER ONLY B. PASSED SECOND SEMESTER ONLY D. EXCESSIVE TARDINESS E. LACK OF INTEREST F. PREPARES ASSIGNED WORK REGULARLY G. DOES COMMENDABLE WORK H. USES CLASS TIME EFFECTIVELY I. IMPROVING J. ABSENCES EXCEEDED ATTENDANCE POLICY K. ABSENCE APPEAL APPROVED L. NEEDS TO IMPROVE CLASS ATTENDANCE M. CONDUCT PROMOTES ACADEMIC PERFORMANCE N. CONDUCT DOES NOT HINDER ACADEMIC PERFORMANCE O. CONDUCT HINDERS ACADEMIC PERFORMANCE P. DOES NOT COMPLETE ASSIGNED WORK Q. DOES NOT COMPLETE MAKE-UP WORK R. DOES NOT USE TIME WISELY S. COMES TO CLASS UNPREPARED T. POOR TEST GRADES U. BEHAVIOR PRESENTS CLASS PROBLEM V. DOES NOT PAY ATTENTION W. INSUFFICIENT CLASS PARTICIPATION X. LACK OF COOPERATION Y. DOES NOT SEEK HELP Z. PARENT-TEACHER CONFERENCE REQUESTED

* An asterisk in a grade column indicates student is working below grade level standards.
 PERIOD ABSENCES:
 The number of times the student was absent, excused or unexcused, from each period for each quarter

Grades 9-12 Only
 The GPA, when displayed on the report card, is an unweighted GPA used for promotion and graduation. Students must earn a 2.0 GPA on a 4.0 scale which includes all credits taken except credits in courses which have been repeated and most forgiveness criteria. For information on other weighted GPAs such as Bright Futures or college admissions, go to www.FACTS.org

7. The quarter grades are listed under the columns: 1, 2, 3, 4. Semester 1 of a course is calculated by the average of quarter 1 + quarter 2, and factoring in any associated semester exam (whether a teacher final 'exm' or district EOC 'EOC exm' column). Semester 2 grades are the average of quarter 3 and quarter 4 with any teacher or district EOC. You'll notice that semester 1 is listed as a separate line from semester 2 of a course. The only courses that show on one line are full year courses (Algebra, Geometry, US History and Biology). Your student's final semester or full year grade is listed in the 'fin avg' column. Credit earned is identified in the 'Earn Cred' column

DUVAL COUNTY SCHOOL BOARD SECONDARY REPORT CARD

Dr. Diana L. Greene, Superintendent

STUDENT NAME		STUDENT NUMBER	GRADING PERIOD	GRADE LEVEL	HOMEROOM	REPORT DATE	Promoted GPA: 4.000																				
[REDACTED]		11544921	Quarter 4	09		June 14th, 2021	Year Enter 9th: 2020-2021																				
PARENT NAME / ADDRESS		SCHOOL ADDRESS			PRINCIPAL		SCHOOL TELEPHONE																				
[REDACTED]		Atlantic Coast High - 2681 9735 R.G. Skinner Parkway Jacksonville, FL 32256-3979			Zeina Spaulding		904-538-5120																				
					Student Name		GUIDANCE TELEPHONE																				
					[REDACTED]																						
COURSE		DISTRICT SCHOOL	P	TEACHER GRADES					PERIOD ABSENCES					COMMENTS					EARN CRED	TEACHER							
TITLE	NUMBER-SECT			R	1	2	3	4	SS	EXM	EOC EXM	FIN AVG	1 EX	1 UN	2 EX	2 UN	3 EX	3 UN			4 EX	4 UN	SUM EX	SUM UN	1	2	3
Algebra 1	[REDACTED]	16-2681	05	A	A	A	A			A	0	4	0	3	1	1	0	3	0	0	F, G, M	F, G, M	N	N		1.00	[REDACTED]
BASKETBALL	[REDACTED]	16-2681	06	A	A					B	0	0	0	5	0	0	0	0	0	0	N	N	N	N		0.50	[REDACTED]
ENG 1	[REDACTED]	16-2681	07	A	A					A	0	1	0	3	1	1	0	6	0	0	F, G, H	F, G, H	N	N		0.50	[REDACTED]
ENG 1	[REDACTED]	16-2681	07			A	A			A	0	1	0	3	1	1	0	6	0	0	N	N	F, G, H	F, G, H		0.50	[REDACTED]
Env Sci	[REDACTED]	16-2681	01	B	A				B	A	0	2	0	3	3	0	0	5	0	0	N	N	N	N		0.50	[REDACTED]
Env Sci	[REDACTED]	16-2681	01			A	A			B	0	2	0	3	3	0	0	5	0	0	N	N	N	N		0.50	[REDACTED]
Intens Math	[REDACTED]	16-2681	04	A	A					A	0	3	0	3	2	0	0	3	0	0	N	N	N	N		0.50	[REDACTED]
Intens Math	[REDACTED]	16-2681	04			A	A			A	0	3	0	3	2	0	0	3	0	0	N	N	N	N		0.50	[REDACTED]
Spanish 1	[REDACTED]	16-2681	02	B	A				A	A	0	0	0	4	2	0	0	6	0	0	G, H, M	G, H, M	N	N		0.50	[REDACTED]
Spanish 1	[REDACTED]	16-2681	02			A	A			C	0	0	0	4	2	0	0	6	0	0	N	N	G, H, M	G, H, M		0.50	[REDACTED]
TRACK & FIEL	[REDACTED]	16-2681	06			A	A			C	0	0	0	0	1	2	0	4	0	0	N	N	N	N		0.50	[REDACTED]
World History	[REDACTED]	16-2681	03	A	A				A	A	0	2	0	3	2	0	0	6	0	0	G, H, M	G, M	N	N		0.50	[REDACTED]
(Parent's Signature) Return to Homeroom Teacher within 3 days		1st Quarter		2nd Quarter		3rd Quarter		4th Quarter		Summer		Total															
		Days		Days		Days		Days		Days		Days															
		Enr	Exc	Unx	Tdy	Enr	Exc	Unx	Tdy	Enr	Exc	Unx	Tdy	Enr	Exc	Unx	Tdy	Enrolled	Excused	Unexcused	Tardy						
		40	0	0	0	41	0	3	0	47	1	0	0	50	0	2	0	0	0	0	0	0	0	178	1	5	0

Please see information below for explanation of grades, absences, and comments

EXPLANATION OF GRADES	COMMENTS
<p>A - OUTSTANDING PROGRESS (90 - 100)</p> <p>B - ABOVE AVERAGE PROGRESS (80 - 89)</p> <p>C - AVERAGE PROGRESS (70 - 79)</p> <p>D - LOWEST ACCEPTABLE PROGRESS (60 - 69)</p> <p>F - FAILURE(59 And BELOW)</p> <p>I - INCOMPLETE</p> <p style="font-size: small;">A "+*" or "-*" may be used with any quarter grade or final average</p>	<p>A. PASSED FIRST SEMESTER ONLY</p> <p>B. PASSED SECOND SEMESTER ONLY</p> <p>D. EXCESSIVE TARDINESS</p> <p>E. LACK OF INTEREST</p> <p>F. PREPARES ASSIGNED WORK REGULARLY</p> <p>G. DOES COMMENDABLE WORK</p> <p>H. USES CLASS TIME EFFECTIVELY</p> <p>I. IMPROVING</p> <p>J. ABSENCES EXCEEDED ATTENDANCE POLICY</p> <p>K. ABSENCE APPEAL APPROVED</p> <p>L. NEEDS TO IMPROVE CLASS ATTENDANCE</p> <p>M. CONDUCT PROMOTES ACADEMIC PERFORMANCE</p> <p>N. CONDUCT DOES NOT HINDER ACADEMIC PERFORMANCE</p> <p>O. CONDUCT HINDERS ACADEMIC PERFORMANCE</p> <p>P. DOES NOT COMPLETE ASSIGNED WORK</p> <p>Q. DOES NOT COMPLETE MAKE-UP WORK</p> <p>R. DOES NOT USE TIME WISELY</p> <p>S. COMES TO CLASS UNPREPARED</p> <p>T. POOR TEST GRADES</p> <p>U. BEHAVIOR PRESENTS CLASS PROBLEM</p> <p>V. DOES NOT PAY ATTENTION</p> <p>W. INSUFFICIENT CLASS PARTICIPATION</p> <p>X. LACK OF COOPERATION</p> <p>Y. DOES NOT SEEK HELP</p> <p>Z. PARENT-TEACHER CONFERENCE REQUESTED</p>

* An asterisk in a grade column indicates student is working below grade level standards.

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