



FOCUS

PCPS PARENT PORTAL ACCOUNT REGISTRATION

STEP 1: Have Information Ready

Obtain your student's **PIN number** from their school.
You will also need your student's:

- PCPS ID Number
- Date of Birth

STEP 2: Register for an Account

Visit: <https://bit.ly/polkparent>

Click on this box to register for your FOCUS Parent Portal account.

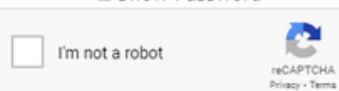
I DO NOT have an Account
Registered on the Parent Portal
Registration

Complete the form and click the **"Submit"** button to register your account

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name: (Required)
 Parent/Guardian Last Name: (Required)
 Email Address: (Required)
 Create Password: (Minimum 8 characters)
 Retype Password: (Required)

Show Password



Submit

***Remember your email and password!**

STEP 3: Add a Student

Visit: <https://bit.ly/polkparent>

Click on this box to **add a student** to your FOCUS Parent Portal account.

I would like to ADD A CHILD who is already enrolled.

Enter the required information, check you are not a robot, then click "**Add Student.**"

Student ID:

Student's Birthdate:

PIN:

Add additional students by clicking this box and repeat.

I would like to APPLY FOR ENROLLMENT for a new child.

If you do not need to add another student, click this box to enter Parent Portal.

I am FINISHED adding students. Please take me to the Portal.