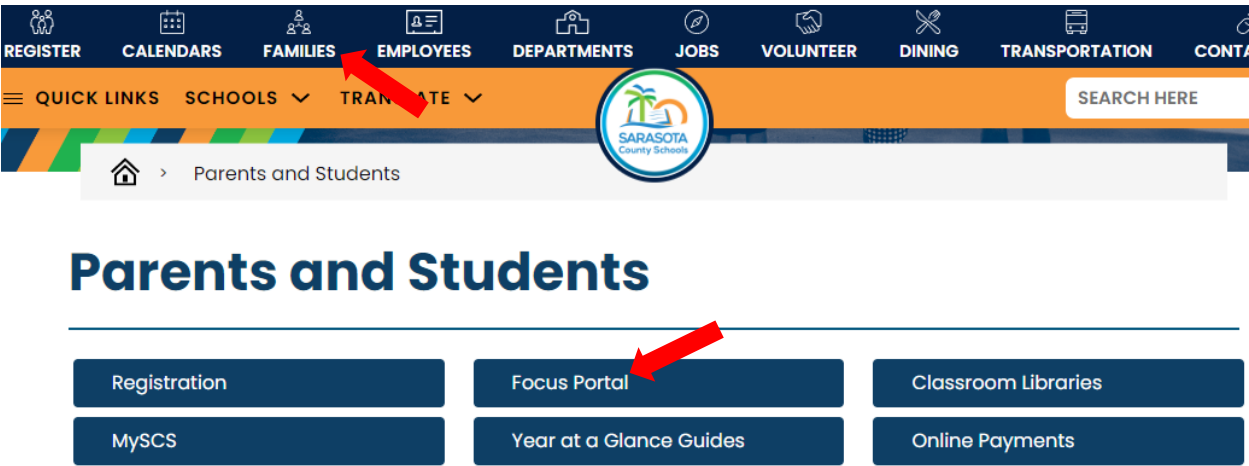




# Upload Attendance Excuse Note into Focus Portal

1. Log into the Focus Portal under the Families section on the Sarasota County Schools website.



2. After logging into the Focus Portal, you can access the Unexcused Absence for your student by either:

Click on the link in the Alerts box:

District & School Announcements

News Events

Alerts

SMITH, JOHN has 1 days with unexcused absences/tardies without a note or reason.

Click on the Absences link on the drop down for the student:

SMITH, JOHN

Child Info Class Schedule

Grades Absences

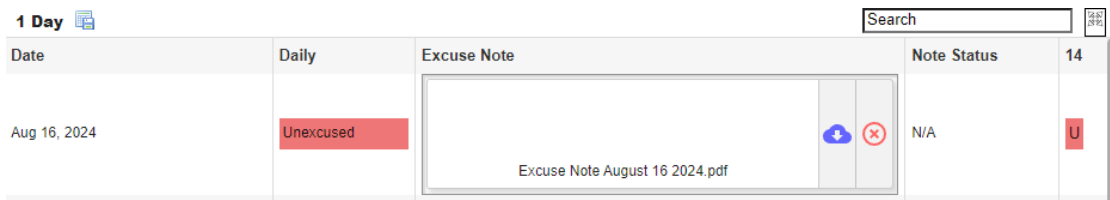
Attendance School Choice

Forms Summary

3. Either link will bring you to the Absences Summary page for your student where you will see the Unexcused absence(s) that need an excuse note. Upon placing your mouse in the Excuse Note 'No Files' box you will see the options to: Scan, Upload, or Take Photo.

Date	Daily	Excuse Note	Note Status	14
Aug 16, 2024	Unexcused	No Files	N/A	U
ABSENCES:		Scan Upload Take Photo		

4. Choose the option of Scan, Upload, or Take Photo that is appropriate for your situation. Please note that the acceptable file format for Scan or Upload is PDF only. A note can be written in Microsoft Word and exported as a PDF ([directions if needed](#)). Upon successful Scan, Upload, or Take Photo, the box should look as follows:



\*\*\*PLEASE NOTE: you will not receive a notification to save as this happens automatically after upload.\*\*\*



# Upload Attendance Excuse Note into Focus Portal (cont.)

5. You have completed the Attendance Excuse Note submission process. If you leave the Absences page for you student, when you go back to the Absences page you will see that status has changed to Pending:

Date	Daily	Excuse Note	Note Status	14
Aug 16, 2024	Unexcused	Excuse Note August 16 2024.pdf	Pending	U

6. After the school’s front office has reviewed the Excuse Note, it will be marked Approved and the attendance code with changed to Excused as seen below:

Date	Daily	Excuse Note	Note Status	14
Aug 16, 2024	Excused	Excuse Note August 16 2024.pdf	Approved <a href="#">View Message</a>	E

OR

The Attendance Note will be marked Denied which will create an alert in the portal for your review:

District & School Announcements

News Events

Alerts

SMITH, JOHN has 1 notes that have been returned.

Upon clicking on the Alert, you will be brought to the Absences page where you will see the Denied notice along with a link to View Message as to why it was denied and what needs to be done next.

Date	Daily	Excuse Note	Note Status	14
Aug 16, 2024	Unexcused	Excuse Note August 16 2024.pdf	Denied <a href="#">View Message</a>	U

For additional assistance, please contact the Attendance Clerk at your student’s school.