

## **FOCUS Access (Student Gradebook)**

Step 1: Create a Parent/Guardian account.

- a. Go to [www.duvalschools.org](http://www.duvalschools.org)
- b. Hover over the “Students & Families” tab and click “Families”
- c. Click “Focus Grade Portal” from the left-hand side.
- d. Scroll down and click “Create Account”
- e. Follow the steps on the screen to complete your account

Step 2: Link your child to your Parent/Guardian account.

- a. Go to [www.duvalschools.org](http://www.duvalschools.org)
- b. Hover over the “Students & Families” tab and click “Families”
- c. Click “Focus Grade Portal” from the left-hand side.
- d. Scroll down and click “Link Student”
- e. Follow the steps on the screen to complete your account

Step 3: Check your email for approval.

- a. The email you used to register your Parent/Guardian account will receive an automated message from FIMService asking you to verify your account. This link is only good for 7 days. Please verify within that window.
- b. You will be asked to bring an ID to the school for approval. This is NOT required. All requests go through a software system accessed by one of our Assistant Principals. This system is checked regularly.
- c. If your request has not been approved after 2-3 days, please email Mrs. Ramos at [mramos@bridgeprepduval.com](mailto:mramos@bridgeprepduval.com) requesting approval. Once approved, you will receive another email confirmation.

To view your child’s progress report or report card, log in to your Focus Parent account and select the “Reports” tab under your child’s student block.

Thank you for all that you do to support your child’s education.

Melissa Ramos  
Assistant Principal