

INSTRUCTIONS TO DOWNLOAD REPORT CARDS FROM FOCUS PORTAL

1. Log into your Focus Parent/Student portal. The link for Focus is:
<https://faus.focusschoolsoftware.com/focus/Modules.php?modname=misc/Portal.php>
2. Once logged into the student/parent portal, the report card information will appear in the Message section as shown in the image below.

Last login: Mon 23 Mar 2

Messages	Upcoming Events - View Calendar
<p>▶ 2019-2020 EVENT CALENDAR Please click HERE to access the School Event Calendar.</p> <p>▼ Online Report Card</p> <p>A.D. HENDERSON UNIVERSITY SCHOOL/FAU HIGH SCHOOL - Download Report Card</p>	<p>▶ March 23, 2020: NO SCHOOL - Spr</p> <p>▶ March 24, 2020: NO SCHOOL - Spr</p> <p>▶ March 25, 2020: NO SCHOOL - Spr</p> <p>▶ March 26, 2020: NO SCHOOL - Spr</p> <p>▶ March 27, 2020: NO SCHOOL - Spr</p> <p>▶ March 30, 2020: NO SCHOOL - Tea</p> <p>▶ March 31, 2020: Quarter 4 Begins</p>

3. From here, the student/parent can select to Download Report Card to view the report card in a PDF print preview screen, at which point, it can be downloaded and printed.
4. When the next report card is published, it will display in place of the previous published report card. If other kinds of report cards are published, such as Standard Based Report Cards or Progress Reports, all reports will display simultaneously with the most recent of each card displaying.

Messages

▼ [Online Report Card](#)

- [High School - Download Report Card](#)
- [High School - Download Standard Grades Report Card](#)
- [High School - Download Standard Grades Progress Report](#)