

PARENT INSTRUCTIONAL FOR ACCESSING AND COMPLETING THE MASK/FACE COVERING OPT-OUT FORM

1. Log into your FOCUS Parent Account
2. On the left menu, click on the Forms Summary for the student you wish to submit a request
3. Click the link under Available Forms to complete the Form
4. EACH student will have a Mask/Face Covering Opt-Out Form linked to their Forms Summary
5. To request to opt-out of the mask/face covering policy, EACH student must have a submitted opt-out form
6. Parents will receive confirmation of submission by email. Emails are sent from noreply@focus-sis.org

Available Forms

The district has made the following forms available for you to complete as needed to update information.

Available forms for [Student Name]

- Mask/Face Covering Opt-Out Form

Completed Forms

Records:

Student	Form	Completed Date	Processed Date	# of Changes	Approved	Denied	Pending	
[Student Name]	A.D. Henderson University School Device Agreement	08/02/2021	08/02/2021	2	0	0	0	View Changes
[Student Name]	A.D. Henderson University School Device Agreement	08/02/2021	08/02/2021	2	0	0	0	View Changes
[Student Name]	A.D. Henderson University School Device Agreement	08/02/2021	08/02/2021	2	0	0	0	View Changes
[Student Name]	4th Grade Elective Request Form_2021-2022	05/03/2021	05/03/2021	3	0	0	0	View Changes

In this example the parent has three students. Mask opt-outs are submitted per student.

Completed forms may be viewed for each student by selecting View Changes

For questions related to accessing this form please email adhusrecords@adhus.fau.edu.