## 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 <u>noreply@focus-sis.org</u>

FULLER		Available Forms								
School In	nformation	The district has made the follow	wing forms available for	you to conside as eached to unlate information						
My Profil	le	Available formular		you to complete as recards to update any matrox.						
Preferen	nces	Misk/Face Covering Opt-Out	Form	To complete the mask/lace covering opt-out	form click and complete a					
Calendar	6	Misk/Face Covering Opt-Out	Form	form for EACH studem						
Forms	<	Mask/Face Covering Opt-Out	Form							
		1								
-	Courselle	Completed Forme								
and the second	Grades	completed Forms	5							
F	Test History	4Records Filters OFF								
gs Test History							# of Changes			
6	Attachen	1000 Contraction (1000)					# of Changes			
2	Forms Summary	Student \$	Faces \$		Completed Date \$	Processed Date \$	# of Changes Approved \$	Denied \$	Pending 🛊	
2	Forms Summary	Student ‡	Fore \$	an University School Device Agreement	Completed Date \$	Processed Data \$	# of Changes Approved \$ 2	Denied \$	Pending \$	View Charges
ants .	Class Schedule Grades Text History	Student *	Forvs \$ A.D. Henders A.D. Henders	an University School Device Agreement an University School Device Agreement	Completed Date \$ 08/03/2023 08/03/2021	Processed Data \$ 08/02/2021 08/02/2021	# of Changes Approved \$ 2	Denied ‡ 0	Pending \$ 0	View Changes View Changes
and a	Forms Summary Class Schedule Grades Test History Attentions	Student ; Okanog becarie titutena unant Military sound	Form \$ A.D. Henders A.D. Henders A.D. Henders	an University School Device Agreement an University School Device Agreement an University School Device Agreement	Completed Date \$ 08/02/2021 08/02/2021 08/02/2021 08/02/2021	Processed Data \$ 08/02/2021 08/02/2021 08/02/2021	# of Changes Approved \$ 2 2	Derived ‡ 0 0	Pending : 0 0	View Changes View Changes View Changes
ants Dec	Ettoole Forms Summary Class Schedule Gridle Test History Attentiony Form Summary	Student ‡ Student provint States provint States provint	Form \$ A.D. Henders A.D. Henders A.D. Henders (th Grade Ele	an University School Device Agreement an University School Device Agreement on University School Device Agreement ctive Request Porm_2021-2022	Completed Date \$ 08/03/2023 08/02/2021 08/02/2021 08/02/2021 05/03/2021	Processed Data : 08/02/2021 08/02/2021 08/02/2021 08/02/2021	8 of Charges Approved \$ 2 2 3	Denied \$ 0 0 0 0	Pending : 0 0 0	View Changes View Changes View Changes View Changes
ants	Attractive Perms Summary Class Schedule Grades Teat History Attractions Form Summary Class Schedule	Student ‡ Manage Second Manage Second Manage Second Manage Second	Form \$ A.D. Henders A.D. Henders A.D. Henders (th Grade the	an University School Device Agreement an University School Device Agreement an University School Device Agreement crive Request Porm_2021-2022	Completed Date \$ 08/03/2023 08/02/2021 08/02/2021 08/02/2023	Processed Data : 08/02/2021 08/02/2021 08/02/2021 05/03/2021	8 of Charges Approved \$ 2 2 3	Denied <b>\$</b> 0 0 0 0	Pending (	View Changes View Changes View Changes View Changes
	Ettoolog Perms Summary Class Scheckule Grades Taute History Attractions Form Summary Class Scheckule Grades Taute Scheckule Grades	Student :	Form \$ A.D. Henders A.D. Henders A.D. Henders eth Grade Ele	an University School Device Agreement an University School Device Agreement an University School Device Agreement active Request Porm_2021-2022	Completed Date \$ 08/00/2023 08/02/2021 08/02/2021 08/02/2021 05/03/2021	Processed Date ( 08/02/2021 08/02/2021 08/02/2021 08/02/2021	8 of Charges Approved \$ 2 2 3	Denind ‡ 0 0 0 0	Pending : 0 0 0	View Changes View Changes View Changes View Changes
s panta n panta panta	Ettoolo Forms Summary Class Schedule Grades Teat History Attraction Form Summary Class Schedule Grades Teat History Attraction	Student :	Form \$ A.D. Henders A.D. Henders A.D. Henders ath Grade the uts are	an University School Device Agreement an University School Device Agreement an University School Device Agreement ative Request Porm_2021-2022	Completed Date * 8//02/2023 08/02/2021 08/02/2021 08/02/2021 05/03/2021	Processed Date ( 08/02/2021 08/02/2021 08/02/2021 08/02/2021 08/02/2021	# of Changes Approved \$ 2 2 3 3 end for each news	Denied ‡ 0 0 0 0	Pending (	View Changes View Changes View Changes View Changes

For questions related to accessing this form please email <u>adhusrecords@adhus.fau.edu.</u>