

Clear and consistent communication is vital to the success of any organization, and I want you to know that Bay District Schools is committed to ensuring our doors are always open to our community stakeholders.

A key component of those lines of communication is a system we call Parent Portal. You may also know it as Focus. Whether you call it Parent Portal or Focus, this system allows parents/guardians to have direct, real-time access to their student's grades, attendance, test scores etc. and classroom instructors. Through Parent Portal, parents/guardians can email teachers and see any missing assignments for their students.

Likewise, students can use the portal to communicate with their teachers to ask questions or seek additional information about topics discussed in class.

Another critical component of Parent Portal is that a student's enrolling parent/guardian keeps cell phone numbers, physical and email addresses and other important contact information up to date. If an emergency involves a specific student, or even the entire school or district, those phone numbers and email addresses are vital for us to quickly communicate with you.

Using Parent Portal information, we send weekly emails to parents/guardians (like this one), and we're able to send timely reminders about special events at your students' schools and within our community. Utilizing the phone numbers provided through the portal, we can reach parents in case of an emergency at the school or if there's a need to delay schools, for example, due to impending bad weather.

But parents/guardians, I need your help to achieve our goal of having 100 percent of our parents/guardians registered in Parent Portal.

In the past two weeks as your Superintendent, I've discovered that BDS has:

- 27,000-plus students
- 10,925 active Parent Portal accounts
- Approximately 79% delivery rate for emails (due to non-working email addresses)
- Approximately 59% success rate for phone calls (due to inaccurate phone numbers)


Additionally, we have schools with up to 84 percent of their parents/guardians connected via Parent Portal, and we have schools where the participation rate is 30 percent or below. This means some schools can easily connect with their parents/guardians while others cannot effectively communicate routinely or in emergencies. That's concerning, which is why I need your help.

First, please ensure you have an active, updated, Parent Portal account if you are the parent/guardian of a BDS student. If you need help, we've included some instructions at the end of this document and/or you can always call your child's school for assistance.

Second, please encourage others in your circle of influence at work, home, church, or community about the critical importance of Parent Portal. Sadly, the people I am trying to reach with this article won't get it in their email accounts if they don't have access to Parent Portal or hear from you.


I cannot tell you how frightening and disheartening it is for our school administrators when they cannot reach a parent/guardian in time of an emergency. **So, please, help us help our families by spreading the word and doing all you can to help ensure your friends, family members, neighbors, coworkers and congregation members have Parent Portal set up for their children.**

Thank you for your continued trust and partnership as we make Bay District Schools the best in the state. We're committed to excellence in everything we do and are determined to increase our Parent Portal presence for the safety and security of ALL of our students. Thank you for your support.




How do I create a Parent Portal account?

1. Navigate to bay.k12.fl.us
2. Scroll down to the section titled, "I want to..."
3. Click "Access Grades & Attendance Records"




4. Scroll down to the section titled, "Request Access to Parent Portal Account:"
5. Select "Click here to create a parent portal account or ADD A STUDENT."


Request Access to Parent Portal Account:



6. On the new page, select "I DO NOT have an account registered on the Parent Portal but my child is actively enrolled."



7. On the next page, enter the appropriate information.
Note the email address and password used here – these will be used to log in to your account!
8. On the next page, select "I would like to ADD A CHILD who is already enrolled."



9. Enter your child's Student ID and Birthdate.
10. Click "Add Student".

11. If you have multiple students to add to your account, complete steps 8-10 until all students have been added.
12. When finished, click "I am FINISHED adding students. Please take me to the Portal."
13. You will now be able to view your account.

You will NOT see your students and their information until your child's school approves your account and adds them to your account. Please contact your child's school to complete the account creation process.