

**Vernon Elementary School**

**3665 Roche Avenue**

**Vernon, Florida 32462**

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Dear Parent or Guardian,

The WCSD calendar states that Progress reports will go home this Friday, September 11, 2020. Due to our later start date, we will not be sending home a progress report for students in grades 2-5. We do encourage you to log in to the FOCUS parent portal which allows you to see how well your student is doing in class. You can see their attendance, referrals, grades and other pertinent information. Depending on what you see, you may want to set up a parent/teacher conference with your child’s teacher. We recently sent home the information below, but in case you weren’t able to sign up for the parent portal, we are sending it again.

Visit the Washington County School District Website to sign up for parent portal. <https://www.wcsdschools.com/parent-protal> select the 2nd link-- “REQUEST A “NEW” PARENT PORTAL ACCOUNT.”

You must have a valid email address, your child’s date of birth, and your child’s Local Student ID. Then you will be told to go to:

<https://washington.focusschoolsoftrware.com/focus/auth/index.php?action+registration> then complete the form.

Once you have registered your student, please send an email to Mrs. Jennifer Taylor in the VES office. Email: [jennifer.taylor@wcsdschools.com](mailto:Jennifer.Taylor@wcsdschools.com)

Please title the email: Parent Portal

Please include the following information:

1. Child’s name:

2. Child’s date of birth:

3. Parent name:

4. Parent email address:

Please allow 24-48 hours for access. Mrs. Taylor will send an email verifying that she has verified your information and granted access. Within 24 hours access should be available.