Parent Portal

Focus allows parents to directly log in to the school's student information system, where they can view the information for their enrolled student(s). This documentation provides step-by-step guidance for parents to set up their own Focus portal from the Request Access screen. Multiple children enrolled in the district can be added individually. Schools have set up the information requirements to create a parent account. Additional verification may be needed before student information can be accessed.

Log on To This Site: https://focus.yourcharlotteschools.net/focus/auth/

Under ATTENTION PARENTS click on the first selection to Create a Focus Parent Portal Account
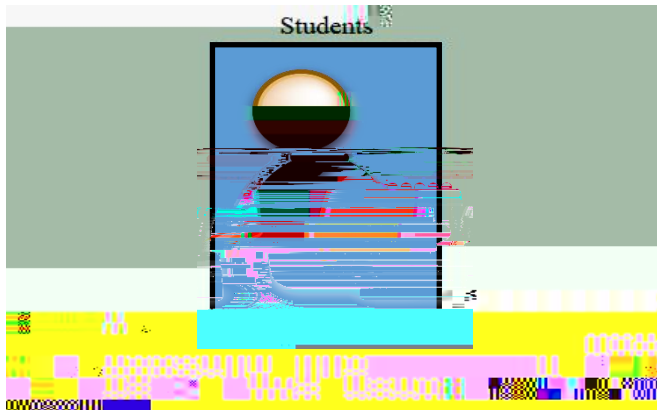

1. Enter all of the required fields with your own information. Your child's school has set up these requirements to create a parent account. Click Submit.

2. Enter the required information to identify your child. Your child's school has set up these requirements to link a student to a parent account. Multiple children must be added one at a time; an option to add another child will be available in the next step. Click Add Student. *(skip the SSN field unless you are sure you provided it to the school. Entering the CCPS ID is sufficient to create an account)*
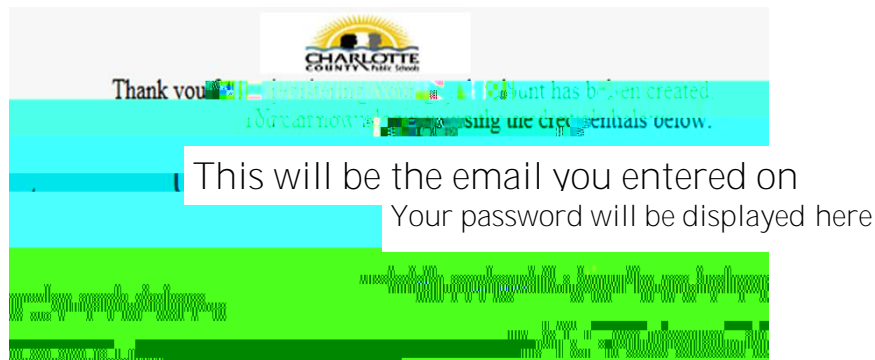
3. Your child's name will display on the screen, and the school will receive your request to link to this student's account. To add another child, click Add Another Child. Otherwise, click Create My Account.
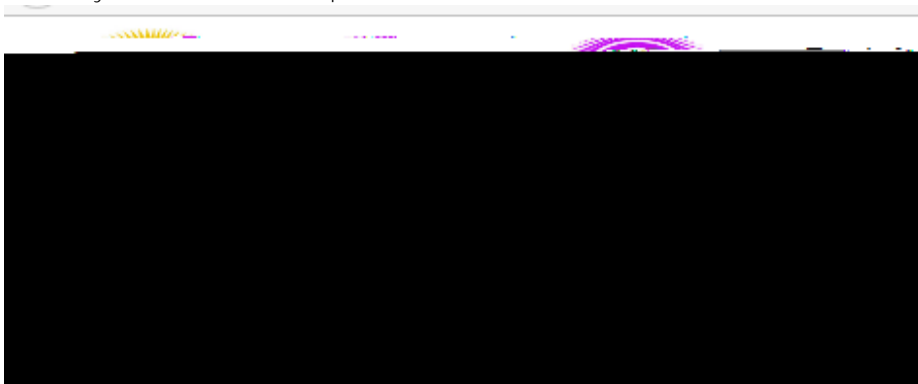

4. To Add Another Child, enter all of the information required and click Add Student.

NOTE: This step can be completed as many times as necessary, or at a later date if needed. When you click Create My Account, a confirmation message will appear with your username and password. A link to the Parent Portal login screen is also provided. : Make sure to write down this information as it will not be available any other way. The school does not have access to your password

5. When you first log into Focus, if you did not enter your child's Social Security Number, you will receive an Alert indicating that you must contact your child's school to have your account activated through the Verify Parent Accounts process.

6. If you do not remember your password, you can generate a new one from the Request Access screen.

Enter the email address used to create your account and click the submit button. If the email address is not in the system, an error message will display.

You will receive an email to the account provided with a new password.