Scheduling Conferences in Focus:

A Guide for Families

Families are now able to request a conference with their students' teachers through Focus. You can follow the quick-start directions or step-by-step directions attached. If you need to create a Parent Focus account please visit our website at https://www.indianriverschools.org/focus.

Quick Start

REQUEST A CONFERENCE
1. Log in to Focus and select **Request a Conference** from the menu.
2. From the calendar screen, **select the teacher** that you wish to make a conference with.
3. Select the available dates and click **Request Time**.
4. Enter a **brief reason** in the pop-up box. i.e. Parent-Teacher Conference

CHECK YOUR CONFERENCE STATUS
1. Log in to Focus and select **Request a Conference**.
2. Click on the **Approved/Pending** tab.
3. The status is under the **Status** column on the right side.

CANCEL YOUR PENDING CONFERENCES
4. Log in to Focus and select **Request a Conference**.
5. Click on the **Approved/Pending** tab.
6. Click the **Cancel** button next to the conference you want to cancel.

PRINT YOUR CONFERENCES
1. Log in to Focus and select **Request a Conference**.
2. Click on the **Approved/Pending** tab.
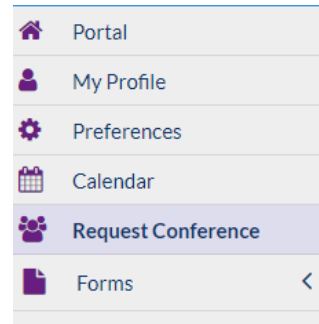3. Click the **Printer** icon on the top left of the table.

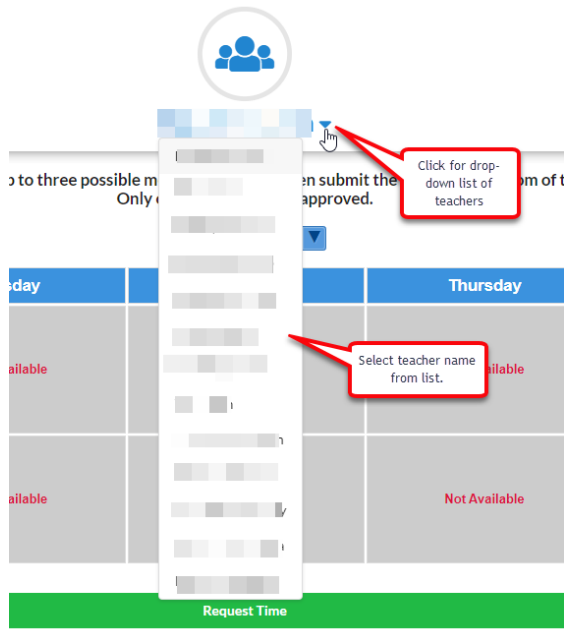# Scheduling Conferences in Focus:

A Guide for Families

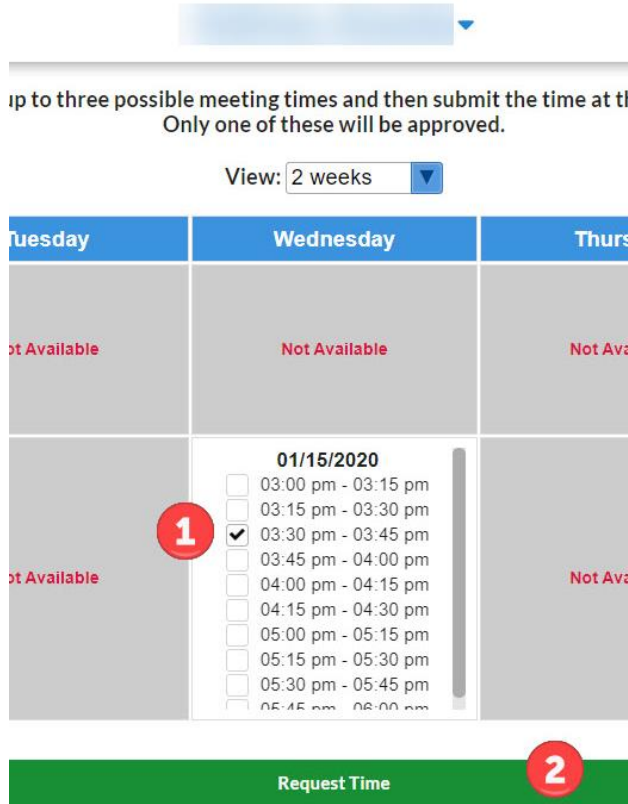## Step-by-Step Directions

REQUEST A CONFERENCE

1. Log in to your [Parent Focus Portal](#).
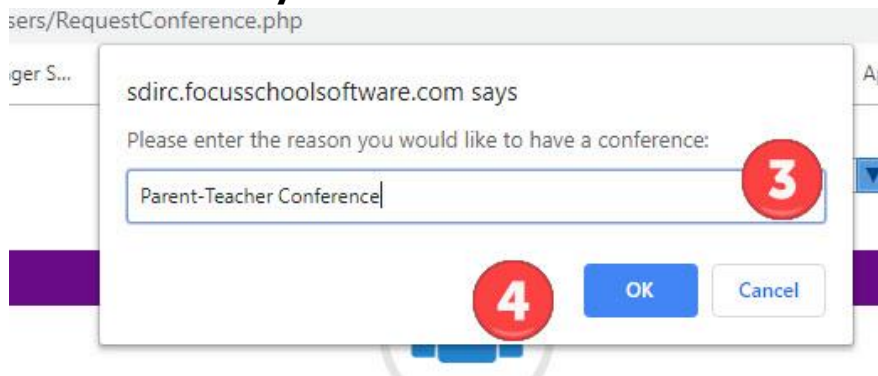2. Select **Request Conference** from the menu.

3. From the Calendar Screen, select the Teacher you want to conference with.

4. Once selected, the teacher's available times will show up on the calendar.
   1. Select the time you prefer.
   2. Click **Request Time.**

3. A box will pop up and ask for the conference reason. Enter the reason.
4. Click **Okay**.

Your request will show in your **Pending Request** tab until the teacher has approved.

CHECK YOUR CONFERENCE STATUS

There are two ways to check the approval status of your conferences:

1. From the Focus Portal, go to **Request a Conference ->** Select **Approved/Denied Requests** tab.

   You will see the appointment **Status** on the left side.

OR YOU CAN...

2. From the Focus Portal, click on **Calendar**. The appointment information is on the calendar and on the left side of the page. You can click either side to see the details.
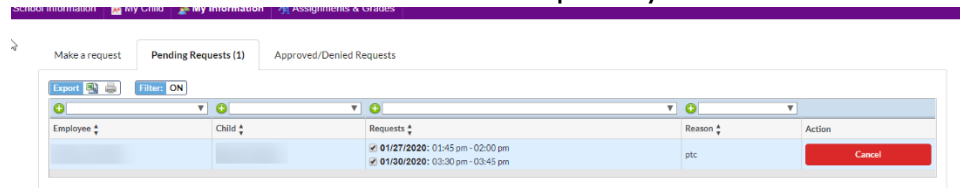
CANCEL YOUR PENDING REQUESTS

You are only able to cancel *pending* appointments. *

1. Go to **Request a Conference.**
2. Select **Pending Requests.**
3. Click **Cancel** next to the request you want to cancel.

If the appointment has been approved by your child's teacher, you will need to email or message the teacher to let him/her know about the cancellation. The teacher will remove the appointment from the calendar so that you are able to reschedule.

PRINT YOUR CONFERENCES

1. Log in to [Focus](#).
2. Select **Request Conference.**
3. Click the **Approved/Denied Requests** tab.
4. Click the **Printer** button on the top left and print.
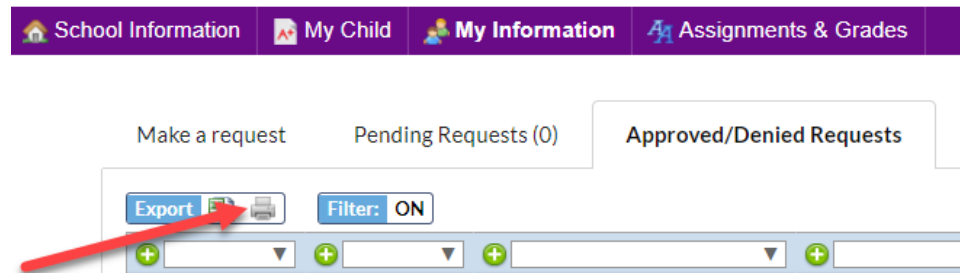
For further tutorials please visit:

- **Focus Video: Parent Conferences**
  - https://focus.screenstepslive.com/s/parents/m/96191/l/1241510-parent-conferences
- **Focus Directions: Requesting a Conference**
  - https://focus.screenstepslive.com/s/parents/m/81856/l/1112897-request-conference
- **SDIRC Focus webpage**
  - https://www.indianriverschools.org/focus