



Subject: Update Your Student's Information in Our New Parent Portal July 22, 2025

Dear St. Louis Public School Families,

We are excited to announce that St. Louis Public Schools has officially completed the transition to our new Focus Student Information System. This new system is designed to improve your experience and give you real-time access to your child's information through the Focus Parent Portal.

What You Need to Know:

Your student is already enrolled for the 2025–2026 school year — no need to re-enroll. Additionally, if you have already opted in for transportation on the 24-25 Intent to Return – you will have a bus route. However, to ensure we have the most up-to-date records and contact information, every parent/guardian will need to:

- Create a Focus Parent Portal account
- Complete the online Registration Update form for each child

This process ensures we have the most current and accurate information to support your student this school year.

What You'll Need to Complete the Registration:

To ensure a seamless experience, please gather the following information and documents before you begin, and have clear photos or digital copies ready for upload:

- **Student ID Number** (you can find this on any report card, STAR assessment, or other official district document. Leave off any leading zeros)
- Parent/Guardian Photo ID
- Proof of Residency (utility bill, lease agreement, etc.)
- Student's Birth Certificate/Passport
- Immunization Records
- Any Legal Custody or Guardianship Documents (if applicable)
- Emergency Contact Information
- Medical/Health Information (doctor's name, medications, allergies)

If you don't have access to one or more of these documents, your school can help! Please reach out to your school's main office — our staff is ready to assist you with gathering documents or using devices to complete the update. You can also reach out to register@slps.org for assistance.

Ready to Begin?

Visit the Focus Parent Portal here: <https://slps.focusschoolsoftware.com/focus/>

Follow the on-screen instructions to:

- Create your Parent Portal account
- Complete the "Registration Update" form for each child

Please Complete as Soon as Possible

Keeping your information up to date ensures that you'll receive important school communications and that your child is set up for a successful start to the school year.

Thank you for being a valued part of the SLPS community!