

Instructions on how to access Report Cards and Progress Reports through the parent and student portals

Log-in to FOCUS using the Parent or Student Portal. To do this, open the main Keys Schools website, www.keysschools.com. Under Resources, click on “For Parents” or “For Students”. Then click “FOCUS Portal”.

For students:

- Username is first initial and last name. Ex: Joe Smith’s Username would be jsmith
- Password is 44 (lunch #) 0. Ex: Joe’s lunch number is 12345, so his password is 44123450

Click on the link that says ‘Download Report Card’. This same link should be selected when trying to download progress reports.

The message below on the left is how the download link will look on the parent login. On the right, the student view is displayed.

Any questions regarding grades should be directed to the classroom teacher.

The image displays two side-by-side screenshots of the FOCUS Portal's 'Messages' section. The left screenshot shows the parent view, where the 'Download Report Card' link is highlighted with a black box. The right screenshot shows the student view, where the 'Download Report Card' link is also highlighted with a black box.

Parent View (Left Screenshot):

- Messages**
- Virtual Instruction**
Virtual instruction for Monroe County Students will begin on April 1st. You will receive additional guidance from your principal and teachers. Prior to the April 1st start of virtual instruction, computers will be available for distribution at school sites. Your school principal will communicate pick up times. Our tech team will be available for support if you or your students are having difficulties with the online format. Support telephone numbers will be available from your principal. For more information please visit the district website at www.keysschools.com
- Lunch Payment Link**
Please use the web address below to make payments for student lunches.
- Communication Options**
[Coral Shores High School - 0041 - Download Report Card](#)

Student View (Right Screenshot):

- Messages**
- Online Report Card**
[Coral Shores High School - 0041 - Download Report Card](#)