Helping the parents view the uploaded documents:

1) The parent should sign into the Focus Parent Portal.
2) Once in, they will see "My Child" either on the top or left side of the screen (depending on their settings under "My Preferences").
3) They will click on "My Child", then "Child Info".
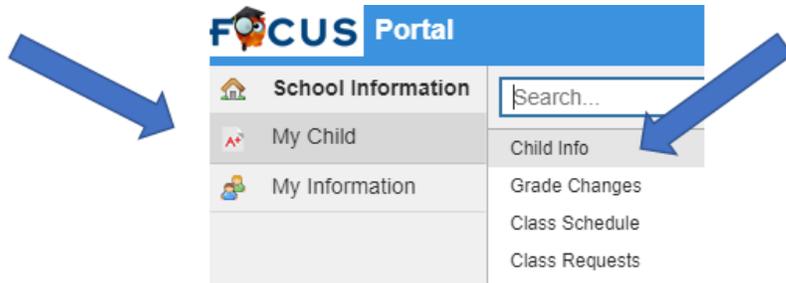
4) They will then click on ESE/Gifted.
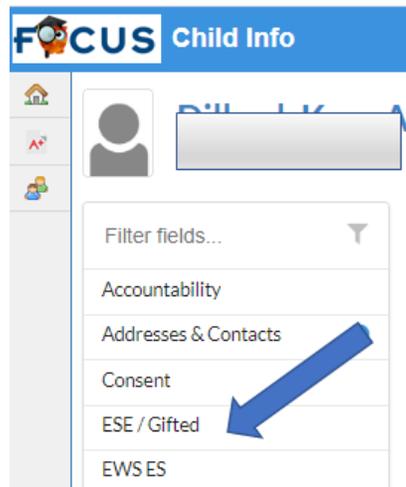
5) They will then see the uploaded document(s). They can click on the blue cloud icon to download the documents. What happens next will depend on their browser. Some will download the document and they will have to save or open the document in another application (such as Adobe) to view the data. Others will see the document directly in their browsers. We are not able to control this part of the process.
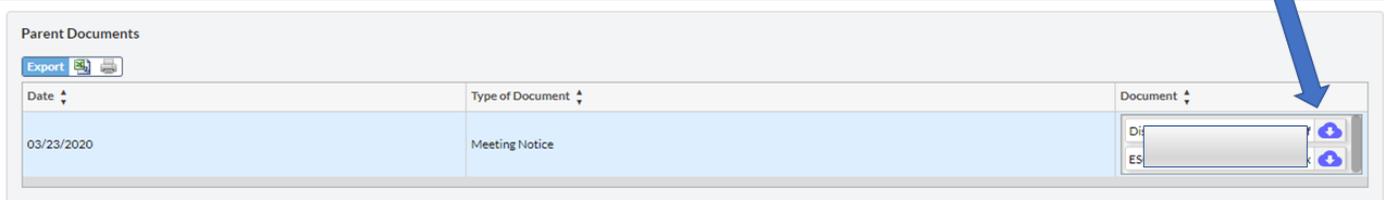
Entry of ESE/Gifted Parent Documentation

If you have questions:

A. All questions in regards to **ESE/Gifted Parent Documentation** should be directed to the ESE department.

B. Any technical questions in response to using the SIS system should be submitted via a HelpDesk Ticket:

   Submit a Ticket online

   Email: support@ecsd.zendesk.com

   Call the Service Desk at 850.462.9493