



Liza Jackson

Preparatory School

Terri Roberts, CEO ~ Kaye McKinley, Principal

1123 Hospital Rd.

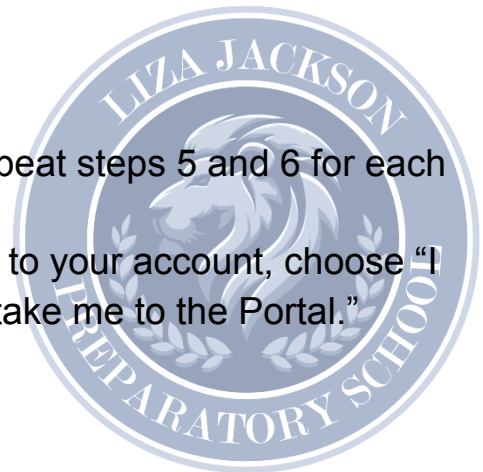
Fort Walton Beach, FL 32547

P 850-833-3321 x277 ~ F 850-833-3292

jwalker@lizajackson.org

Directions to create a Parent/Guardian account on the FOCUS Parent Portal

1. Go to the Liza Jackson Preparatory School homepage at www.lizajackson.org
2. Hover over “FOCUS”
3. Click on “FOCUS Parent Registration”
4. Scroll down and click “I need an account” to create an account
5. Fill out the registration form including
 - a. Parent/Guardian First Name
 - b. Parent/Guardian Last Name
 - c. Email Address
 - d. Create Password
 - e. Retype Password
 - f. Click the “I’m not a robot” box
 - g. Submit
6. Choose the option “I would like to ADD A CHILD who is already enrolled”
7. Enter the following information
 - a. You child’s 10 digit Student ID
 - b. Your child’s birthdate
 - c. Click the “I’m not a robot” box
 - d. Add Student
8. If you have additional children at Liza, repeat steps 5 and 6 for each child
9. When you are done adding your children to your account, choose “I am FINISHED adding students. Please take me to the Portal.”



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academic preparation, good manners, common sense and one hundred percent effort.”*