

Lackawanna Trail Junior-Senior High School



"Home of the Lions"

September 23, 2022

Dear Parents and Guardians,

This letter is to inform you that our school has a new Parent Portal that allows parents/guardians access to information regarding their child. If you decide to use this service, you will gain access to various types of information regarding your child; information such as Attendance, Behavior and Discipline, Grades, Scheduling information, etc.

In order for you to access your child's information, you will need to establish a parent account with the new Portal. If you wish to create an account, please use your computer's internet browser to go to the following website:

<https://ltsd.focusschoolsoftware.com/focus/auth/>

If you have previously held a Parent Portal Account with us, click "I have forgotten my password." This is the option to select even if you have your password available. Enter your email address and select the option to generate a new password. Then retrieve the password from your email and login using those credentials. You will be directed to create your own password before proceeding further. Your student(s) information should appear after you login.

If you have never had a Parent Portal Account with us, click "I DO NOT have an Account Registered on the Parent Portal" to setup your new account. Enter the following information EXACTLY as described below:

Parent Name: This is the first name you entered on your summer mailing paperwork

Parent Email address: This is the email address you provided on your summer mailing paperwork

Student's ID Number: This is also your student's lunch code

If we do not list your name here as you would like us to have it, please let us know before you proceed. You will create only ONE account. Once you have created your account, you will be able to add your child(ren) to that account. Instructions for downloading and setting up the MMS Focus PA application for mobile devices will also be released shortly.

If you have questions or concerns you would like to discuss, please call or email me and I'll be happy to assist you.

Sincerely,

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