

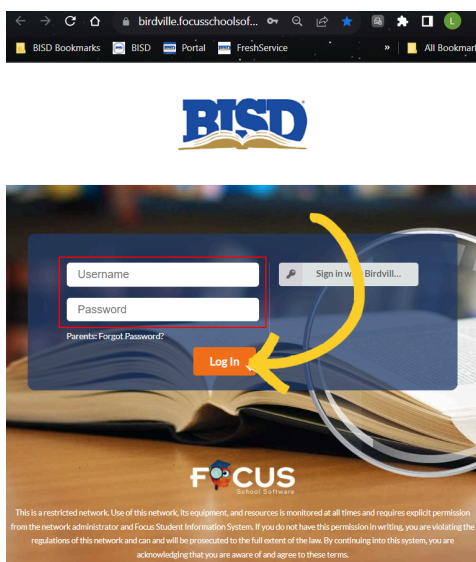
How to Review Guardian Contact Information (Website/Mobile App)



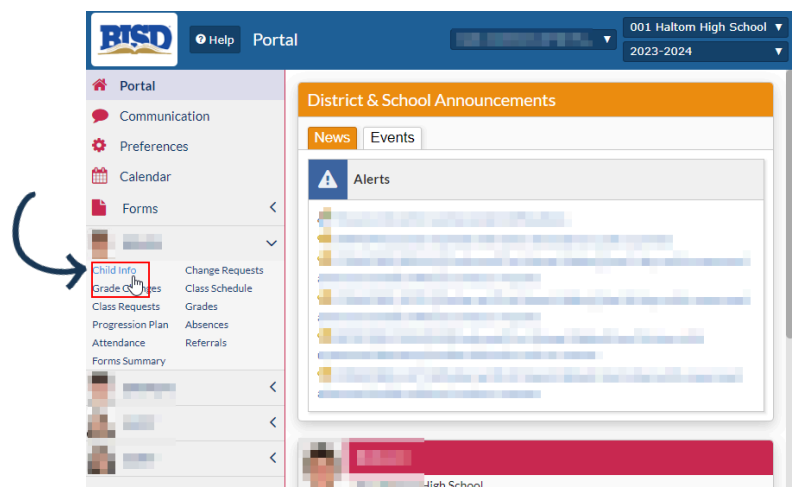
Reviewing Contact Information from a Web Browser:

<https://birdville.focusschoolsoftware.com>

1 Navigate to the **Focus Website** & enter in your **username & password**. Click **"Login"**

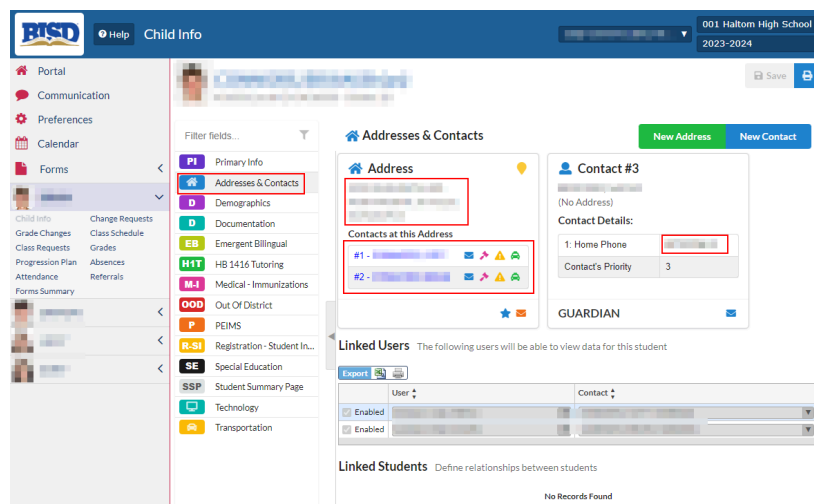


2 Once logged in, select the **student's name** on the left-hand side & then click **"Child Info"**.



3 Lastly, select **Addresses & Contacts** to review all the contact information for the student's guardians. From this page you should see the guardians name, address, & phone number.

If you do not see any information or the information listed is incorrect, please contact the **student's campus** to have the information updated.



Mobile App Instructions

1. **Open Focus Mobile App** and **click More Info** on the top right corner of Focus App.
2. **Click Student Info** button.
3. **Click the Green Accept Button.**
4. **Click the Arrow button** on the left middle of the Screen.
5. **Click the Addresses & Contacts button** on the Menu.
6. **Find your name** in the list and **click** on your Name.
7. **Scroll down and verify** the phone numbers listed.

Note: In order to receive phone calls or text messages, we must have a **cell phone** listed in your students profile. Please make sure one of the numbers says Cell Phone from the drop down menu to the left of the number even if it is the same number.

Note: If you have issues updating your information, then please contact your child's campus to update your contact information.

