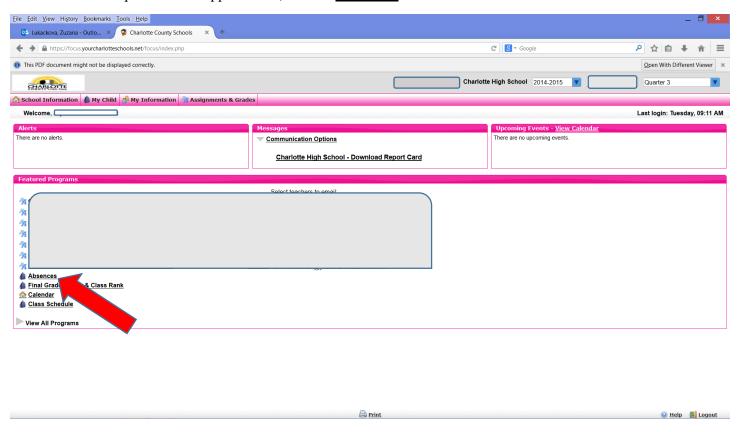
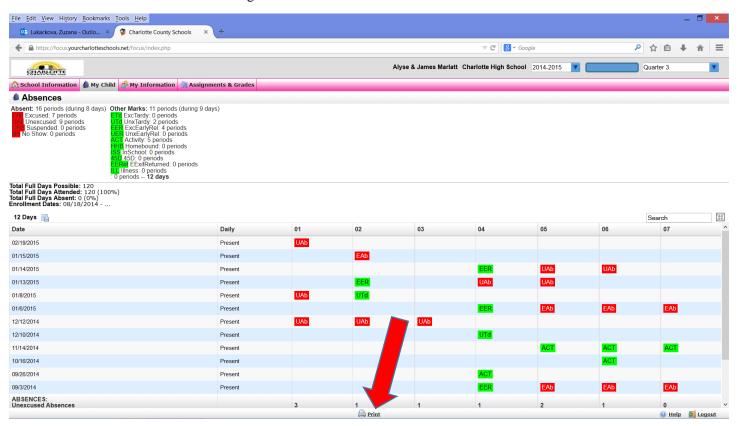
This is the home screen when signed into FOCUS. The **RED** arrow shows where you need to click to access the attendance chart required for the application. (Click on **Absences**)



Below is a view of the next screen. Along the bottom in the center is the PRINTER icon. Please click on this.



This screen appears next. To print this page, click on the PRINTER icon ON THE TOP RIGHT of the screen. The resulting pages are to be submitted with the application.

