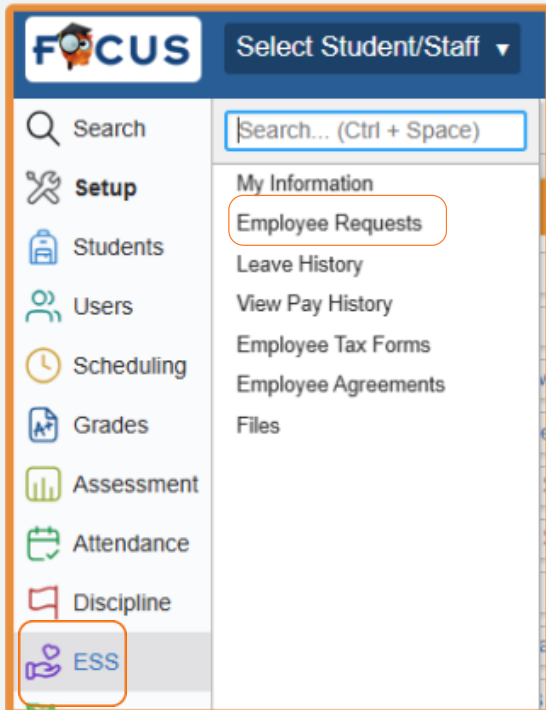


HOW TO CHANGE YOUR ADDRESS IN FOCUS



1. Log in to Focus from the school district website
2. Click on ESS (Employee Self Service) on right hand side of page
3. Select Employee Requests
4. When you see a page with the header 'Create Draft' select the option for 'Address'



If your address is correct, you can exit Focus - You're done!

If you need to make changes, delete the address listed and type in your updated information then select 'Submit Request.'

Address

Please enter your current information in the blank white boxes. Be sure to press the ENTER Button on your keyboard to save the information before clicking "Submit Request".

The Primary and Mailing boxes must be selected for your address change to be approved.

* Address	Additional	* City	County	* State	Zip	Primary	Payment	Mailing	Files & Comments
		NAVARRE		Florida	32566	☒	☐	☐	Files & Comments
						☐	☐	☐	

Submit Request



CAN WE COUNT ON YOU?



Important: Please make sure your home address is up-to-date in FOCUS!!

Due to new anti-public-education laws targeting your rights at work and ability to bargain your contract (Senate Bill 1296, 2026), we are encouraging all employees to do the following:

1. Update and ensure your current mailing address is on file with SRCDS. (See attached for directions)
2. Look for a ballot from Public Employees Relations Commission (PERC) this school year to make sure you can vote YES to keep our contract, our rights, and our voices at the bargaining table for our pay and working conditions.
3. If you have any questions or need assistance talk with your building representative or contact our Escambia office, (850) 476-2906.

Ballots will be mailed to the address SRCDS provides to PERC. If your address is incorrect, you will not receive your ballot. That could impact our **legal requirement of reaching 50% of ALL EMPLOYEES participating in the election**, not just SREA members!

All our contractual rights have been won and defended by SREA members through collective bargaining. As SRCDS employees, we all have a role in protecting these rights.

UPDATE YOUR ADDRESS TODAY!

Also: The only surefire way to avoid these risky elections and protect our rights is to join SREA. If you haven't signed up, JOIN TODAY!



SantaRosa
Education Association

Stand United for the Cause



(850) 476-2906



escambia@floridaea.org

Michael.OConnor@floridaea.org

