

# Kennedy Middle School

# 23-24 ENROLLMENT PROCEDURES

## CURRENT/EXISTING BPS STUDENTS

Re-enrollment for students already attending a Brevard Public School will be completed via Focus Parent Portal Account.

### STEP ONE:

- [CLICK HERE](#) if you **need to create** a Focus Parent Portal Account
  - *Portal Registration PINs can be obtained from KMS front office staff*

### STEP TWO:

- [CLICK HERE](#) for re-enrollment instructions if you **already have** a Focus Parent Portal Account

### STEP THREE:

- Once you've submitted your online re-enrollment, continue monitoring the "Alerts" section of your Focus Dashboard to stay updated on when your application processes and whether or not any changes/updates are needed.

## STUDENTS NEW TO BREVARD PUBLIC SCHOOLS

Students **NEW** to Brevard Public Schools must complete a paper enrollment packet prior to gaining Focus access.

### STEP ONE:

- Pick up a paper enrollment packet from KMS front office *OR* print-at-home the "Enrollment/Registration Forms" found [HERE](#).
- Complete & submit to KMS Registrar

### STEP TWO:

- Once enrollment packet is processed, KMS Registrar will provide you with your unique Focus Parent Portal letter. Then you may follow [THESE INSTRUCTIONS](#) for setup.
- Monitor the "Alerts" section of your Focus Dashboard to stay updated on any changes/updates that may be required on your enrollment application.

### STEP THREE:

- Complete the "Late Registration Course Selection" form [HERE](#) to make elective course requests.

# **ALL REGISTERING STUDENTS WILL NEED TO PROVIDE/UPLOAD:**

## **VERIFICATION OF RESIDENCE**

The registering parent/legal guardian will be required to provide **TWO** (2) proofs of verification of residence at registration each year.

Proof of residence will include **ONE** from **EACH** of the following tiers:

### **TIER 1 - Choose One...**

- A current driver's license ([F.S.322.19\(2\)](#)) requires that you update your address information on your driver's license within ten (10) days of moving.
- A current Purchase Contract with expected closing date within 90 days of school or warranty/deed.
- A lease/Rental Agreement with your name as the renter.

## **AND**

### **TIER 2 - Choose One...**

- Current utility statement within the last 30-45 days.
- Florida Voter Registration Card.
- Florida Vehicle Registration or Title.
- A utility hookup or work order dated within 60 days.
- Medical or health card with current address listed.
- Current homeowner's insurance policy or bill.
- Current automobile insurance policy or bill.
- A letter from a homeless shelter, transitional service provider or a half-way house confirms that they receive mail.

For families who may be sharing housing by choice, there is a Shared Tenancy Affidavit that must be completed in order for the student to enroll and register for school. For students who may be living temporarily with another family, the in-loco parentis form has been updated to reflect a maximum of 30 days. The form **may not** be used in lieu of the district's ELO and EPO request process to gain admittance into a school outside of the student's zoned school.