



# PARENT PORTAL CREATION & ONLINE APPLICATIONS FOR NEW STUDENTS



Bit.ly link: <https://bit.ly/FocusOnlineApp>


This document will walk the parent through the online process of creating a Parent Portal and then submitting an Enrollment Application for NEW students to Brevard Public Schools. The student must be KG – 12 grade and zoned for the school they are enrolling in. If your student is not zoned for the school you are enrolling in, please visit the school directly to enroll your child. This would include new students attending a charter school, choice school or a school on an Education Location Option (ELO) or an Education Program Option (EPO).

FOR PK STUDENTS: Please reach out directly to the school your student is enrolling in for Prekindergarten. All new PreK enrollments must be completed in person at the school.

FOR KG STUDENTS: At the end of the Enrollment Application, a link to your kindergarten parent packet and orientation information will be included.

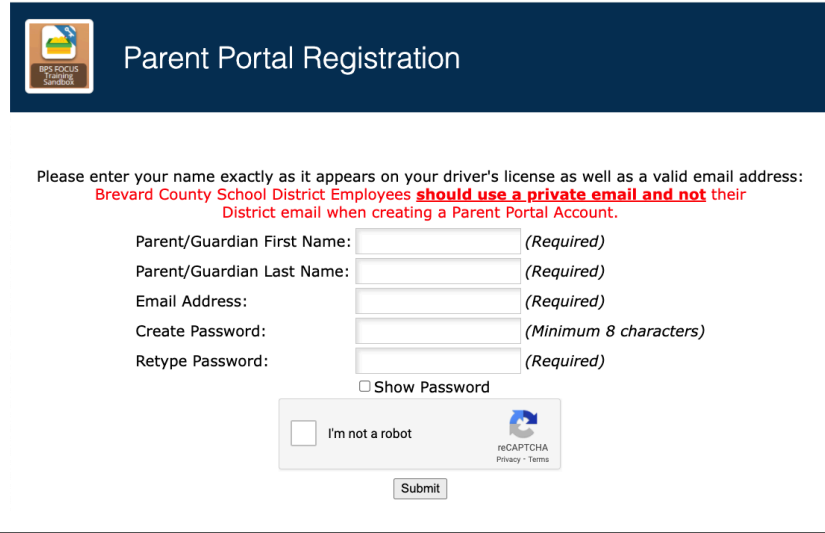
1. [HOW TO CREATE A PARENT PORTAL](#)
2. [HOW TO ENROLL A NEW STUDENT USING THE ONLINE APPLICATION FROM THE PARENT PORTAL](#)
3. [FILLING OUT ADDRESS AND CONTACTS IN THE ONLINE APPLICATION](#)

## HOW TO CREATE A PARENT PORTAL

<p>To complete an Online application parents must have a parent portal. Use the Focus URL with the appended <b>/Auth</b> to register for a <b>Parent Portal</b>.</p>	<p style="text-align: center;"><a href="#">Parent Portal Registration - Brevard Public Schools</a></p> <div style="text-align: center;"></div>
<p>Click the button that says, <b>I do not have a Parent Portal Account and would like to Create an Account</b>.</p> <p>OR: Click the button that says, <b>I have an Account Registered on the Parent Portal but would like to ADD a Child</b></p>	<div style="display: flex; justify-content: space-around;"> <div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 5px; width: 45%;"> <p style="text-align: center;">I do not have a Parent Portal Account and would like to Create AN ACCOUNT</p> </div> <div style="background-color: #e67e22; color: white; padding: 10px; border-radius: 5px; width: 45%;"> <p style="text-align: center;">I have an Account Registered on the Parent Portal but would like to ADD a Child.</p> </div> </div>

To register for a Parent Portal, enter information in all of the required fields, check the **I am not a robot** checkbox, and click the **Submit** button.

**Info:** This email and password will be the Parents login/password for their FOCUS account




**Parent Portal Registration**

Please enter your name exactly as it appears on your driver's license as well as a valid email address:  
**Brevard County School District Employees should use a private email and not their District email when creating a Parent Portal Account.**

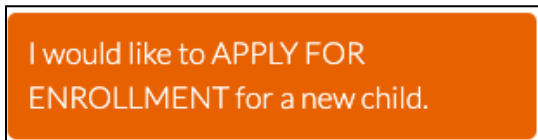
Parent/Guardian First Name:  (Required)  
 Parent/Guardian Last Name:  (Required)  
 Email Address:  (Required)  
 Create Password:  (Minimum 8 characters)  
 Retype Password:  (Required)

Show Password

I'm not a robot  reCAPTCHA  
 Privacy - Terms

## HOW TO ENROLL A NEW STUDENT USING THE ONLINE APPLICATION FROM THE PARENT PORTAL

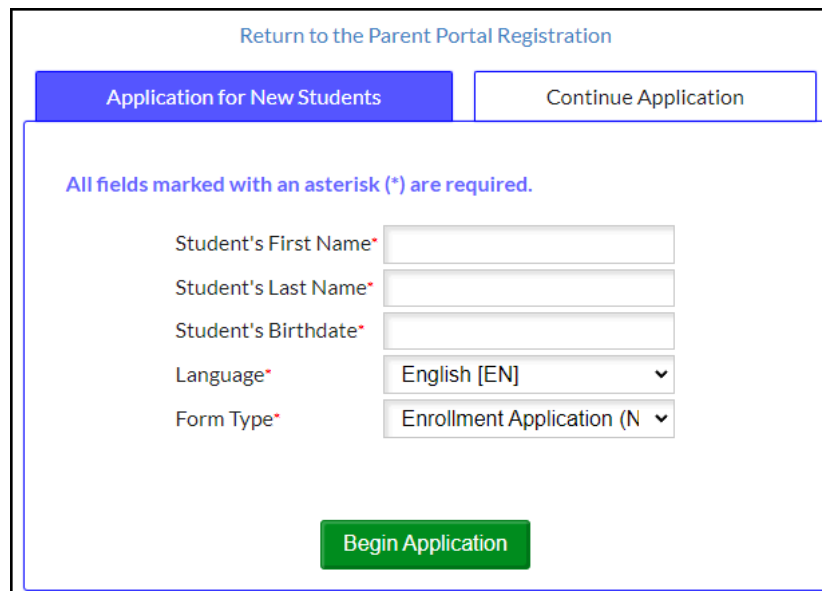
To register a new student into the district, click on the button that says **I would like to APPLY FOR ENROLLMENT for a new child.**



The student's basic demographic information is provided to start the application process

- Student First Name
- Student Last Name
- Student Birthdate
- Language
- Form Type

Click **Begin Application**



[Return to the Parent Portal Registration](#)

All fields marked with an asterisk (\*) are required.

Student's First Name\*   
 Student's Last Name\*   
 Student's Birthdate\*   
 Language\*  ▼  
 Form Type\*  ▼

On page 1 of the application, select the school year the student will begin attending Brevard Public Schools.

**Apply for Enrollment**  
New Enrollment Sample  
Phipps, Mary  
Page 1 / 25

When will this student begin attending Brevard Public Schools?  
Please select enrolling year.\* N/A

The **Current School Year: 2023-2024** and **Next School Year: 2024-2025** are highlighted in the dropdown menu.

**School Enrollment Information (New BPS Students)**

**INSTRUCTIONS:** Please gather the following documents in order to register a student new to Brevard Public schools. As a reminder, to enter kindergarten, children must be 5 years old on or before September 1. To enter first grade, children must be 6 years old on or before September 1.

On page 1 of the application, a list of needed documentation will display.

The documentation can be uploaded into the application as part of the application process, or hard-copies can be turned into the front office at the school.

If the application is being completed on a desktop, a picture or file can be uploaded directly to the application.

If the application is being completed on a cell phone, a picture of the documentation can be taken from your phone and uploaded to the application.

**Apply for Enrollment**  
New Enrollment Sample  
Phipps, James  
Page 1 / 25

When will this student begin attending Brevard Public Schools?  
Please select enrolling year.\* Current School Year: 2023-2024

**The School Board of Brevard County, Florida**  
**School Enrollment Information (New BPS Students)**

**INSTRUCTIONS:** Please gather the following documents in order to register a student new to Brevard Public schools. As a reminder, to enter kindergarten, children must be 5 years old on or before September 1. To enter first grade, children must be 6 years old on or before September 1.

**If you are enrolling your child for PreK, please do not continue online. All new PreK registrations must be completed in person at your child's school.**

**First Time Entry**

To register your child in school, the following documentation is needed:

1. Verification of legal name:
  - A. Birth Certificate

**OR**

2. Verification of age (with one of the following):
  - A. Transcript of child's birth (Birth Certificate)
  - B. Insurance policy
  - C. Passport
  - D. School record
  - E. Certification of baptism, accompanied by parent's affidavit
  - F. Bona fide Bible record, accompanied by parent's affidavit
  - G. Affidavit of age sworn by parent, accompanied by a medical practitioner's statement.

<p>Follow the prompts to complete the application. Questions marked with a red asterisk (*) are required.</p> <p>Applicants can not proceed to the next page in the <b>Online Application</b> until all required fields have been completed.</p> <p>If the parent has multiple students, one application must be completed for each student.</p>	<p>INSTRUCTIONS: All students entering the Brevard Public School district must complete a Student Registration Form. Only one (1) form per student should be completed annually, regardless of custody.</p> <p style="text-align: center;"><b>STUDENT INFORMATION</b></p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Student Last Name* <input type="text"/></p> <p>Student First Name* <input type="text"/></p> <p>Student Middle Name <input type="text"/></p> </div> <p>Florida Statute 1000.071 provides the authority for the State Board of Education to adopt rules to implement statutes. In June 2023, the Florida State Board of Education approved changes to Rule 6A1.0955 stating that school districts will adopt policy and procedures to address "provisions for parents to specify the use of any deviation from their child's legal name in school. School districts will develop a form to obtain parental consent along with any required documentation, as appropriate."</p> <p>I am requesting that an alternate first name be added to my Focus demographic screen in the Nickname field and be used by school personnel in referring to my child.</p> <p style="color: red;">If you would like to change or add a nickname for your child, you may enter it below.</p> <p>I understand that adding a nickname to my child's FOCUS account will not be reflected on any legal documents such as report cards or transcripts.</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Student Nickname <input type="text"/></p> <p>Student Former or Maiden Name <input type="text"/></p> <p>Please select the grade level your students is enrolling for* <input type="text" value="N/A"/> ▼</p> </div>
<p>The application is 27 pages. The entirety of the online application must be completed before it can be processed by the school.</p> <p>The <b>Save and Continue Later</b> button can be utilized to save progress and return to the form later.</p>	<div style="text-align: center;"> <div style="display: flex; justify-content: space-around; margin-bottom: 10px;"> <div style="background-color: #4a86e8; color: white; padding: 10px 20px; border-radius: 5px; text-decoration: none;">Previous Page</div> <div style="background-color: #4a86e8; color: white; padding: 10px 20px; border-radius: 5px; text-decoration: none;">Next Page</div> </div> <div style="background-color: #c00000; color: white; padding: 10px 40px; border-radius: 5px; text-decoration: none; font-weight: bold; font-size: 1.2em;">Save and Continue Later</div> </div>
<p>Once all of the required fields on the form are completed, the final page will display a <b>Submit and Finish</b> button.</p> <p>Click on <b>Submit and Finish</b> to complete the application.</p>	<div style="text-align: center;"> <div style="background-color: #808080; color: white; padding: 10px 20px; border-radius: 5px; text-decoration: none; margin-bottom: 10px;">Previous Page</div> <div style="background-color: #008000; color: white; padding: 10px 20px; border-radius: 5px; text-decoration: none; font-weight: bold; font-size: 1.2em;">Submit and Finish</div> </div>

## FILLING OUT ADDRESS AND CONTACTS IN THE ONLINE APPLICATION

As an address is being entered, a **Suggested Address** will appear.

**The suggestion must be clicked on to populate the address fields and ensure the application is attached to the appropriate school.**

**Info:** The student must have a Primary Residence. The system will not allow the parent to Save their address without indicating the Primary Residence. The primary residence will determine the school that receives the application.

PARENT/LEGAL GUARDIAN AND STUDENT PRIMARY RESIDENCE

Address Information

Address Suggestions:

12 FOCUS LN SATELLITE BEACH, FL 33333

Residential Address

Address Line 2

City

State

Zip Code

If the Mailing Address is different from the student's Residential Address, uncheck the **Mailing Address Same as Above?** Checkbox. This will expand the Mailing Address field.

Mailing Address Same As Above?  ←

Mailing Address Line 1

Mailing Address Line 2

Mailing City

Mailing State

Mailing Zip Code

Mailing +4

The Primary Phone Number will be entered as numbers only, no dashes.

3216331000 not (321)633-1000

Click the **Save Address** button to save the student's address

 Save Address

The student's zoned school, based on the grade level that the student will be enrolling in, as well as the address entered will display on the confirmation message. The primary residence will determine the school that receives the application.

PARENT/LEGAL GUARDIAN AND STUDENT PRIMARY RESIDENCE

Saved Addresses

\*Primary Residence\*

Residence: 12 FOCUS LN SATELLITE BEACH, FL 33333  
Mailing: 12 FOCUS LN SATELLITE BEACH, FL 33333

Zoned School: 5011 - Cocoa Beach Junior/Senior High

Edit ✎  
Delete ✕

Previous Page Next Page  
Save and Continue Later

To add a contact, click on the **Add New Contact** button. This confirms the parent has read and agrees to the BPS rules regarding parents/legal guardians and emergency contacts.

If parents have shared custody, both parents' contact information must be included. In the case of an emergency, it is imperative that the school be able to reach the student's parent/legal guardian as defined in Section 1000.21 (5), Florida Statutes. Both the registering parent/legal guardian and the non-registering parent/legal guardian of a student shall be listed on the emergency contact list as persons authorized to pick up the child from school except where a court order has revoked the parental rights and a signed copy of such Court Order has been provided to the school per Domestic Relations Court Administrative Order 15-10-B. Both the registering and non-registering parent/legal guardian shall designate on the Emergency Contact List those persons authorized to pick up their child from school in an emergency. No parent shall delete or in any way alter the names provided by the other parent/legal guardian on the emergency contact list. It is both parents' responsibility to inform the school of any changes to the information each has provided on the emergency contact list.

Any and all persons listed as an "emergency contact" will only be called and allowed to pick-up the student during an emergency. The registering parent/legal guardian will need to contact the school prior to the release of a student for "nonemergency pick-ups".

+ Add New Contact  
Previous Page Next Page  
Save and Continue Later

Enter the contact details in the top portion of the screen. Required contact details marked with a red asterisk (\*) must be completed.

Parents can indicate if the contact has custodial rights to the child and/or if the contact should be able to pick up the child from school. If no address corresponds with the contact being added, parents can select the blank option and no address will be associated.

**NOTE:** Any legal paperwork regarding custody must be submitted to the Principal of the school to review.

Contact Information

First Name*	<input type="text" value="Sample"/>
Last Name*	<input type="text" value="Sample"/>
Middle Name	<input type="text"/>
Relationship*	<input type="text" value=""/> ▼
Email	<input type="text" value="samples@gmail.com"/>
Custody	<input checked="" type="checkbox"/>
Pick Up	<input type="checkbox"/>
Priority	<input type="text" value="1"/>
Contact Address	<input type="text" value=""/> ▼