

Titusville High School

150 Terrier Trail South
Titusville, FL 32780-4733



Dear Terrier Parents/Guardians:

Welcome to Titusville High School! Thank you for entrusting us with your student's education. At this time, we are beginning the enrollment process for the 2023-2024 school year. Please remember all students must re-enroll every school year. Brevard Public Schools has now made the process of enrolling your student into a digital experience. The enrollment link is found on your FOCUS PORTAL. Please carefully follow the directions on the FOCUS Enrollment Guide. Please keep in mind, every step must be completed before moving on to the next portion of enrollment. This includes mandatory signatures and documents that must be uploaded. Your student will only be considered "enrolled" when all sections of the online process have been completed including all signatures and documentation. Please ensure you have the following information readily available to you before beginning the online enrollment.

Enrollment will only be complete when:

1. Two forms of proof of address, **one from each** of the below tiers, must be uploaded. **Both proofs of address must match the address on file with the school.**

Tier 1

- Current driver license (F.S. 322.19(2) requires that you update your address information on your driver's license within 10 days of moving)
- Current Homestead Exemption Card or Purchase Contract (with expected closing date within 90 days of school) or Warranty Deed
- Lease/Rental Agreement (with your name as the renter)

Tier 2

- Current utilities statement (within the last 30-45 days)
- Florida Voter Registration Card
- Florida Vehicle Registration or Title
- A utility hook up or work order dated within 60 days
- Medical or health card with 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 verifying they receive mail.

Please complete the online enrollment process by **Friday, April 28, 2023**. Failure to complete the online enrollment process may result in a delay of creating your student's schedule and will result in further delays for you on registration day in August. Emails will be sent to parents over the summer about the fall registration day in August and other important events at Titusville High School. Please check to ensure that your FOCUS account is currently enabled to receive emails so that you will receive my email updates for your student. If you need a FOCUS pin to access student information, grades, etc., please contact the school.

Thank you for taking these important steps to ensure your student's enrollment is complete. I look forward to your student attending Titusville High School for the 2023-2024 school year.

Sincerely,

Jennifer Gonzalez, Principal

Jennifer Gonzalez, M.Ed., Principal
Mark W. Mullins, Ed.D., Superintendent
Phone: (321) 264-3100 • FAX: (321) 264-3103

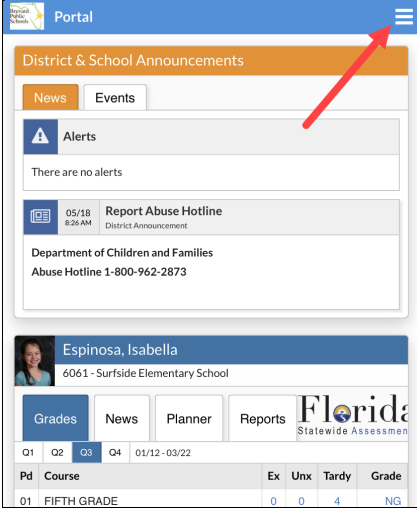


Focus for Parents Re-enrollment

Welcome to the new Focus online re-enrollment process! Here is some important information as you get started re-enrolling your child in Brevard Public Schools.

- Re-enrollment may be used for current BPS students that will be returning in August.
- You must complete separate forms for each child

How to Access the Re-enrollment form

<p>1.</p> <ul style="list-style-type: none"> • If using a computer, log into your Focus portal and click the arrow next to your child's name to reveal a menu. • If using a mobile device web browser, log into your Focus portal and click the "hamburger" menu icon to see the list of students and then click the arrow next to your child's name to reveal a menu. • If using the mobile app, log in and click the folder at the bottom of the page. 	<p>Computer</p>  <p>Mobile device web browser</p>  <p>Mobile app</p> 
<p>2.</p> <p>If using a computer or a mobile device web browser, click the Forms Summary link.</p> <p>If using the mobile app, go to step 3.</p>	
<p>3.</p> <p>A list of available forms will display. Click on the link for the form you wish to complete.</p>	<p>Available Forms</p> <p>The district has made the following forms available for you to complete:</p> <p>Available forms for Isabella Espinosa 2023-2024 Re-Enrollment Application (Existing BPS Student)</p> <p>Available forms for Juan Espinosa 2023-2024 Re-Enrollment Application (Existing BPS Student)</p> <p>Available forms for Luis Espinosa 2023-2024 Re-Enrollment Application (Existing BPS Student)</p> <p>Available forms for Lisa Pedroza 2023-2024 Re-Enrollment Application (Existing BPS Student)</p> <p>Available forms for Sara Pedroza 2023-2024 Re-Enrollment Application (Existing BPS Student)</p> <p>Browser view</p>  <p>Mobile App view</p>

Focus for Parents Re-enrollment

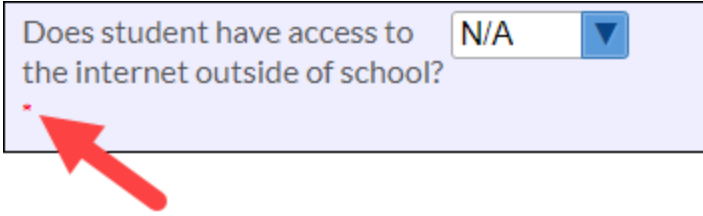
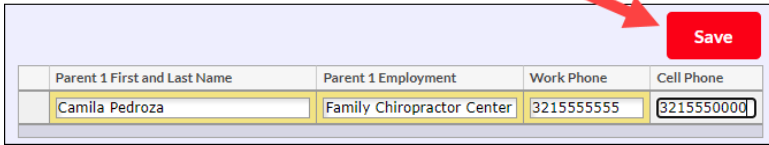
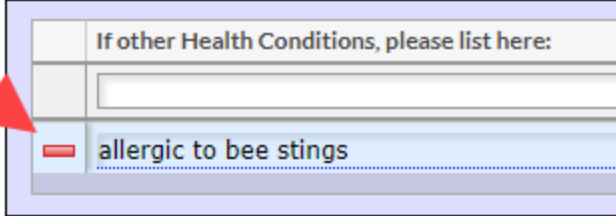
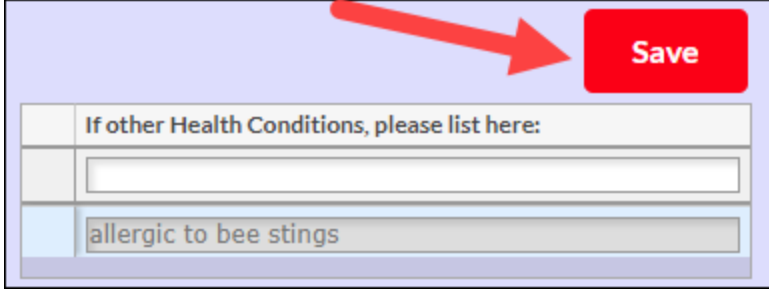

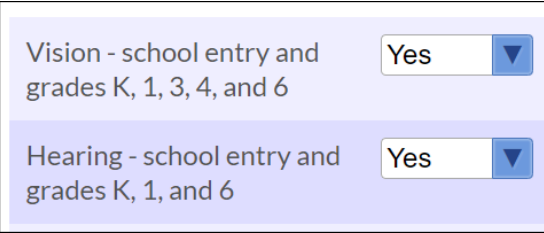
Next Page and Save and Continue Later

4.	To save your changes, click Next Page to navigate to the next page or click Save and Continue Later to save your entries and close the application window.	
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Filling out the Form

5.	Hard-coded information - The form will include some information that is not editable. Any changes to this information will need to be done by school personnel. Please contact the school directly to change any hard-coded data.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;">STUDENT INFORMATION</p> <p>Student Last Name: Espinosa Student First Name: Isabella Student Middle Name: Student Nickname: Ethnicity: Single Ethnicity: Hispanic</p> </div>
6.	Some information will need to be uploaded. You may Scan, Upload from your device, or Take Photo using your device camera. You may also bring any forms to the school that you choose not to upload.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">Tier 1 - Proof of address</p> <div style="text-align: right; margin: 5px 0;"> <div style="border: 1px solid gray; padding: 5px; display: inline-block;">No Files</div> </div> <div style="text-align: right; margin: 0;"> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Scan</div> <div style="border: 1px solid gray; padding: 2px 5px; margin-right: 5px;">Upload</div> <div style="border: 1px solid gray; padding: 2px 5px;">Take Photo</div> </div> </div>
7.	Some information is validated. If you edit your primary residence, the new address must be zoned for the school you are re-enrolling for. If you receive an error message stating that the address is not in the address catalog, please contact your school of enrollment for assistance.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; margin: 0;">*Primary Residence*</p> <div style="border: 1px solid gray; padding: 2px; margin: 2px 0;"> <small>*Pending Address Info</small> Residence: kenwood court satellite beach, FL 32937 Mailing: kenwood court satellite beach, FL 32937 </div> <div style="text-align: right; margin: 5px 0;"> <div style="border: 1px solid blue; padding: 2px 10px; background-color: #007bff; color: white; margin-right: 5px;">Edit </div> <div style="border: 1px solid red; padding: 2px 10px; background-color: #dc3545; color: white;">Delete </div> </div> </div>
8.	Contact information may be edited or deleted. If edited, be sure to click Save Contact .	<div style="border: 1px solid black; padding: 5px; margin-bottom: 10px;"> <p>Jorges Rodriguez</p> <p>Email: unclejorge@gmail.com Pick Up: Y</p> <div style="text-align: right; margin: 5px 0;"> <div style="border: 1px solid blue; padding: 2px 10px; background-color: #007bff; color: white; margin-right: 5px;">Edit </div> <div style="border: 1px solid red; padding: 2px 10px; background-color: #dc3545; color: white;">Delete </div> </div> </div> <div style="text-align: center; margin: 0;"> <div style="border: 1px solid gray; padding: 5px; display: inline-block; margin-right: 10px;"> <div style="border: 1px solid green; padding: 2px 10px; background-color: #28a745; color: white; margin-right: 5px;">Save Contact </div> <div style="border: 1px solid red; padding: 2px 10px; background-color: #dc3545; color: white;">Close </div> </div> </div>

Focus for Parents Re-enrollment

9.	Some questions are required, designated by a red asterisk (*)	
10.	<p>Some information requires you to save with a separate Save button.</p> <p>Anytime you see fields highlighted in yellow, they must be saved by clicking the red Save button.</p>	
11.	<p>To delete any erroneously entered data, click the minus sign at the beginning of the line</p> <p>and then confirm the deletion on the popup window</p> <p>and then click the red Save button.</p>	 <div data-bbox="743 926 1507 1140" style="border: 1px solid gray; padding: 5px; margin: 5px 0;"> <p>brevardk12.focusschoolsoftware.com says</p> <p>Are you sure you want to delete this record?</p> <p style="text-align: right;"> <input type="button" value="OK"/> <input type="button" value="Cancel"/> </p> </div> 
12.	Some information requires you to check a box.	
13.	Some fields may already contain information or dates. When you see these, they are your responses from the previous registration paperwork. You may edit, if desired.	

Focus for Parents Re-enrollment

Signatures

<p>14. There are several signatures required. Signatures are required to move forward through the application. Click the words Click to Sign.</p> <hr/> <p>Sign your name and then click the word Sign.</p> <hr/> <p>Your signature is now Pending. Click the Next Page button to save your signature and move to the next page or the Save and Continue Later button to save your signature and close the application.</p>	
<p>15. When finished, click Submit and Finish.</p>	

Alerts

<p>16 After the school processes your application, you will receive an alert message on your Focus portal page. Clicking the link will display the completed form and the approved/denied fields.</p> <p>You may also view any changes by clicking the View Changes button</p>	<table border="1" data-bbox="706 1648 1518 1795"> <thead> <tr> <th>Student</th> <th>Form</th> <th>Completed Date</th> <th>Processed Date</th> <th colspan="3"># of Changes</th> <th></th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th>Approved</th> <th>Denied</th> <th>Pending</th> <th></th> </tr> </thead> <tbody> <tr> <td>ESPINOZA, ISABELLA</td> <td>2023-2024 Re-Enrollment Application (Existing BPS Student)</td> <td>02/24/2023</td> <td>02/24/2023</td> <td>95</td> <td>6</td> <td>0</td> <td>View Changes</td> </tr> </tbody> </table>	Student	Form	Completed Date	Processed Date	# of Changes								Approved	Denied	Pending		ESPINOZA, ISABELLA	2023-2024 Re-Enrollment Application (Existing BPS Student)	02/24/2023	02/24/2023	95	6	0	View Changes
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