



# FOCUS - PARENT PORTAL CREATION & ONLINE APPLICATIONS FOR NEW PARENTS

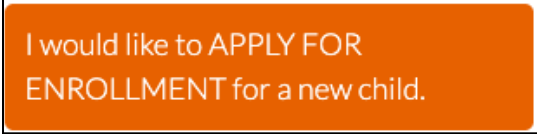
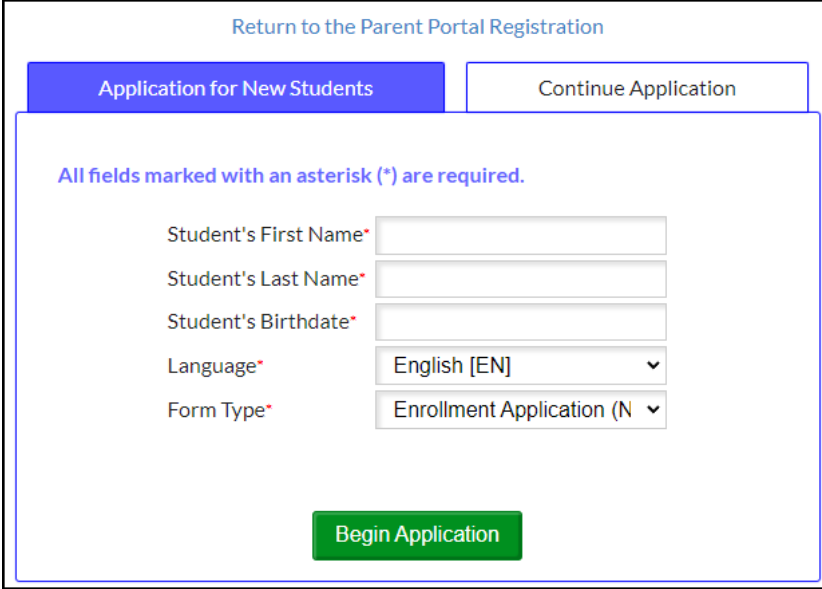
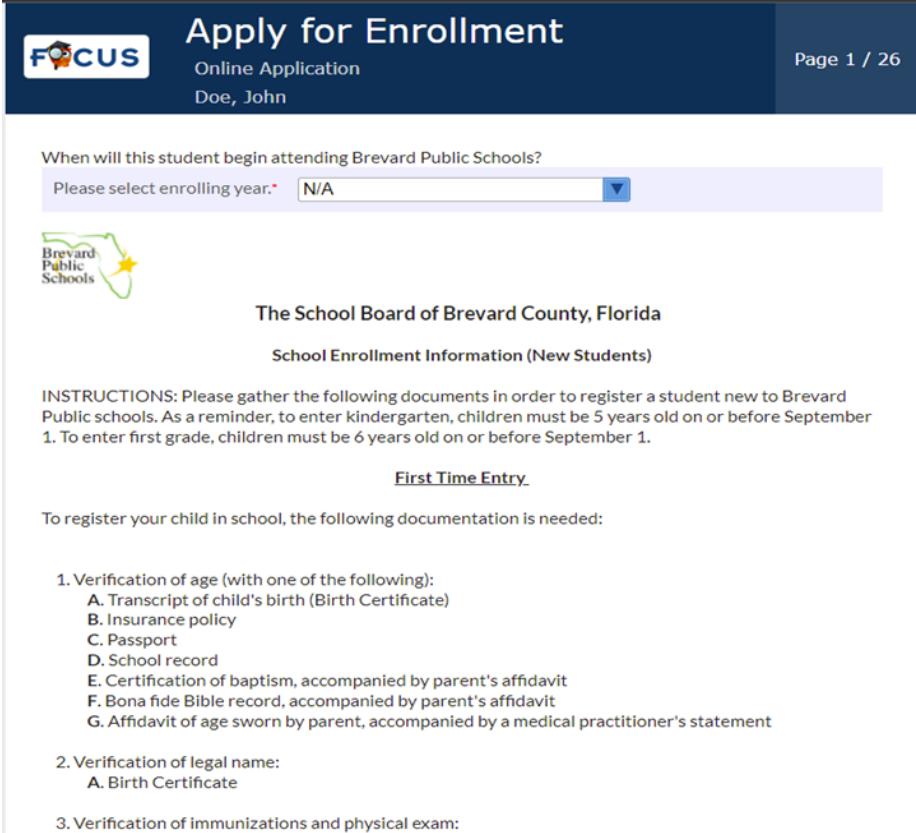
Bit.ly link: <https://bit.ly/FocusOnlineApp>

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## HOW TO CREATE A PARENT PORTAL


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| 1. | 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 style="text-align: center;"><a href="https://brevardk12.focusschoolsoftware.com/focus/auth/">https://brevardk12.focusschoolsoftware.com/focus/auth/</a></p>  |
| 2. | <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="border: 1px solid black; background-color: #e67e22; color: white; padding: 10px; width: 200px;"> <p style="text-align: center; font-size: small;">I do not have a Parent Portal Account and would like to Create AN ACCOUNT</p> </div> <div style="border: 1px solid black; background-color: #e67e22; color: white; padding: 10px; width: 200px;"> <p style="text-align: center; font-size: small;">I have an Account Registered on the Parent Portal but would like to ADD a Child.</p> </div> </div>   |
| 3. | <p>To register for a Parent Portal, enter information in all of the required fields, check the <b>I am not a robot</b> checkbox, and click the <b>Submit</b> button.</p> <p><b>Info:</b> This email and password will be the Parents login/password for their FOCUS account</p> | <div style="background-color: #1a3d4d; color: white; padding: 10px;"> <h3 style="margin: 0;">Parent Portal Registration</h3> </div> <p style="font-size: small; margin-top: 10px;">Please enter your name exactly as it appears on your driver's license as well as a valid email address:<br/> <span style="color: red;">Brevard County School District Employees <b>should use a private email and not</b> their District email when creating a Parent Portal Account.</span></p> <p>Parent/Guardian First Name: <input type="text"/> <span style="font-size: x-small;">(Required)</span></p> <p>Parent/Guardian Last Name: <input type="text"/> <span style="font-size: x-small;">(Required)</span></p> <p>Email Address: <input type="text"/> <span style="font-size: x-small;">(Required)</span></p> <p>Create Password: <input type="password"/> <span style="font-size: x-small;">(Minimum 8 characters)</span></p> <p>Retype Password: <input type="password"/> <span style="font-size: x-small;">(Required)</span></p> <p style="text-align: center; font-size: x-small;"><input type="checkbox"/> Show Password</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <input type="checkbox"/> I'm not a robot       <div style="float: right; font-size: x-small;">          reCAPTCHA<br/> <a href="#">Privacy</a> - <a href="#">Terms</a> </div> </div> <p style="text-align: center; margin-top: 5px;"><input type="button" value="Submit"/></p> |

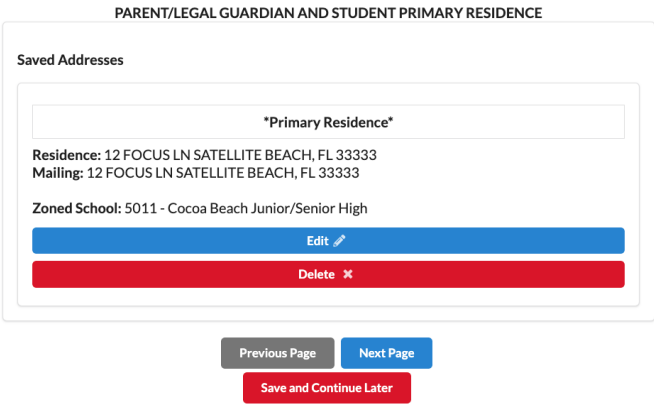
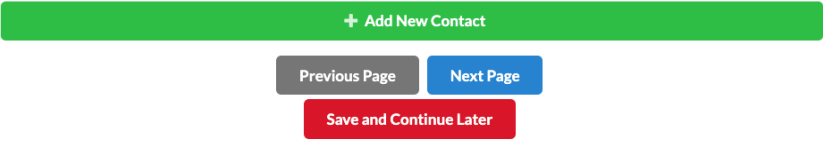
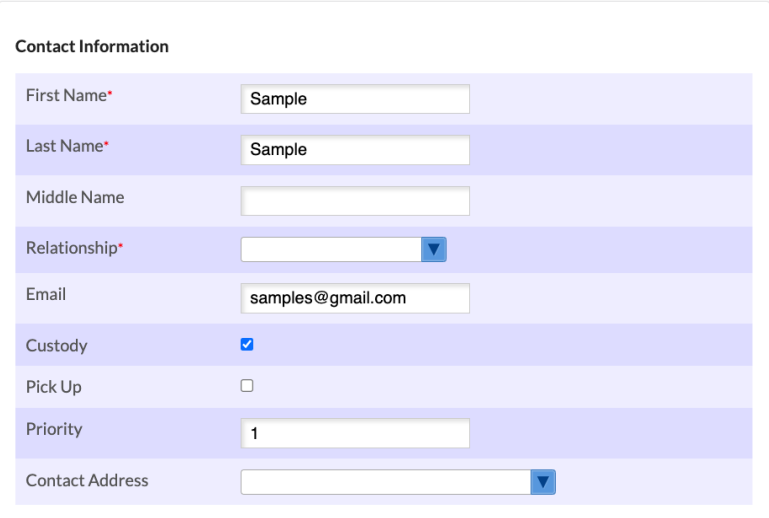
# HOW TO ENROLL A NEW STUDENT USING THE ONLINE APPLICATION FROM THE PARENT PORTAL

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| <p>To register a new student into the district, click on the button that says <b>I would like to APPLY FOR ENROLLMENT for a new child.</b></p>   |    |
| <p>The student's basic demographic information is provided to start the application process</p> <ul style="list-style-type: none"> <li>● Student First Name</li> <li>● Student Last Name</li> <li>● Student Birthdate</li> <li>● Language</li> <li>● Form Type</li> </ul> <p>Click <b>Begin Application</b></p>  |   |
| <p>On page 1 of the application, a list of needed documentation will display.</p> <p>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.</p> <p>If the application is being completed on a desktop, a picture or file can be uploaded directly to the application.</p> <p>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.</p> |  |

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| <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" value="Doe"/></p> <p>Student First Name* <input type="text" value="John"/></p> <p>Student Middle Name <input type="text"/></p> <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 26 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="border: 1px solid #0056b3; padding: 5px 15px; background-color: #0056b3; color: white; border-radius: 5px;">Previous Page</div> <div style="border: 1px solid #0056b3; padding: 5px 15px; background-color: #0056b3; color: white; border-radius: 5px;">Next Page</div> </div> <div style="border: 1px solid #c00000; padding: 5px 20px; background-color: #c00000; color: white; border-radius: 5px; width: fit-content; margin: 0 auto;">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="border: 1px solid #808080; padding: 5px 15px; background-color: #808080; color: white; border-radius: 5px; margin-bottom: 10px; width: fit-content;">Previous Page</div> <div style="border: 1px solid #008000; padding: 5px 15px; background-color: #008000; color: white; border-radius: 5px; width: fit-content; margin: 0 auto;">Submit and Finish</div> </div>   |

## FILLING OUT ADDRESS AND CONTACTS IN THE ONLINE APPLICATION

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| <p>As an address is being entered, a <b>Suggested Address</b> will appear</p> <p><b><u>The suggestion must be clicked on to populate the address fields and ensure the application is attached to the appropriate school.</u></b></p> <p><b>Info:</b> The student must have a Primary Residence. The system will not allow the parent to Save their address without indicating the Primary Residence</p> | <div style="text-align: center;">PARENT/LEGAL GUARDIAN AND STUDENT PRIMARY RESIDENCE</div> <div style="border: 1px solid gray; padding: 10px;"> <p>Address Information</p> <p>Address Suggestions:</p> <div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;">12 FOCUS LN SATELLITE BEACH, FL 33333</div> <p>Residential Address <input type="text" value="12 Focus "/></p> <p>Address Line 2 <input type="text"/></p> <p>City <input type="text"/></p> <p>State <input type="text"/></p> <p>Zip Code <input type="text"/></p> </div> |
| <p>If the Mailing Address is different from the student's Residential Address, uncheck the <b>Mailing Address Same as Above?</b> Checkbox. This will expand the Mailing Address field.</p>   | <div style="border: 1px solid gray; padding: 10px;"> <p>Mailing Address Same As Above? <input type="checkbox"/> ←</p> <p>Mailing Address Line 1 <input type="text"/></p> <p>Mailing Address Line 2 <input type="text"/></p> <p>Mailing City <input type="text"/></p> <p>Mailing State <input type="text"/></p> <p>Mailing Zip Code <input type="text"/></p> <p>Mailing +4 <input type="text"/></p> </div>  |
| <p>The Primary Phone Number will be entered as numbers only, no dashes.</p>  | <p style="text-align: center;">3216331000 not (321)633-1000</p>  |
| <p>Click the <b>Save Address</b> button to save the student's address</p>  | <div style="text-align: center;">  </div>  |

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| <p>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.</p>  |   |
| <p>To add a contact, click on the <b>Add New Contact</b> button. This confirms the parent has read and agrees to the BPS rules regarding parents/legal guardians and emergency contacts.</p>   | <p>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.</p> <p>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".</p>  |
| <p>Enter the contact details in the top portion of the screen. Required contact details marked with a red asterisk (*) must be completed.</p> <p>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.</p> <p><b>NOTE:</b> Any legal paperwork regarding custody must be submitted to the Principal of the school to review.</p> |   |