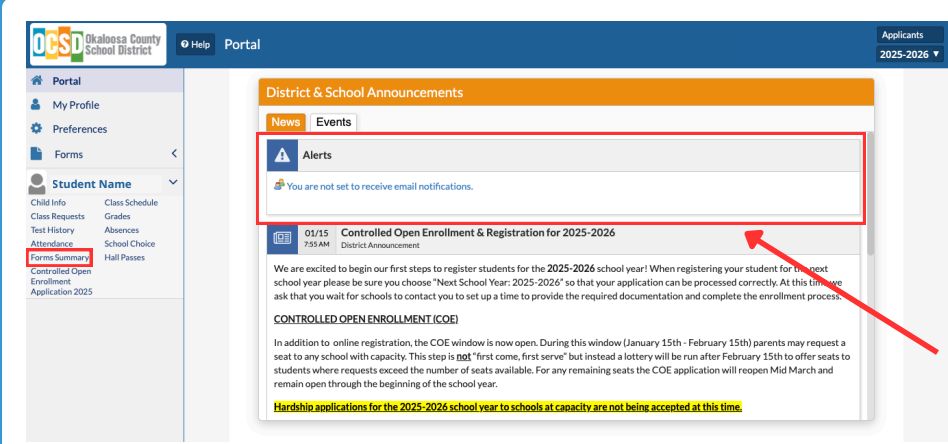




Transportation Request

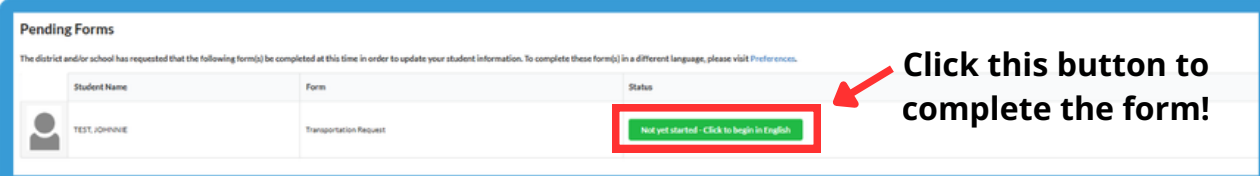
The Okaloosa County School District is ready to begin school bus route coordination for the 2026-27 School Year. We are asking parents to request or deny transportation services so we can begin creating our routes and prepare for staffing needs. Instructions on how to complete this form are available below.

Step 1: Log-in to your Focus Parent Portal



On the Parent Portal Dashboard Home Screen, parents will see an “Alert” under District & School Announcements. **Click the “Alert” or click “Forms Summary” on the left under your child’s name.**





Click this button to complete the form!

Step 2: Complete the Form!

- Your **child's name, student number, school,** and **grade** will auto-populate.
- Then, you will answer the following questions:
 - **Will you require district transportation services?**
 - Please note students attending school on a waiver/COE will not be provided transportation and eligibility for transportation will be determined based on school board policy.
 - **What will be your primary address for morning pickup?**
 - **What days will your student typically ride from this address?**
This address must be in your school's zone.
 - **What will be your primary address for afternoon drop off?**
 - **What days will your student typically ride from this address?**
This address must be in your school's zone.
 - We recognize that family needs may require students have more than one pickup and drop off location, so you will be able to enter another if needed.

Please note: Entering an address does not guarantee that a school bus stop will be located at that exact address.

- There will also be a dialog box to enter **any additional information** you may want or need to provide.
- Click **"Submit and Finish"**

That's it!

Once completed, you will regain access to your child's grades and attendance information. Please ensure this process is completed for each child individually. We appreciate your prompt attention to this matter, as it will enable us to better serve you and your family.

FAQ

How do I sign up for a Focus Parent Portal Account?

- Navigate to the [Focus Parent Portal Registration](#) Portal.
- Click "I Need an Account." You must have a valid email address. Once that is done, you will be able to securely connect your already enrolled students to your account and/or complete an online application to enroll new students if needed.

[VIDEO: How to Create a Parent Portal Account in Focus](#)

Will I be able to change my information after I submit it?

Yes. To change your transportation request, log-in to your Focus Parent Portal account and click "Form Summary" on the left side. Select "Transportation Request". Click create "New Request". Complete the form with the new information and submit.

I am not ready to complete the form. Can I complete it later?

You can complete the form whenever you would like, however, you will not be able to see your child's attendance or grades until you complete the form. We suggest you complete the form now, then edit your request if needed in the future. (see information in question above)

How do I access this form without a Focus Parent Portal account?

You will need to contact Transportation directly to request transportation.

What if my student will not be in the district next year?

If your student will not be attending a public school in the Okaloosa County School District next year, or will attend but does not need transportation, please complete the form and select "No" for question 1: "Will you require transportation services?"

How do I associate my students with my Focus Parent Portal account?

- Navigate to the [Focus Parent Portal Registration](#) Portal.
- Select "Add a Child to My Account."
- Proceed to login to the portal and provide the requested information. It may take up to 24 hours for your student to be associated with your account in Focus. If after following these steps the form is not available for completion please contact your student's school to verify the enrolling parent's information matches the system.

Need Assistance?

For questions regarding **transportation**, please call one of our offices.

North Transportation: (850) 689-7301

Central Transportation: (850) 833-4162

South Transportation: (850) 833-3555

For questions regarding **Focus**, please contact the Focus Helpdesk:

850-689-7150

Focushelp@okaloosaschools.com