

## How to Register a New Student- Walton County School District

Follow the steps below to complete your child's ***NEW STUDENT*** registration.

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### **Step 1: Visit the District Website** Go to: [walton.k12.fl.us](http://walton.k12.fl.us) or click [here](#) to access FOCUS Parent Portal

- Click **Parents**
- Select **FOCUS**
- Click the link to **Register a New Student**



### **Step 2: Log In or Create an Account**

#### ✓ **If You Already Have an Account:**

- Click **“I have an account and would like to login.”**
- Enter your login credentials.

#### + **If You Need to Create an Account:**

- Click **“I DO NOT have an Account Registered on the Parent Portal.”**
  - Follow the prompts to create your account.
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### **Step 3: Enroll a NEW Student**

#### ✓ **If You Already Had an Account:**

- In the menu on the left, click **“Add a Student.”**
- Enter the requested information to start the application process
- Click **Submit**

#### + **If Your Parent Account is New**

- Click the Center Tile which Reads: **“I would like to apply for enrollment for a new student”**
  - Enter the requested information to start the application process
  - Click **Submit**
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### **Step 4: Complete the Application**

- In the left menu, click **“Applications & Forms.”**
  - Click the **New Student Enrollment** button at the top of the page
  - Find the student application you just started.
  - Click **START** to the right of the application.
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### **Important Reminder**

- Carefully read the instructions on **Page 1** before beginning the application.
  - Use the **upper right corner of the window** to navigate to the next page.
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If you need assistance, please contact your child's zoned school for support.