**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.

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HOW TO CREATE A PARENT PORTAL

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| To complete an Online application parents must have a parent portal. Use the Focus URL with the appended **/Auth** to register for a **Parent Portal**. | [Parent Portal Registration - Brevard Public Schools](https://brevardk12.focusschoolsoftware.com/focus/auth/) |
| Click the button that says, **I do not have a Parent Portal Account and would like to Create an Account**.  OR: Click the button that says, **I have an Account Registered on the Parent Portal but would like to ADD a Child** |  |
| 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 |  |

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

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| 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.** | Text  Description automatically generated with medium confidence |
| 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** |  |
| On page 1 of the application, select the school year the student will begin attending Brevard Public Schools. |  |
| 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. |  |
| Follow the prompts to complete the application. Questions marked with a red asterisk (\*) are required.  Applicants can not proceed to the next page in the **Online Application** until all required fields have been completed.  If the parent has multiple students, one application must be completed for each student. |  |
| The application is 27 pages. The entirety of the online application must be completed before it can be processed by the school.  The **Save and Continue Later** button can be utilized to save progress and return to the form later. | Graphical user interface, text, application, chat or text message  Description automatically generated  Graphical user interface, text, application, chat or text message  Description automatically generated |
| Once all of the required fields on the form are completed, the final page will display a **Submit and Finish** button.  Click on **Submit and Finish** to complete the application. |  |
| **For Kindergarten Students:**  At the end of the Enrollment Application, a link to the kindergarten parent packet and orientation information will be included. To view or print, click on the blue hyper-link. |  |

FILLING OUT ADDRESS AND CONTACTS IN THE ONLINE APPLICATION

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| 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. |  |
| 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. | Graphical user interface, application  Description automatically generated |
| 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 | A picture containing text  Description automatically generated |
| 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. |  |
| 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. |  |
| 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. |  |