

# 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"> <li>• If using a <b>computer</b>, log into your Focus portal and click the arrow next to your child's name to reveal a menu.</li> <li>• If using a <b>mobile device web browser</b>, 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.</li> <li>• If using the <b>mobile app</b>, log in and click the folder at the bottom of the page.</li> </ul>	<p><b>Computer</b></p>  <p><b>Mobile device web browser</b></p>  <p><b>Mobile app</b></p> 
<p>2.</p> <p>If using a computer or a mobile device web browser, click the <b>Forms Summary</b> 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><b>Available Forms</b></p> <p>The district has made the following forms available for you to complete:</p> <p>Available forms for Isabella Espinosa  <a href="#">2023-2024 Re-Enrollment Application (Existing BPS Student)</a></p> <p>Available forms for Juan Espinosa  <a href="#">2023-2024 Re-Enrollment Application (Existing BPS Student)</a></p> <p>Available forms for Luis Espinosa  <a href="#">2023-2024 Re-Enrollment Application (Existing BPS Student)</a></p> <p>Available forms for Lisa Pedroza  <a href="#">2023-2024 Re-Enrollment Application (Existing BPS Student)</a></p> <p>Available forms for Sara Pedroza  <a href="#">2023-2024 Re-Enrollment Application (Existing BPS Student)</a></p> <p><b>Browser view</b></p>  <p><b>Mobile App view</b></p>

## Focus for Parents Re-enrollment

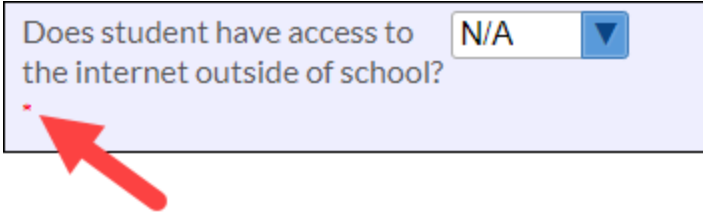
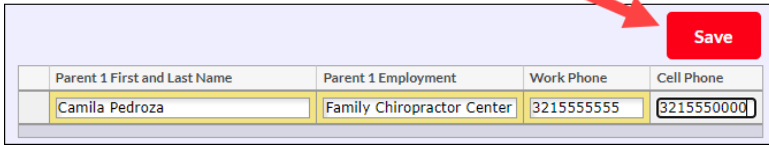
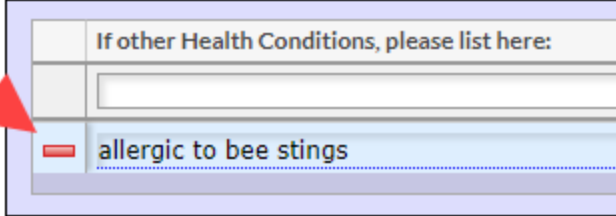
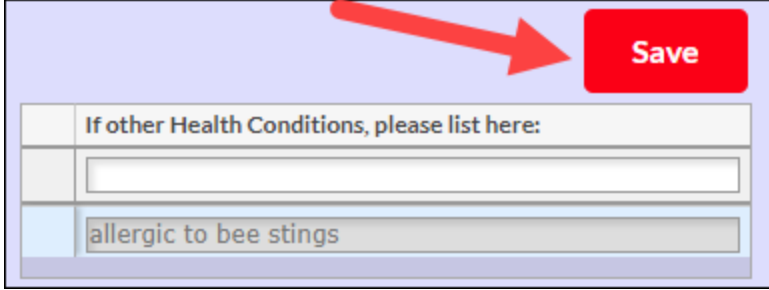

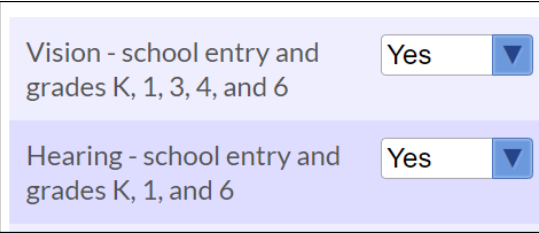
### Next Page and Save and Continue Later

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


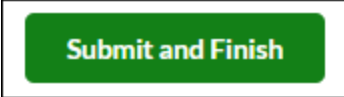
5.	Hard-coded information - The form will include some information that is not editable. Any changes to this information will need to be done by school personnel. Please contact the school directly to change any hard-coded data.	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: right; margin: 0;"><b>STUDENT INFORMATION</b></p> <p>Student Last Name: Espinosa          Student First Name: Isabella          Student Middle Name:          Student Nickname:  <b>Ethnicity:</b>          Single Ethnicity:          Hispanic</p> </div>
6.	Some information will need to be uploaded. You may <b>Scan, Upload</b> from your device, or <b>Take Photo</b> 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: 2px 10px; display: inline-block;">No Files</div> </div> <div style="text-align: right; margin: 0;"> <div style="border: 1px solid gray; padding: 2px 5px; display: inline-block; margin-right: 5px;">Scan</div> <div style="border: 1px solid gray; padding: 2px 5px; display: inline-block; margin-right: 5px;">Upload</div> <div style="border: 1px solid gray; padding: 2px 5px; display: inline-block;">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: center; margin: 5px 0;"> <div style="border: 1px solid blue; padding: 2px 10px; display: inline-block; background-color: #007bff; color: white; margin-right: 10px;">Edit </div> <div style="border: 1px solid red; padding: 2px 10px; display: inline-block; background-color: #dc3545; color: white;">Delete </div> </div> </div>
8.	Contact information may be edited or deleted.  If edited, be sure to click <b>Save Contact</b> .	<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: center; margin: 5px 0;"> <div style="border: 1px solid blue; padding: 2px 10px; display: inline-block; background-color: #007bff; color: white; margin-right: 10px;">Edit </div> <div style="border: 1px solid red; padding: 2px 10px; display: inline-block; 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; display: inline-block; background-color: #28a745; color: white; margin-right: 5px;">  Save Contact         </div> <div style="border: 1px solid red; padding: 2px 10px; display: inline-block; background-color: #dc3545; color: white;">  Close         </div> </div> </div>

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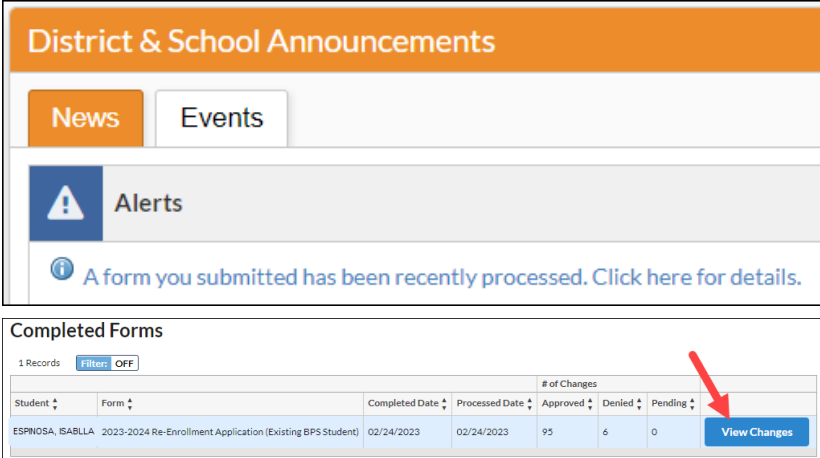
9.	Some questions are required, designated by a red asterisk (*)	
10.	<p>Some information requires you to save with a separate <b>Save</b> button.</p> <p>Anytime you see fields highlighted in yellow, they must be saved by clicking the red <b>Save</b> button.</p>	
11.	<p>To delete any erroneously entered 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 <b>Save</b> button.</p>	 <div data-bbox="743 926 1507 1140" style="border: 1px solid gray; padding: 5px; margin: 5px;"> <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 <b>Click to Sign</b>.</p> <hr/> <p>Sign your name and then click the word <b>Sign</b>.</p> <hr/> <p>Your signature is now <b>Pending</b>. Click the <b>Next Page</b> button to save your signature and move to the next page or the <b>Save and Continue Later</b> button to save your signature and close the application.</p>	
<p>15. When finished, click <b>Submit and Finish</b>.</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 <b>View Changes</b> button</p>	
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