PARENT PORTAL CREATION & ONLINE APPLICATIONS FOR NEW STUDENTS
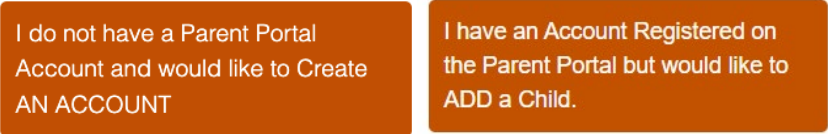
Bit.ly link: https://bit.ly/FocusOnlineApp

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).
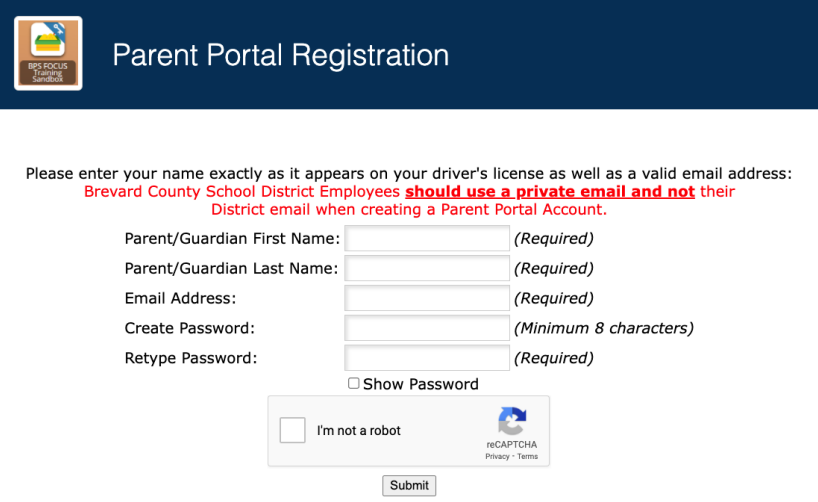
FOR PK STUDENTS: Please reach out directly to the school your student is enrolling in for Prekindergarten. All new PreK enrollments must be completed in person at the school.

FOR KG STUDENTS: At the end of the Enrollment Application, a link to your kindergarten parent packet and orientation information will be included.
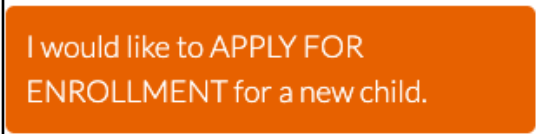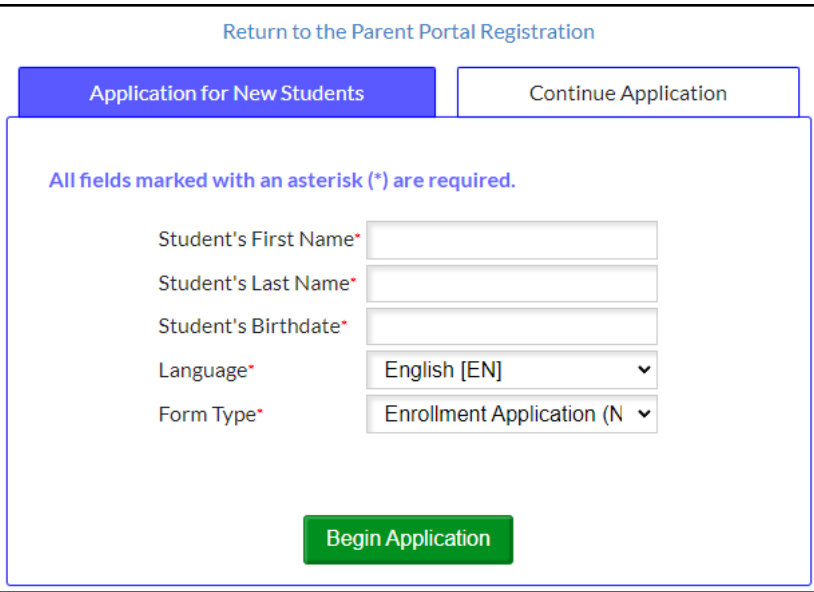
1. HOW TO CREATE A PARENT PORTAL
2. HOW TO ENROLL A NEW STUDENT USING THE ONLINE APPLICATION FROM THE PARENT PORTAL
3. FILLING OUT ADDRESS AND CONTACTS IN THE ONLINE APPLICATION

HOW TO CREATE A PARENT PORTAL

1.	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**.	https://brevardk12.focusschoolsoftware.com/focus/auth/
2.	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**	I do not have a Parent Portal Account and would like to Create AN ACCOUNT I have an Account Registered on the Parent Portal but would like to ADD a Child.

3.	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	**Parent Portal Registration** Please enter your name exactly as it appears on your driver's license as well as a valid email address: Brevard County School District Employees **should use a private email and not** their District email when creating a Parent Portal Account. Parent/Guardian First Name: _____ (Required) Parent/Guardian Last Name: _____ (Required) Email Address: _____ (Required) Create Password: _____ (Minimum 8 characters) Retype Password: _____ (Required) ☐ Show Password ☐ I'm not a robot — reCAPTCHA Privacy · Terms Submit

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

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.**	I would like to APPLY FOR ENROLLMENT for a new child.
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**	Return to the Parent Portal Registration **Application for New Students** | Continue Application All fields marked with an asterisk (*) are required. Student's First Name* _____ Student's Last Name* _____ Student's Birthdate* _____ Language* English [EN] Form Type* Enrollment Application (N ▼) **Begin Application**

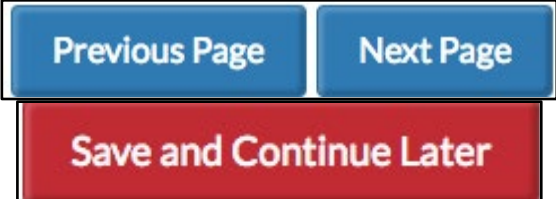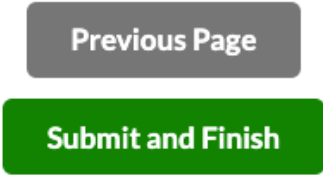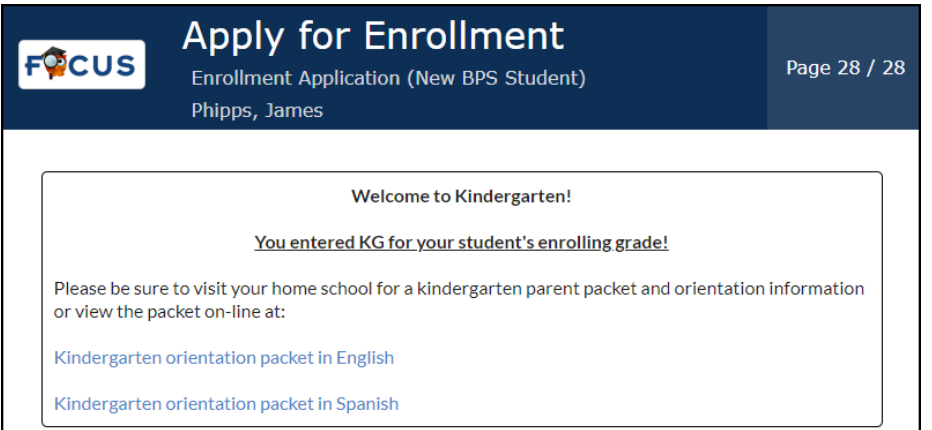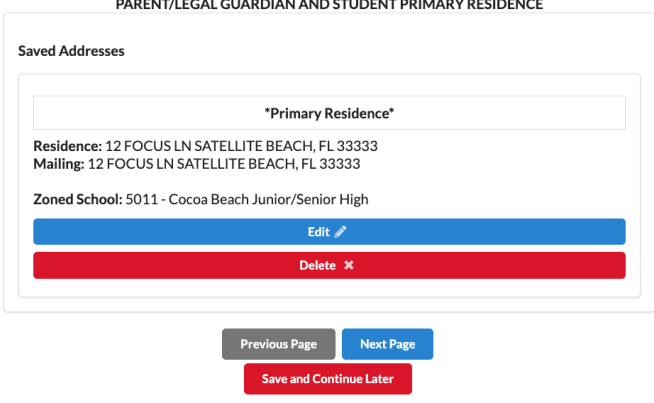|	On page 1 of the application, select the school year the student will begin attending Brevard Public Schools.	**Apply for Enrollment** Enrollment Application (New BPS Student) Phipps, James Page 1 / 28 When will this student begin attending Brevard Public Schools? Please select enrolling year.* N/A ▼ Filter N/A Current School Year: 2022-2023 Next School Year: 2023-2024 The School Board of Brevard County, Florida School Enrollment Information (New BPS Students)

	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.
		Apply for Enrollment
		Online Application
		Doe, John
		Page 1 / 26
		
		When will this student begin attending Brevard Public Schools?
		Please select enrolling year.* N/A ▼
		
		The School Board of Brevard County, Florida
		
		School Enrollment Information (New Students)
		
		INSTRUCTIONS: Please gather the following documents in order to register a student new to Brevard Public schools. As a reminder, to enter kindergarten, children must be 5 years old on or before September 1. To enter first grade, children must be 6 years old on or before September 1.
		
		First Time Entry
		
		To register your child in school, the following documentation is needed:
		
		1. Verification of age (with one of the following):
		   A. Transcript of child's birth (Birth Certificate)
		   B. Insurance policy
		   C. Passport
		   D. School record
		   E. Certification of baptism, accompanied by parent's affidavit
		   F. Bona fide Bible record, accompanied by parent's affidavit
		   G. Affidavit of age sworn by parent, accompanied by a medical practitioner's statement
		
		2. Verification of legal name:
		   A. Birth Certificate
		
		3. Verification of immunizations and physical exam:

	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.	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. **STUDENT INFORMATION** Student Last Name* Doe Student First Name* John Student Middle Name Student Nickname Student Former or Maiden Name Please select the grade level your students is enrolling for* N/A ▼
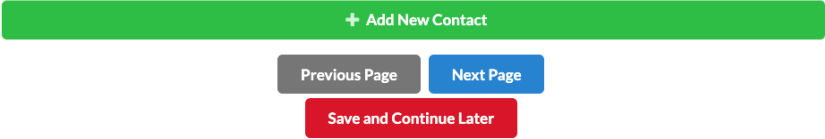
	The application is 27 pages. The entirety of the online application must be completed before it can be processed by the school. The **Save and Continue Later** button can be utilized to save progress and return to the form later.	**Previous Page** **Next Page** **Save and Continue Later**
	Once all of 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.	**Previous Page** **Submit and Finish**
	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.	**FOCUS** **Apply for Enrollment** Enrollment Application (New BPS Student) Page 28 / 28 Phipps, James Welcome to Kindergarten! You entered KG for your student's enrolling grade! Please be sure to visit your home school for a kindergarten parent packet and orientation information or view the packet on-line at: Kindergarten orientation packet in English Kindergarten orientation packet in Spanish

FILLING OUT ADDRESS AND CONTACTS IN THE ONLINE APPLICATION

	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.	**PARENT/LEGAL GUARDIAN AND STUDENT PRIMARY RESIDENCE** **Address Information** Address Suggestions: 12 FOCUS LN SATELLITE BEACH, FL 33333 Residential Address 12 Focus Address Line 2 City State Zip Code
	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.	Mailing Address Same As Above? ☐ ← Mailing Address Line 1 Mailing Address Line 2 Mailing City Mailing State Mailing Zip Code Mailing +4
	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	**🖫 Save Address**

	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.	**PARENT/LEGAL GUARDIAN AND STUDENT PRIMARY RESIDENCE** **Saved Addresses** ***Primary Residence*** **Residence:** 12 FOCUS LN SATELLITE BEACH, FL 33333 **Mailing:** 12 FOCUS LN SATELLITE BEACH, FL 33333 **Zoned School:** 5011 - Cocoa Beach Junior/Senior High Edit ✏️ Delete ✖️ Previous Page Next Page Save and Continue Later
	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.	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. 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". **+ Add New Contact** Previous Page Next Page Save and Continue Later
	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.	**Contact Information** First Name* Sample Last Name* Sample Middle Name Relationship* ▼ Email samples@gmail.com Custody ☑️ Pick Up ☐ Priority 1 Contact Address ▼