Online Registration
Parent Tutorial

Student Information System
School District of Manatee County
Bradenton, Florida 34205

Revised 12/3/2021
# Table of Contents

New Students to Manatee School District ................................................................. Page 3

Focus – Browser - Google Chrome ........................................................................... Page 3

Creating a Parent Portal Account / valid email address ........................................... Page 3-4

Registration Checklist .............................................................................................. Page 3 and 6

Focus URL – to start Online Registration Process .................................................. Page 4

Required Fields ........................................................................................................ Page 4

Online Application Screenshots .............................................................................. Page 5-16

Save and Continue Later (button) ........................................................................... Page 6-7

Upload files .............................................................................................................. Page 10 and 18

Addresses and Contacts ......................................................................................... Page 11

Home Language Survey .......................................................................................... Page 12

Military ...................................................................................................................... Page 12

Project Heart – McKinney Vento ............................................................................ Page 13

Florida Statute 1006.07(1)(b) ................................................................................ Page 14

Programs – ESE/ELL/Rti ....................................................................................... Page 14

Certificate of Immunization DH680 ........................................................................ Page 15

Collection of Student Social Security Number ....................................................... Page 15

Physical Exam DH3040 ............................................................................................ Page 15

Application Completion and Email ......................................................................... Page 16

Parent/Legal Guardian Photo Identification ............................................................ Page 16

Registrar alert ......................................................................................................... Page 17

School Directory – Zoned School Registrar link .................................................... Page 18
It is recommended to gather and scan the following documents prior to starting the online registration process:

Registration Checklist

The Online Registration process is for School District of Manatee County district schools only. This process is not for Charter or Contracted sites.

The Online Registration process is for NEW students who have never enrolled in a School District of Manatee County school. This would be students who have never enrolled in a District School, Charter School, Manatee Virtual, Home School, McKay Scholarship, Empowerment Scholarship or Child Find through Manatee County Schools.

Parents will need to create a Focus Parent Portal account which will require a valid email address.

Parents without a valid email address can register their children in person by calling the school site their address is zoned for to make an appointment.

Parents that are also School District of Manatee County employees must use a personal email address, not their School District of Manatee County email address.

**Note: Parents must use Google Chrome as their internet browser while working in the FOCUS system.**
Parents start the process: [https://focus.manateeschools.net/focus/auth/](https://focus.manateeschools.net/focus/auth/)

Complete the fields > checkmark "I'm not a robot" > Submit (button)

Select "I would like to APPLY FOR ENROLLMENT for a new child."

Read the content > Complete the fields > Begin Application (button)
Required fields are represented with a red asterisk "*"
Enrollment Application – Note Alert
Complete fields / answer questions / Begin Application (button)
A new student registration system has been implemented to better assist you with registering your student online without the need to visit district schools in person. Be prepared to upload the required documents in order to complete your student registration. Physical and Immunization Certificates need to be submitted before the student physically attends a district school.

**REGISTRATION REQUIREMENTS**

- **DOCUMENTS CHECKLIST**

**PARENTAL LEGAL GUARDIAN PHOTO IDENTIFICATION**

- Parent/legal guardian who registers a student must present valid photo ID at time of registration.

**OFFICIAL BIRTH CERTIFICATE (OR PASSPORT)**

- Birth certificate must be official and from the country where it was issued.
  
  KINDERGARTEN = Florida Statute 1003.21 requires a child be five (5) years old on or before September 1st.

- Parents who reside in a foreign country that does not issue birth certificates may provide an affidavit attesting to the child's age in years. The affidavit must be translated into English by a certified translator.
  
 ローンKINDERGARTEN = Florida Statute 1003.21 requires a child be five (5) years old on or before September 1st. In the event that such documentation is not available, the person registering the child must provide a photocopy of the child's passport or other official government-issued ID that contains the child's name and date of birth.

**PHYSICAL EXAMINATION**

- Child must be examined by a licensed health care provider within the last 12 months.
  
  The child's physical examination must be completed and signed by a licensed health care provider within the last 12 months. The examination must be completed before school starts.

**FLORIDA IMMUNIZATION FORM (CH-200)**

- Immunization record must be provided and completed by licensed health care provider.
  
  CH-200 Form: Florida Department of Health in Florida (DHR-200 Form).

**SOCIAL SECURITY CARD (if available)**

- A social security card is required for students who are eligible for free or reduced lunch.

**PROOF OF ADDRESS**

- Two (2) of the following:
  
  - Current utility bill (must be the same address as the child's residence)
  - Current rental lease agreement
  - Current mortgage statement
  - Copy of Mailing Services Certificate of Eligibility

**PROOF OF CUSTODY (if applicable)**

- Custody documentation is required if parental/non-custodial custody differs from the birth certificate.

**REPORT CARD RECORDS FROM PREVIOUS SCHOOL**

- High School (O-12) - Official transcript from previous school (officially released)
  
  Middle School (O-8) - Official transcript from previous school (officially released)

**ELEMENTARY SCHOOL (K-8) - Final report card and a copy of withdrawal form**

**K-8 PLACEMENT**

- Florida Statute 1003.21 requires proof of satisfactory completion of K-8 placement.

---

Parents have the option to ‘Save and Continue Later’ from this point forward. If this option is selected, when parent logs back in through the following link:

https://focus.manateeschools.net/focus/index.php?skipSso

Username = parent email address > Password > Log In

Navigate to Forms > Online Application
> select “I would like to APPLY FOR ENROLLMENT for a new child”.

> Select “Continue Application” tab.

> Select the Student > Log in and continue the process.

Parents have 30 days to complete the Online Registration, after that the process will need to be started from the beginning.
If the answer is ‘Yes’ please exit the form > “Save and Continue Later” (button) and contact the Address Zoned School Registrar:
Please enter the information carefully. The information you provide will be received exactly as entered.

- Use full legal names, first, middle, and last as printed on your child's official birth certificate.
- Complete each item.
- Once you submit your child's Online Registration form, you will receive a pre-registration confirmation email.

**Directions:**
- Required fields on each page are marked with a red asterisk (*). You will not be able to continue with the form until the required fields are completed.
- After completing each page, select the Next Page button at the bottom to continue to the next section of the form. If you need to return to a previous section of the form, use the Previous Page button at the bottom of each page.
- You can use the Save and Continue Later button to save your form. You may then log out and return to complete the pre-registration form at a later time.
- When you return to the form, use the "Continue Application" tab on the application log-in site. Enter the user name and password you used to create the application to log in and return to your saved form.
- Once you have completed the entire form and are ready to submit it select Submit and Finish form on the final page of the form.
- Forms that are incomplete or not submitted and finished as described above risk delay in review and registration.

---

**Page 4 / 11 – Complete fields / answer questions**

- **This registration is for:**
  - First Name
  - Middle Name
  - Last Name
  - Suffix
  - Gender
  - Birthday

- **CURRENT School Year 2021-2022**
  - August 10, 2021 - May 30, 2022

- **NEXT School Year 2022-2023**
  - For Choice Application - 1st day of school is August 10th, 2022

- **Registration Reason**
  - N/A

- **This registration is for school year:**
  - 2021-2022
  - 2022-2023

- **When would you like your child to start:**
  - N/A

---
Upload copy of birth certificate or other acceptable proof of date of birth.

- OFFICIAL BIRTH CERTIFICATE (OR PASSPORT) Birth certificate must have official seal from state/country where it was issued.
- KINDERGARTEN - Florida Statute 1000.21 requires a child be five (5) years old on or before September 1st.

"Parents who provide a passport for proof of age must also provide documentation of proof of parentage, proof of legal custody and/or guardianship, or any other evidence that one is a parent as that term is defined under F.S. 1000.21(5). In the event that such documentation is not available, the person registering the child must present, at the time of registration, an affidavit sworn to by the parent that he/she is the parent, legal guardian, or otherwise as defined by the statute above."
Select "+ Add New Address" button. Add Street Address in Address Line 1 > Address Suggestions will display > select address.
Select "+ Add New Contact" button. Add contact information.
### Ethnicity:
- Is Student of Hispanic Latino or Spanish origin? [N/A] [Y]

### Race:
(Must answer 'Yes' to at least one race. May answer 'Yes' or 'No' as applicable)
- Race: White [N/A] [Y]
- Race: Black or African American [N/A] [Y]
- Race: Asian [N/A] [Y]
- Race: American Indian or Alaska Native [N/A] [Y]
- Race: Native Hawaiian or Other Pacific Islander [N/A] [Y]

### Home Language Survey:
Answering "yes" to one or more of the Home Language Survey questions will require your child to be screened for English language proficiency and may result in his/her eligibility for ESOL services.
- Is a language other than English used in the home? [N/A] [Y]
- Is there a first language other than English? [N/A] [Y]
- Does student most frequently speak language other than English? [N/A] [Y]

### Is student a child of a military family?
Required: [N/A] [Y]
PROOF OF ADDRESS

Provide ONE (1) of the following:
- Current Manatee County Property Tax Notice (may require additional verification)
- Home Purchase Contract in Manatee County, specified closing date or A copy of the deed to be provided within 30 days of closing date
- Current mortgage statement
- Document rental or lease agreement
- Copy of Migrant Services Certificate of Eligibility

AND TWO (2) of the following:
- Current Florida driver’s license or Florida Identification Card
- Automobile insurance (last two statements)
- Current electric billing statement, water bill, cable bill or landline phone bill (last two statements)
- If no bills: mail In enrolling parent name are available processed USPS change of address documentation AND a Notarized Address Verification Letter signed by the owner/lessee of the residence listing names of all people residing at the address accompanied by a current utility bill (power or water) with the owner/lessee’s name and address AND one other proof of address in the owner/lessee’s name from the list above.

*If unable to get any of these, please contact Project Heart.

Questions/Concerns? Contact the Office of Student Assignment:
- studentassignment@manateeschools.net
- (941) 708-4971 x 42000

Proof of Address (Tax notice/home purchase contract/mortgage settlement agreement/Mig Serv Cert of Elig):
- [No Files]

Current Address Verification 1 (Utility Bill/Insurance/processed USPS change of address doc):
- [No Files]

Current Address Verification 2 (Utility Bill/Insurance/Notarized Address Verification Letter):
- [No Files]

Current Address Verification 3 (Other proof of address in the owner/lessee’s name):
- [No Files]

Did you move into/within Manatee County as a result of a natural disaster? Specify:
- [N/A]

Moved in the last 3 years due to working in agriculture, fishing, or dairy activities:
- [Y]

Student Housing Questionnaire - Project HEART-McKinney Vento Application

This questionnaire is intended to address the McKinney-Vento Act 2 U.S.C. 11438. The answers to this housing information help determine the services the student may be eligible to receive.

Click to check yes if current or temporary address is a temporary living arrangement.
**REPORT CARD/RECORDS FROM PREVIOUS SCHOOL**

- HIGH SCHOOL (09-12) – official transcript from previous school (official/sealed preferred)
- MIDDLE SCHOOL (06-09) – official transcript from previous school (official/sealed preferred)
- ELEMENTARY SCHOOL (KG-05) – final/last report card and/or a copy of withdrawal form
- 1ST GRADE PLACEMENT – Florida Statute 1006.21 requires proof of satisfactory completion of KG
- COPY OF IEP/504 PLAN (if applicable)
- Copy of Individual Education Plan (IEP) if child is in a Special Education Program or copy of a Section 504 Plan

Florida Law states that whoever knowingly provides false information, in writing, to a public school in the performance of his or her duties commits a second degree misdemeanor punishable by a fine of up to $500.

**LAST SCHOOL ATTENDED** (If none, state NONE in the School Name field). In order to save, enter the data, press ENTER to get a yellow line, then click the Save button.

Required:

<table>
<thead>
<tr>
<th>Enroll Date</th>
<th>Last School Attended Name</th>
<th>Street Address</th>
<th>City, State, Zip</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
</table>

Click to check yes if student has ever attended another Florida School

Click to check yes if student ever repeated a grade.

Has student ever been or is your student currently in any of the following programs? Check all that apply (REQUIRED):

Program Documentation
Upload

Previous Report card/Transcript Upload - parent provided

No Files

**Florida Statute 1006.07(1)(b) requires that you provide the following information:**

- Has student been expelled (not suspended) from a school? N/A
- Has the student had an arrest resulting in a charge? N/A
- Has the student been involved in the Juvenile Justice system? N/A
- Referred for mental health services? N/A
**Physical exam (DH-3040 or equivalent)**
- IDH-3040 or equivalent: COMPLETED and SIGNED by a health professional who is licensed in Florida or a state where the student resided at the time of the health examination, and who is authorized to perform a general health examination under such license.
- Must be done in the United States.
- The exam must be within 2 months prior to your child enrolling in a Florida school.
- The student must be scheduled to begin school on August 20, 2021, then the date of the physical must be before August 10, 2020, or later.
- Children are not admitted to school without a physical exam.
  - Contact your child's provider (doctor, clinic, etc.) to conduct a physical exam (IDH-3040).
    - Monahans County Health District
      - 420 East Avenue, Bladensburg, (904) 748-0747
      - Monahans Rural Health Clinics
      - multiple locations. (904) 748-0700

<table>
<thead>
<tr>
<th>Date of Physical</th>
<th>No Files</th>
</tr>
</thead>
<tbody>
<tr>
<td>Physical exam (DH-3040 or equivalent) Upload</td>
<td>No Files</td>
</tr>
</tbody>
</table>

**Certificate of Immunization (DH-680)**
- Immunization record must be a Florida Form (DH-680) with all immunization dates (disease status) completed and/or updated by the health care provider.
- Students entering the designated grade levels are required to show proof of these vaccines or a valid medical or religious exemption before entry into school.

**ELEMENTARY IMMUNIZATION REQUIREMENTS**
- DPT DTP/DTPa 3 doses. A dose at least 6 months after the 4th birthday.
- DT (diphtheria and tetanus) 2 doses. 1st dose given on or after 1st birthday.
- IPV (polio) 4 doses. 1st dose given on or after 1st birthday. 4th dose given no less than one month after the 4th dose.
- MMR 2 doses: 1st dose given on or after 1st birthday; 2nd dose given no less than one month after the 1st dose.
- HEP A 2 doses: 1st dose given on or after 1st birthday; 2nd dose given no less than one month after the 1st dose.
- HEP B 2 doses: 1st dose given on or after 1st birthday; 2nd dose given no less than one month after the 1st dose.
- Tdap (tetanus and diphtheria administered part of pertussis vaccine) 1 dose given on or after 1st birthday.
- varicella 2 doses required for Kindergarten through 12th grade.

**MIDDLE AND HIGH SCHOOL IMMUNIZATION REQUIREMENTS**
- DTP DTPa 2 doses: 1st dose given on or after 1st birthday; 2nd dose given no less than one month after the 1st dose.
- Tdap 1 dose given on or after 1st birthday.
- Tdap 1 dose given on or after 1st birthday.
- 2 doses required for 7th through 12th grades.

**Collection of Student Social Security Numbers**
- Section 1002.306, F.S., requires school districts to request a social security number for each student in grades PK-12 who enroll or are enrolled in school. However, if a student is not required to provide his or her social security number as a condition of enrollment or graduation, the school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. However, a student is not required to provide his or her social security number as a condition of enrollment or graduation. A student satisfies this requirement by presenting to the school enrollment officer his or her social security card or a copy of the card.
- The student identification number is not a social security number.
- The Commissioner of Education shall provide assistance to school districts to ensure that the assignment of student identification numbers other than social security numbers is kept to a minimum and to avoid duplication of any student identification number.

**Instructor:** Please answer below to indicate your choice.

<table>
<thead>
<tr>
<th>Will the students SIN be provided (REQUIRED)?</th>
</tr>
</thead>
<tbody>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>
Upon completion of the application parents will receive an email:

From: noreply-focus-sls.org@mg.focus-sls.com [mailto:noreply-focus-sls.org@mg.focus-sls.com]  On Behalf Of School District of Manatee County
Sent: Tuesday, April 21, 2020 1:16 PM
To: 
Subject: Online Registration Submitted

Dear Parent/Guardian,

This is to confirm that your Online Registration Form has been submitted. The zone assigned school registrar will contact you with further instructions to finalize your child’s registration and review details for their first day of school.

Thank you,

School District of Manatee County

*Florida has a very broad Public Records Law. Virtually all written communications to or from School District Personnel are public records available to the public and media upon request. E-mail sent or received on the School District system will be considered public and will only be withheld from disclosure if deemed confidential pursuant to State Law.*
The Registrar at the zoned school will receive an alert that the student has been registered, they will review all documents. The Registrar will contact the parent to request more information or documents if necessary. Once the student has been successfully registered with the School District of Manatee County the parent will receive an email similar to this:

Receipt of this email is notification that your child has been successfully registered at the assigned school.

In the event that notification is not received within 3 business days of selecting “Submit and Finish” (button), please contact your zoned Registrar.
In the event the Registrar contacts the enrolling parent for additional documents, log in to the Parent Portal account https://focus.manateeschools.net/focus/index.php?skipSSO and navigate to the school year the child is to be registered (upper right corner) > select “My Profile” > select Attached Students > select Student ID > select “Online Registration and Documentation” OR select student name > Child Info > “Online Registration and Documentation” > add documents as necessary > Save (button).

Notify the Registrar documents have been uploaded.

Parents experiencing issues with the online registration process can contact the zoned Registrar. School Directory