

# Online Registration Parent Tutorial



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

Revised 12/3/2021

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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/>

**The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education.**

This portal will allow you to monitor your child's progress in school by providing timely access to both assignments and grades that are entered by the teacher throughout the grading period. This communication tool will improve your ability to assist your child and to communicate with the teacher if necessary.

In order to create a Parent Portal account online, you must have a valid email address. If you are unable to create an account, visit your child's school for assistance.

Select one of these options:

- I DO NOT have an Account Registered on the Parent Portal
- I have an Account Registered on the Parent Portal but would like to ADD A CHILD
- I have Forgotten My Password and would like to generate a new one

Haga clic aquí para crear/actualizar su cuenta de portal de padres de Focus en español

Klike isit la pou kreye/aktalize kont Pòtay Focus pou Paran yo nan lang kreòl ayisyen

Clique aqui para criar/atualizar sua conta em português brasileiro no Focus Parent Portal

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

**FOCUS** Parent Portal Registration

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name:  (Required)

Parent/Guardian Last Name:  (Required)

Email Address:  (Required)

Create Password:  (Minimum 8 characters)

Retype Password:  (Required)

I'm not a robot

reCAPTCHA  
Privacy - Terms

Submit

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

**FOCUS** Parent Portal Registration

**Students**

You do not have any linked students at this time.

- I would like to ADD A CHILD who is already enrolled.
- I would like to APPLY FOR ENROLLMENT for a new child.
- I am FINISHED adding students. Please take me to the Portal.

Read the content > Complete the fields > Begin Application (button)  
Required fields are represented with a red asterisk " \* "



# Apply for Enrollment

School District of Manatee County



**Alert:** This form is **ONLY** for **BRAND NEW** students that **NEVER BEFORE** enrolled in a District of Manatee County School and **DO NOT HAVE** a Manatee County Student ID number (i.e. Students entering kindergarten, transferring from private school or transferring from out of County/State).

To confirm whether your child has a Manatee County Student ID number contact the Office of Student Assignment (OSA) at:  
941.708.4971 x 42000 or email [studentassignment@manateeschools.net](mailto:studentassignment@manateeschools.net).

[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\*  ▼

Form Type\*  ▼

Begin Application



# Apply for Enrollment

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## Apply for Enrollment

Online Registration

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

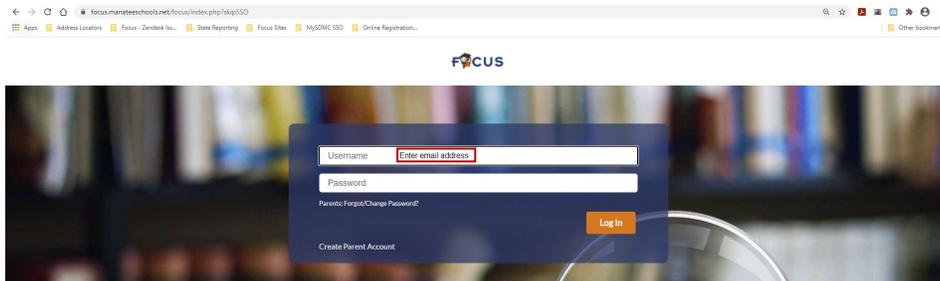
**DOCUMENTS CHECKLIST**

You **MUST** have ALL required documents submitted to enrolling school registrar in order to successfully complete the registration process.

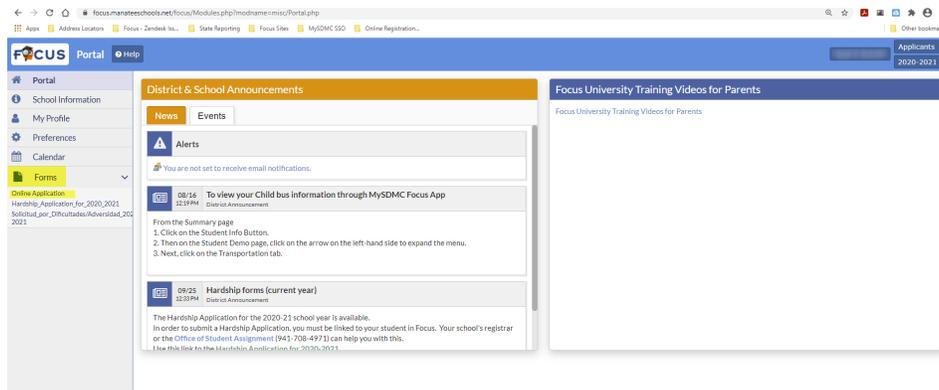
- PARENT/LEGAL GUARDIAN PHOTO IDENTIFICATION**  
Parent/legal guardian who registers a student must present valid photo ID at time of registration
- OFFICIAL BIRTH CERTIFICATE (OR PASSPORT)\***  
Birth certificate must have official seal from state/country where it was issued  
KINDERGARTEN – Florida Statute 1003.21 requires a child be five (5) years old on or before September 1<sup>st</sup>  
\*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
- PHYSICAL EXAMINATION**
  - (DH-3040 or equivalent) must have been completed and dated within 12 months of the child's first day of school. Example – if the student is scheduled to begin school in August then the date of the physical must be dated August of previous year or later
  - Must have been completed in the United States
- FLORIDA IMMUNIZATION FORM**  
Immunization Record must be on a Florida Form (DH 680 Form)  
\*Contact a medical provider (doctor/clinic) for a school physical exam (DH-3040) and/or information about transferring current out of state/country immunization record to FL Form (DH 680)  
**Manatee County Health Department- 410 6th Avenue E. Bradenton, (941)748-0747**  
**Manatee Rural Health Clinics- multiple county wide locations, (941)708-8700**
- SOCIAL SECURITY CARD** (if available)
- 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
    - A copy of the deed to be provided within 30 days of closing date
  - Current mortgage statement.
  - A current 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 Heat](#)
- PROOF OF CUSTODY** (if applicable)  
Court documentation is required if parental names/legal custody differs from the birth certificate
- REPORT CARD/RECORDS FROM PREVIOUS SCHOOL**
  - **HIGH SCHOOL** (09-12) – official transcript from previous school (official/sealed preferred)
  - **MIDDLE SCHOOL** (06-08) – official transcript from previous school (official/sealed preferred)
  - **ELEMENTARY SCHOOL** (KG-05) – final/last report card and/or a copy of withdrawal form
  - **1<sup>st</sup> GRADE PLACEMENT** – Florida Statute 1003.21 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 servant in the performance of his or her duties commits a second degree misdemeanor punishable by a fine of up to \$500.

Next Page  
Save and Continue Later

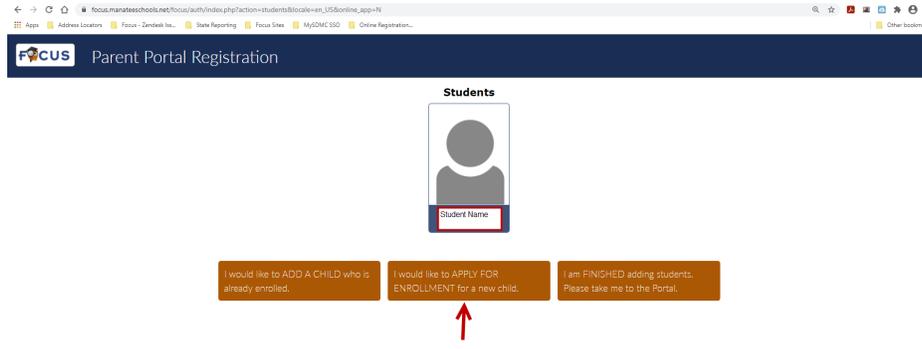
Parents have the option to 'Save and Continue Later' from this point forward. If this option is selected, when parent logs back in through <https://focus.manateeschools.net/focus/index.php?skipSSO> Username = parent email address > Password > Log In



Navigate to Forms > Online Application



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



> Select “Continue Application” tab.

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\* Online Registration

Begin Application

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

Application for New Students
Continue Application

Please select an in-progress applicant below to continue their application.

Applicant: Student Name

Log In

Parents: [Forgot/Change Password?](#)

Parents have 30 days to complete the Online Registration, after that the process will need to be started from the beginning.

**SCHOOL DISTRICT OF MANATEE COUNTY FLORIDA**

## Apply for Enrollment

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Has this student ever been enrolled in a Manatee County Public School including: SDMC Traditional Schools, Charter Schools, Manatee Virtual, Home School, McKay School, Empowerment Scholarship School, VPK, Child Find (ESE Services), and/or Teen Parent Services?\*

N/A No Yes

If the answer is 'Yes' please exit the form > "Save and Continue Later" (button) and contact the Address Zoned School Registrar:

**SCHOOL DISTRICT OF MANATEE COUNTY FLORIDA**

## Apply for Enrollment

Online Registration Page 2 / 11

Has this student ever been enrolled in a Manatee County Public School including: SDMC Traditional Schools, Charter Schools, Manatee Virtual, Home School, McKay School, Empowerment Scholarship School, VPK, Child Find (ESE Services), and/or Teen Parent Services?\*

**STOP!!**

**Do Not Submit this Online Registration form if your child has a Manatee County Student ID number already assigned to them. There is a re-enrollment form available to submit instead.**

To confirm whether your child has a Manatee County Student ID number contact the **Office of Student Assignment**:

- [studentassignment@manateeschools.net](mailto:studentassignment@manateeschools.net)
- (941)708-4971 ext 42000



## Apply for Enrollment

Online Registration

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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.**

The School District of Marquette County does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its education programs, services, activities, or in its hiring or employment practices.

[Previous Page](#) [Next Page](#)  
[Save and Continue Later](#)



## Apply for Enrollment

Online Registration

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This registration is for:

First Name\*

Middle Name

Last Name\*

Suffix

Gender\*

Birthdate\*

- **CURRENT** School Year 2021-2022
  - August 10, 2021 - May 26, 2022
- **NEXT** School Year 2022-2023
  - [For Choice Application](#) - 1st day of school is August 10th, 2022

Registration Reason\*

This registration is for school year:\*

When would you like your child to start?\*

[Previous Page](#) [Next Page](#)  
[Save and Continue Later](#)

**N/A**

- Enrolling NOW in my ZONED School
- Enrolling NOW to a School of my Selection (Hardship form is also needed)
- Applying for School Choice/Hardship for NEXT SCHOOL YEAR
- Inscribir AHORA en mi escuela de ZONA
- Inscripción AHORA en una escuela de mi selección (también se necesita el formulario de dificultades)
- Solicitando Elección Escolar / Dificultad para el PRÓXIMO AÑO escolar



## Apply for Enrollment

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### Online Registration

**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 1003.21 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.

Age/Birth Documentation Upload\*

No Files

Scan Upload Take Photo

Mouse over the this field to view "Scan | Upload | Take Photo". The 'drag and drop' option is also available.

Age/Birth Verification\*

N/A

Birthplace - City\*

Birthplace - State\*

N/A

Birthplace - Country\*

N/A

Previous Page Next Page

Save and Continue Later

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.

**Apply for Enrollment**  
Online Registration  
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**Addresses and Contacts must be entered accurately.**

- Select the **+ Add New Address** button below:
  - Add your child's home address and choose the checkbox for Primary.
  - \*\*Only one address can be marked as Primary.
- You can add additional addresses if needed for a separate mailing address or split households.

**+ Add New Address** **Step 1.**

Select the **+ Add New Contact** button below:

- Add yourself as the first contact and include all available contact information (email, phone, etc.).
- Only select 'CUSTODY' for the primary contact that is most available for school business. The primary contact is assigned Enrolling Parent status. DO NOT select custody for more than one contact.

**+ Add New Contact** **Step 2.**

To ADD additional contacts for emergency and/or pickup for your child, click the green **+Add New Contact** button above.

\*\*\*Only contacts marked as 'EMERGENCY' and/or 'PICK UP' are able to pick up the student or be contacted in case of an emergency.\*\*\*

If unable to save and continue or have questions or concerns regarding address/contacts please contact the Office of Student Assignment:  
studentassignment@manateeschools.net  
(941)708-4971 x.42000

Student resides at address with: **N/A** **Step 4.**

Preferred transportation: **N/A** **Step 5.**

**Step 3.**

**Address Information**

Address Suggestions:  
215 MANATEE AVE W BRADENTON, FL 34205  
215 MANATEE AVE E BRADENTON, FL 34208

Address Line 1\* **215 Manatee Avd**

Address Line 2

City\*

State\*

Zip Code\*

Is this the Primary Residence?

Mailing Address Same As Above?

Phone Number

To ADD an additional address, select the green **+ Add New Address** button above.

\*\*Only one address can be marked as Primary\*\*

**+ Add New Address** **X Close**

**Contact Information**

Title

First Name **Parent**

Last Name **Parent**

Relationship **Parent**

Priority **1**

Custody

Emergency

Pick Up

Email **Parent@manateeschools.net**

Notes

There are currently no saved contact details.

Priority Order **1**

Contact Phone Number **N/A**

Phone Type **N/A**

**+ Save Contact Detail** **X Close**

Contact Address

**+ Add New Contact** **X Close**

**Begin typing address and address suggestions will display, select the correct address and the other fields will auto-populate. > Save Address.**

**Enrolling parent must update fields > Save Contact Detail > Save Contact. Enrolling parent should be the only contact with 'Custody' checked. It is not necessary to check Emergency and Pick Up.**

**ADD additional contacts for emergency and/or pickup for your child > Save Contact Detail > Save Contact.**



# Apply for Enrollment

Online Registration

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### Ethnicity:

Is Student of Hispanic, Latino or Spanish origin?

### Race:

(Must answer 'Yes' to at least one race. May answer 'Yes' or 'No' as applicable.)

Race: White

Race: Black or African American

Race: Asian

Race: American Indian or Alaska Native

Race: Native Hawaiian or Other Pacific Islander

### 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?

Is there a first language other than English?

Does student most frequently speak language other than English?

Is student a child of a military family?

Required

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Next Page

Save and Continue Later



## Apply for Enrollment

Online Registration

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### 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
- A current 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](mailto:studentassignment@manateeschools.net)
- (941) 708-4971 x 42000

Proof of Address (Tax notice/home purchase contract/mortgage stmt/rental agreement/Mig Serv Cert of Elig)*	<input type="button" value="No Files"/>
Current Address Verification 1 (utility bill/insurance/processed USPS change of address doc)*	<input type="button" value="No Files"/>
Current Address Verification 2 (utility bill/insurance/Notarized Address Verification Letter)*	<input type="button" value="No Files"/>
Current Address Verification 3 (Other proof of address in the owner/lessee's name)	<input type="button" value="No Files"/>

Did you move into/within Manatee County as a result of a natural disaster?  
Specify:\*

Moved in the last 3 years due to working in agriculture, Fishing or Dairy activities?\*

### Student Housing Questionnaire- Project HEART-McKinney Vento Application

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this housing information help determine the services the student may be eligible to receive.

Click to check yes if current address is a temporary living arrangement.



## Apply for Enrollment

Online Registration

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### REPORT CARD/RECORDS FROM PREVIOUS SCHOOL

- HIGH SCHOOL (09-12) – official transcript from previous school (official/sealed preferred)
- MIDDLE SCHOOL (06-08) – 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 1003.21 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 servant 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\*

Enrollment Date	Last School Attended Name	Street Address	City, State, Zip	Phone	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

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

Has student been expelled (not suspended) from a school?

Has the student had an arrest resulting in a charge?

Has the student been involved in the Juvenile Justice system?

Referred for mental health services?

Florida law (1003.22 F.S.) requires that students attending Florida schools, (public, private and charter) have the following documentation on file in their school health records:

### Physical exam (DH-3040 or equivalent)

- (DH-3040 or equivalent) COMPLETED and SIGNED by a health professional who is licensed in Florida or in the state where the student resided at the time of the health examination, and who is authorized to perform a general health examination under such licensure.
- Must have been completed in the United States.
- The exam must be within the 12 months prior to your child enrolling in a Florida School. *Example – if the student is scheduled to begin school on August 10, 2021, then the date of the physical must be dated August 10, 2020 or later.*
- Children are not admitted to school without a physical exam.
- Contact your medical provider (doctor/clinic) for a school physical exam (DH-3040) or:
  - o Manatee County Health Department  
410 6th Avenue E, Bradenton, (941)748-0747
  - o Manatee Rural Health Clinics  
multiple locations, (941)708-8700

Date of Physical

Physical Exam (DH-3040 or equivalent) File Upload

### Certificate of Immunization (DH 680)

- Immunization Record must be on a Florida Form (DH 680 Form) with all immunization dates/or disease date(s) 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/religious exemption before entry into school.

#### ELEMENTARY IMMUNIZATION REQUIREMENTS

- \*DTP/DTaP/DT 5 doses (4 doses if last dose was given on or after the 4th birthday)
- DT (vaccine without pertussis), requires a Florida Permanent Medical Exemption (680 part C) signed by a doctor with the reason why pertussis vaccine was omitted
- \*POLIO/PV 4 doses (3 doses if last dose was given on or after the 4th birthday). For KG, if the 4th dose is administered prior to the 4th birthday, a 5th dose of polio vaccine is required.
- \*HEPATITIS B 3-Dose series given before entry into Kindergarten.
- \*MMR 2 doses; 1st dose given on or after 1st birthday. 2nd dose given no less than one month after the first dose.
- \*VARICELLA 2 doses required for Kindergarten through 12th grade.

#### MIDDLE AND HIGH SCHOOL IMMUNIZATION REQUIREMENTS

- \*DTP/DTaP/DT, Polio, MMR & HEPATITIS B as required for Elementary school.
- \*MMR 2 doses; 1st dose given on or after 1st birthday; 2nd dose given no less than one month after the 1st dose.
- \*Tdap (tetanus/diphtheria/acellular pertussis) is required for 7th through 12th grades.
- \*VARICELLA 1st dose given on or after 1st birthday. Two doses required for KG - 12th grade.

Call or visit to transfer current immunization record to FL form:

- Manatee County Health Department  
410 6th Avenue E, Bradenton, (941)748-0747
- Manatee Rural Health Clinics  
multiple locations, (941)708-8700

Certificate of Immunization (DH 680) File Upload

### Collection of Student Social Security Numbers

Section 1008.386, F.S. requires school districts to request a social security number for each student in grades PK-Adult who enroll or are enrolled in school. However, a student is not required to provide his or her social security number as a condition of enrollment or graduation. 1008.386 Social security numbers used as student identification numbers.—Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number. Each 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 for enrollment or graduation. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card. The school district shall include the social security number in the student's permanent records and shall indicate if the student identification number is not a social security number. The Commissioner of Education shall provide assistance to school districts to assure 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.

The collected social security number may be used for all or some of the following purposes:

1. Registration and tracking of students, including State Reporting
2. Local Accountability
3. FASTER
4. Migrant Tracking

Instructions: Please answer below to indicate your choice.

Will the students SSN be provided (REQUIRED)?



## Apply for Enrollment

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**Enrolling parent must read and sign this section.**

Pursuant to section 837.06, FL Statutes (2008), whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree. I hereby certify that I have custody of my child at least 50% of the time and that I have read all information on this form and that all answers I have given are true and correct.

Click to check yes, I have read Enrolling Parent disclosure statement and agree the information given is true and correct.

Enrolling Parent/Guardian Printed Full Legal Name\*

**PARENT/LEGAL GUARDIAN PHOTO IDENTIFICATION**  
Parent/legal guardian who registers a student must present valid photo ID at time of registration.

Parent/Legal Guardian Photo Identification Upload\*

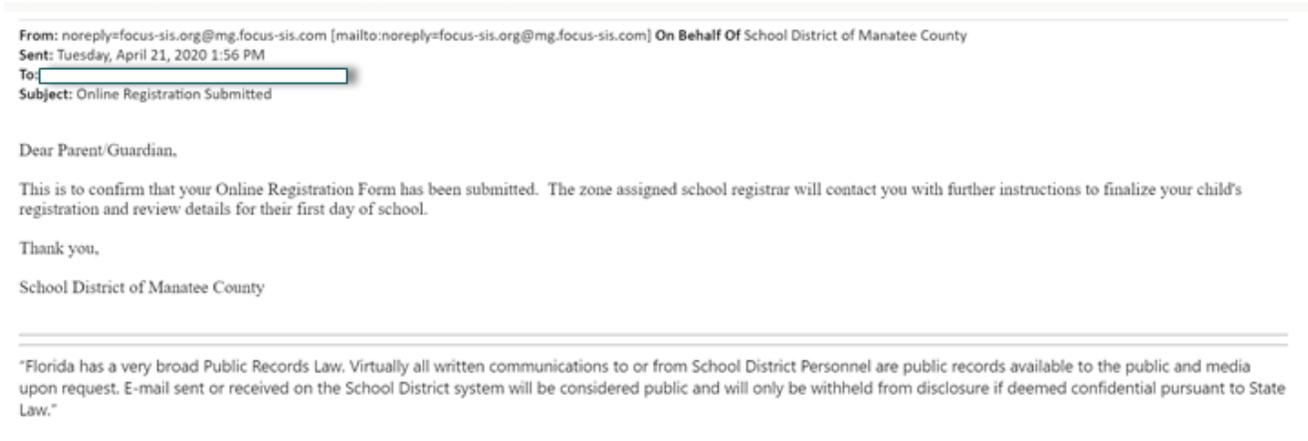
*By clicking "Submit and Finish" you are electronically signing this online registration form.*

**Students**



- [I would like to ADD A CHILD who is already enrolled.](#)
- [I would like to APPLY FOR ENROLLMENT for a new child.](#)
- [I am FINISHED adding students. Please take me to the Portal.](#)

Upon completion of the application parents will receive an email:



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:



School District of Manatee County - Online Enrollment Confirmation

**School Name**  
**Address**  
**Phone Number**

Dear Parent/Guardian,

The School District of Manatee County is pleased to notify you that your student has been successfully registered per your Online Registration application and the documents you provided.

We look forward to a positive academic experience with your child and having your family as a part of our community.

We are expecting to see  start attending grade level:  on  at .

Please report to the front desk for further direction.  
Please contact the school if this is not correct.

Sincerely,

**Principal Name**  
**Web Address**

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.**

The screenshot shows the Focus Parent Portal interface. The main content area is titled "Online Registration and Documentation" and displays a list of required documents for a student. The student's birthdate is 03/02/2015, and they are 6 years old. The documents listed include:

Document Type	Status
Age/Birth Documentation	No Files
Alternative Ed Documentation	No Files
* Has student been expelled (not suspended) from a school?	No
* Has the student had an arrest resulting in a charge?	No
* Has the student been involved in the Juvenile Justice system?	No
SSN Documentation Upload	No Files
* Previous Referrals to Mental Health Services	No
FL Immunization Form / DH 680 Upload	No Files
Physical Exam Certificate	No Files
Previous Report card/Transcript Upload - parent provided	No Files
Supporting Documentation Upload (Program Plan) - Parent p...	No Files
Current Address Verification 1 (utility bill/insurance/process...	No Files
Current Address Verification 2 (utility bill/insurance/Notariz...	No Files
Current Address Verification 3 (Other proof of address in the...	No Files
Guardian/Foster Documentation	No Files
Parent/Legal Guardian Photo Identification Upload	No Files
Proof of Address (Tax notice/home purchase contract/mortg...	No Files

Parents experiencing issues with the online registration process can contact the zoned Registrar. [School Directory](#)