Online Registration
Re-enrollment Process
Parent Tutorial

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

Revised 03/05/2021
It is recommended to gather and scan the following documents prior to starting the online registration process:

Registration Checklist

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

The Online Registration Re-enrollment process is for students previously served by the School District of Manatee County (ELC, VPK, ESE, K-12, etc.) that withdrew to private, out of county, or out of state schools and are inactive, yet already have a student ID number and profile in Focus.

Parents will need to create a Focus Parent Portal account which will require a valid email address, if the parent doesn't already have an account.

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 call address zoned school. Use the School Directory to contact the registrar at your zoned school. The Registrar will ask for:

- student name
- student date of birth
- student gender
- what year the student is being registered in
- what grade level the student is being registered in
- current address
- parent name and email address
- will supply the parent with the previously existing student id beginning with “41…”

The Registrar will add the appropriate form to the parent portal account necessary to complete the re-enrollment process.

Parents log in to their previously existing Parent Portal account:
https://focus.manateeschools.net/focus/index.php?skipSSO
Username = parent email address

OR
Parents needing to create a parent portal account:
https://focus.manateeschools.net/focus/auth/
Complete the fields > checkmark “I’m not a robot” > Submit (button)

Select “I would like to ADD A CHILD who is already enrolled”.
Parent logs in to Parent Portal account and completes the application:

Select the green button "Not yet started – Click to begin in English [EN]".

Parent completes the application:
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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

Parent logs in to Parent Portal account and completes the application:
Select the green button “In progress – Click to continue in English [EN]”.

![Image of Parent Portal login screen with green button highlighted.](image)
### 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(3). 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.*

<table>
<thead>
<tr>
<th>Age/Birth Documentation:</th>
<th>No File</th>
<th>Scan</th>
<th>Upload</th>
</tr>
</thead>
<tbody>
<tr>
<td>Age/Birth Verification</td>
<td>N/A</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birthplace - City</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Birthplace - State</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Birthplace - Country</td>
<td>N/A</td>
<td></td>
<td></td>
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</tbody>
</table>

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Returning Student Registration Form Page 6 / 16 – Complete fields / answer questions > Next Page (button)

Returning Student Registration Form Page 7 / 16 – Read content / complete fields / answer questions / Upload documents > Next Page (button)
Florida Statute 1006.07(1)(b) requires that you provide the following information:

- Re-enrollment - Has student been expelled (not suspended) from school? (N/A) Y
- Re-enrollment - Has the student had an arrest resulting in a charge? (N/A) Y
- Re-enrollment - Has the student been involved in the Juvenile Justice System? (N/A) Y
- Referred for mental health services? (N/A) Y

Covid-19 alert: 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 may be submitted later if there are issues receiving from their doctor. However, they will need to be submitted before they are physically at a district school.

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 license.
- Must have been completed in the United States.
- The exam must be within 12 months prior to your child enrolling in a Florida School. Example – if the student is scheduled to begin school on August 10, 2020, then the date of the physical must be before August 10, 2019 or later.
- Children are not admitted to school without a physical exam.
- Contact your medical provider (doctor/nurse) for a school physical exam (DH-3040) or:
  - Manatee County Health Department, 401 8th Avenue E, Bradenton, (941)748-0747
  - Manatee Rural Health Clinics, multiple locations, (941)705-8700
- Date of Physical: N/A Y N/A Y N/A Y N/A
- Physical Exam (DH-3040) or equivalent File Upload: No File

To complete the form, click Next Page (button).
Covid-19 alert: 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 may be submitted later if there are issues receiving from their doctor. However, they will need to be submitted before they are physically at a district school.

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:

Certificate of Immunization (DH 690)

- Immunization Record must be on a Florida Form (DH 690) form with all immunization dates/numbers 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

- DPT/DTaP (3 doses: 1 dose of diphtheria, tetanus, and acellular pertussis was given on or after the 4th birthday)
- IPV (1 dose: 1 dose given on or after the 4th birthday)
- Varicella: 1 dose given on or after the 4th birthday, and dose given no less than one month after the first dose.

Middle and High School Immunization Requirements

- DPT/DTaP (3 doses: 1 dose given on or after the 4th birthday, and dose given no less than one month after the first dose)
- Polio: 1 dose given on or after the 4th birthday, and dose given no less than one month after the first dose.
- Varicella: 2 doses required for Kindergarten through 12th grade.

Contact to transfer current immunization record to FL:

- Manatee County Health Department
  410 4th Avenue E, Bradenton. (941) 648-0747
- Manatee Public Health Clinics
  Multiple locations. (941) 742-8500

Certificate of Immunization

[File Upload]
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Collection of Student Social Security Numbers

Section 805.136, F.S. requires school districts to request a social security number for each student in grades PK-Adult if enrolled 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.

Section 805.136 Social security numbers used as student identification numbers—Each district school board shall require 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 of enrollment or graduation. A student catches 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 record and shall indicate if the student identification number is 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 numbers.

The collected social security number may be used for 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.

SSN will be given: NA

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Enrolling parent must read and sign this section.

Pursuant to section 827.06, F.S. statutes, 2006, whoever knowingly makes a false statement in writing with the intent to defraud a public servant in the performance of his or 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.

By clicking “Submit and Finish” you are electronically signing this entire registration form.
Parents will receive:

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 like this:

Receipt of this email is notification that your child has been successfully registered at the assigned school.
In the event the Registrar contacts you for additional documents, log in to your Parent Portal account [https://focus.manateeschools.net/focus/index.php?skipSSO](https://focus.manateeschools.net/focus/index.php?skipSSO) and navigate to the school year your 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 that you have completed updating the documents.

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