Online Registration
Parent Tutorial

Student Information System
School District of Manatee County
Bradenton, Florida 34205
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 traditional schools only. This process is not for Charter or Contracted sites.

The Online Registration process is for NEW students whom have never enrolled in a School District of Manatee County school. This would be students who have never enrolled in a Traditional 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://www.manateeschools.net/newstudent](https://www.manateeschools.net/newstudent)
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 “∗”
Parents have the option to ‘Save and Continue Later’ from this point forward. If this option is selected, when parent logs back in select the “Continue Application” tab.

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 contact the Office of Student Assignment:

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:

- studentassigment@manateschools.net
- (941)708 4971 ext 42000

Previous Page Next Page
Save and Continue Later
Enrollment Application Page 3 / 7 - Read content > Next Page (button)

Enrollment Application Page 4 / 7 – Complete fields / answer questions
Mouse over bottom right of the field to view “Scan | Upload” option
Enrollment Application Page 5 / 7 – Read Content / Complete fields / answer questions / Upload documents > Save (button)
Enrollment Application Page 5 / 7 (continued) – Read Content / Complete fields / answer questions / Upload documents > Next Page (button)
Collection of Student Social Security Numbers

Section 3059.16, PI requires school districts to record a social security number for each student in grades K-Adult who enrolls or is enrolled in school. However, a student is still required to provide his or her social security number as a condition of enrollment or graduation. 3059.16(6) A social security number used as student identification number. Each school district school board shall request that each student enrolled in public school in the area 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 satisfies this requirement by presenting 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 permanent record and shall indicate that the student identification number is not a social security number. The Commission 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.

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. PTA
4. Migrant Tracking

Instructions: Please answer below to indicate your choice.

- [ ] Social Security Number
- [ ] Only Enter Numbers, No Hyphens
- [ ] SSN Documentation

If answer is yes, then the next field will open to answer.

Apply for Enrollment
Online Registration

Enrolling parent must read and sign this section.

Pursuant to Section 637.06, PI statutes (2002), whoever knowingly makes a false statement in writing with the intent to induce 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

By clicking “Submit and Finish” you are electronically signing this online registration form.
Upon completion of the application parents will receive the following email:

From: noreply@focus sis.org (mailto:noreply@focus sis.org) On Behalf Of School District of Manatee County
Sent: Tuesday, April 21, 2020 1:16 PM
Subject: Online Registration Submitted

Dear Parent/Guardian,

This is to confirm that your Online Registration Form has been submitted. The zoned 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 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 and navigate to the school year your child is to be registered (upper right corner) > select the child’s name > select “My Child” > select “Child Info” > select “Online Registration” > delete and 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 Office of Student Assignment
(941) 708-4971 X42000
StudentAssignment@manateeschools.net