

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>

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

The screenshot shows the registration form with the following fields and labels:

- Parent/Guardian First Name: (Required)
- Parent/Guardian Last Name: (Required)
- Email Address: (Required)
- Create Password: (Minimum 8 characters)
- Retype Password: (Required)

Below the fields is a checkbox labeled "I'm not a robot" and a reCAPTCHA logo. A "Submit" button is located at the bottom of the form.

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

The screenshot shows the "Students" section of the registration page. It contains the following text:

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.](#)]

A red arrow points to the second link: "[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 “”



FOCUS Apply for Enrollment
School District of Manatee County Training

Online Registration

Enroll Student New to Manatee County Public Schools
first time student; from Private School/out of County/out of State

If your child has ever been enrolled in a Manatee County Public School including:
SDMC Traditional Schools
Charter Schools
Child Find (ESE Services)
Contracted/Alternative Schools
Empowerment Scholarship School
Home School
Manatee Virtual
McKay School
Teen Parent Services
VPK
your child already has a Manatee County Student ID

STOP

To confirm whether your child has a Manatee County Student ID number, contact the Office of Student Assignment (OSA)
941-708-4971 x 42000
studentassignment@manateeschools.net

Change Page to: English (EN) ▼
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: Online Registration ▼

Begin Application

Enrollment Application Page 1 / 7 - The informational registration checklist will display. Read content > Next Page (button)



Apply for Enrollment

Online Registration

Page 1 / 7

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.

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 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
- 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 on August 10, 2020, then the date of the physical must be dated August 10, 2019 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 Heart](#).
- 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
 - **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.

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 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.

Enrollment Application Page 2 / 7 Answer the question > Next Page (button)

SCHOOL DISTRICT OF MANATEE COUNTY FLORIDA

Apply for Enrollment

Online Registration

Page 2 / 7

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?*

If the answer is 'Yes' please contact the Office of Student Assignment:

SCHOOL DISTRICT OF MANATEE COUNTY FLORIDA

Apply for Enrollment

Online Registration

Page 2 / 7

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
- (941)708-4971 ext 42000

Enrollment Application Page 3 / 7 - Read content > Next Page (button)



Apply for Enrollment

Online Registration

Page 3 / 7

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 Manatee 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

Enrollment Application Page 4 / 7 – Complete fields / answer questions



Apply for Enrollment

Online Registration

Page 4 / 7

This registration is for school year:

- N/A
- 2019-2020
- 2020-2021

This registration is for grade:

- N/A
- KG
- 01
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10
- 11
- 12

First Name:

Middle Name:

Last Name:

Suffix:

Enrollment Application Page 4 / 7 (continued) – Read Content / Complete fields / answer questions / Upload documents > Next Page (button)

Gender: N/A
N/A
Male[M]
Female[F]

Birthdate: [dropdown] [dropdown] [dropdown]

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: No File Scan | Upload

Age/Birth Verification: N/A
N/A
Certified Copy of Birth Certificate
Baptismal Certificate
Bible Record w/Sworn Statement
Insurance Policy (min 2 yrs in force)
Parent Sworn Affidavit & Medical Exam
Passport or Cert of Arrival
School Record at Least 4 yrs prior
Verification from Out-of-State Transfer

Birthplace - City: [text field]

Birthplace - State: N/A

Birthplace - Country: N/A

Is Student of Hispanic, Latino or Spanish origin?: N/A

Race: White: N/A

Race: Black or African American: N/A

Race: Asian: N/A

Race: American Indian or Alaska Native: N/A

Race: Native Hawaiian or Other Pacific Islander: N/A

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? [text field] If answer is yes, then the next field will open to answer

If yes, what language? English [EN]

Is there a first language other than English? [text field] If answer is yes, then the next field will open to answer

If yes, what language? English [EN]

Does student most frequently speak language other than English? [text field] If answer is yes, then the next field will open to answer

If yes, what language? N/A

Because you answered "yes" to one of the previous three questions, please indicate date student entered school in the U.S. for the first time. If 2020-2021 will be the first time in school, please use 09/10/2020 as the entry date.

N/A [dropdown] N/A [dropdown] N/A [dropdown]

Previous Page Next Page

Save and Continue Later

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)

Is student a child of a military family?
Required: If answer is yes, then the next field will open to answer

Military family - Residence on Base:

Military family - classification:

Addresses and Contacts must be entered accurately.

- The "Validate Address" button must be clicked before you click the "Save" button in the address window.
- Add yourself as the first contact, add additional contacts as needed.

If unable to save and continue or have questions or concerns regarding addresses/contacts please contact the Office of Student Assignment:

- studentassignment@manateeschools.net
- (941)708-4971 x 42000

Note:

- Only the enrolling parent is to be marked as having custody.
- Only contacts you authorize to pick-up should be marked to pick-up.
- Only contacts marked as emergency will be contacted in an emergency.
- Contacts are prioritized, check the order of priority.

New Address

Physical Address
If the physical address is also the mailing address, ensure the Mailing Address toggle is turned on. ...

Address Line 1:

Address Line 2:

City:

State:

Zip Code:

44

Complete "Address Line 1". Place cursor in "Address Line 2". Three horizontal dots will appear. Select the three horizontal dots, an address will display. If that is your address, select it, and all fields will be autopopulated.

Mailing Address If the mailing address is different than the address above, enter the information below (example: PO Box 123, City 27 28). Note: the mailing address toggle must be turned on in order to edit these fields.

Mailing Address Line 1:

Mailing Address Line 2:

City:

State:

Zip Code:

44

Phone Number

Phone Number

Unlisted Callout Blocked

The "Validate Address" button must be clicked before you click the "Save" button in the address window.

Options

Primary Residence

Mailing Address

Bus Pickup

Bus Dropoff

New Address

Phone Number

Phone Number

Unlisted Callout Blocked

Options

Primary Residence

Mailing Address

Bus Pickup

Bus Dropoff

Zoned Schools

Title	Type	Code	Phone Number
St Salerno (0051)	Elementary School	0051	(941) 714-3000
M King (0411)	Middle School	0411	(941) 714-3000
HS Manatee (0181)	High School	0181	(941) 714-3000

Use the vertical scroll bar to view "Zoned Schools" > "Save" (button)

Enrollment Application Page 5 / 7 (continued) – Read Content / Complete fields / answer questions / Upload documents > Save (button)

New Contact

Add yourself as the first contact, add additional contacts as needed.

Options
 Custody
 Emergency
 Pick Up
 Contact's Priority

Phone & Contact Details: Enter phone number(s) and other details for this contact.
 Multiple entries can be saved by pressing the ENTER key on your computer.

Contact Type	Phone Number / Value	Detail Priority	Options

Contact Address: Click to move this contact to a different address.

215 MANATEE AVE W
BRADENTON, FL 34205

No Address

Cancel
Save

New Address
New Contact

Address

215 MANATEE AVE W
BRADENTON, FL 34205

Contacts at this Address

- #1 **Doc-Jane**

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: Scan | Upload

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/real 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 stmt/rental agreement/Mig Serv Cert of Eligi): Scan | Upload

Current Address Verification 1 (utility bill/insurance/processed USPS change of address doc): Scan | Upload

Current Address Verification 2 (utility bill/insurance/Notarized Address Verification Letter): Scan | Upload

Current Address Verification 3 (Other proof of address in the owner/lessee's name): Scan | Upload

Enrollment Application Page 5 / 7 (continued) – Read Content / Complete fields / answer questions / Upload documents > Next Page (button)

Student resides at address with*

Both parents
Mother
Father
Out of Home/Foster Home
Other

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

If answer is yes, then the next field will open

If moved because of natural disaster, did the old school close?

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.

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


Click to check yes if the temporary living arrangement is due to loss of housing or economic hardship.

Preferred transportation*

Walk
Bike
Car Rider
School Bus
Day care

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

Enrollment Application Page 6 / 7 – Read Content / Complete fields / answer questions / Upload documents > Save (button)



Apply for Enrollment

Online Registration

Page 6 / 7

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 \$100.

LAST SCHOOL ATTENDED (If none, state NONE in the School Name field and save)

Required

Enrollment Date	School Name	Street Address	City, State, Zip	Phone	Fax

[Save](#)

Click to check yes if student

If answer is yes, then the next field will open

your student currently in any of the following programs? Check all that apply:

- Gifted
- Specific Learning Disability
- Emotional/Behavioral Disability
- Orthopedically Impaired
- Deaf or Hard of Hearing
- Other Health Impaired
- 504 Plan
- ESOL
- Speech Impaired
- Language Impaired
- Visually Impaired
- Traumatic Brain Injured
- Dual Sensory Impaired
- Autism Spectrum Disorder
- Developmentally Delayed
- Intellectual Disability
- Occupational Therapy
- Physical Therapy
- Alternative Ed - Please specify

Program Documentation Upload [Scan](#) [Upload](#)

Previous Report card/Transcript Upload - parent provided [Scan](#) [Upload](#)

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

Has student been expelled (not suspended) from a school? If answer is yes, then the next field will open

Explain Expulsion:

Has the student had an arrest resulting in a charge? If answer is yes, then the next field will open

Explain - Arrest:

Has the student been involved in the Juvenile Justice system? If answer is yes, then the next field will open

Explain - Juvenile Justice:

Referred for mental health services? If answer is yes, then the next field will open

Explain mental health referral:

Enrollment Application Page 6 / 7 (continued) – Read Content / Complete fields / answer questions / Upload documents > Next Page (button)

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.

SSN will be given:

Social Security Number
ONLY ENTER NUMBERS,
NO HYPHENS

SSN Documentation Upload

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

Enrollment Application Page 7 / 7 – Read Content / Complete fields > Submit and Finish (button)



Apply for Enrollment

Online Registration

Page 7 / 7

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:

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

If answer is yes, then the next field will open

Upon completion of the application parents will receive the following email:

From: noreply@focus-sis.org@mg.focus-sis.com [mailto:noreply@focus-sis.org@mg.focus-sis.com] **On Behalf Of** School District of Manatee County
Sent: Tuesday, April 21, 2020 1:56 PM
To: [REDACTED]
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 like 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.

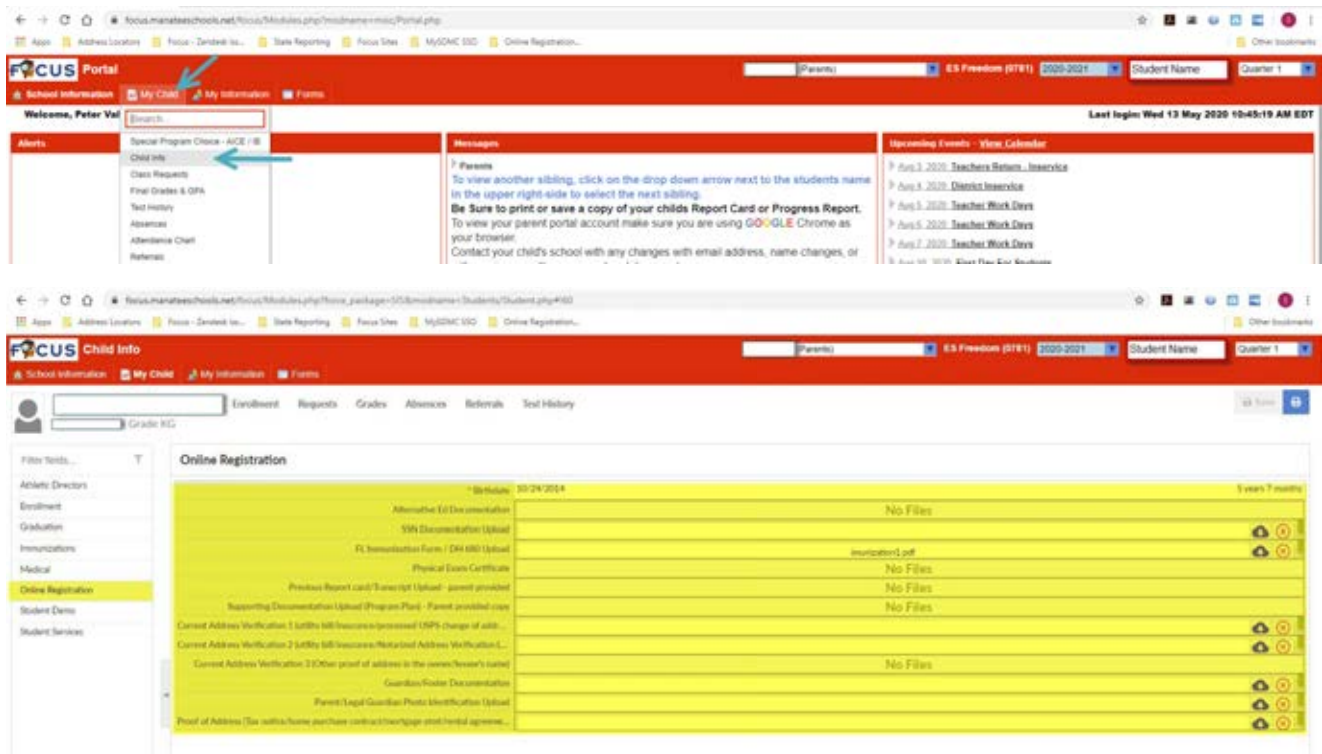
We are expecting to see Student Name start attending grade level: on at .
Please report to the front desk for further direction.
Please contact the school if this is not correct.

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 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