

# Welcome to Manatee High School Registration

## Registration is online!

**\*Required documents must be uploaded to complete enrollment\***

## Easy as 1-2-3!

**Step 1.** Verify MHS is your zoned school: <https://www.manateeschools.net/Page/9212>

**Step 2.** Gather the required documents to upload. See Step 3 for which documents are required for your type of enrollment.

### Required Documents:

1. PHYSICAL EXAMINATION- Dated within 12 months
2. FLORIDA CERTIFICATION OF IMMUNIZATION- Immunization record must be on form DH 680. (This can only be done at the Manatee County Health Department. Call 941-748-0747 to schedule an appointment.)
3. OFFICIAL, SEALED BIRTH CERTIFICATE (OR PASSPORT)- If a passport is used, proof of parentage or legal custody must also be provided.
4. PROOF OF CUSTODY (If applicable)
5. PARENT/LEGAL GUARDIAN PHOTO IDENTIFICATION
6. PROOF OF ADDRESS:
  - Current electric **OR** gas **OR** water **OR** cable billing statement with the service address in the name of the enrolling parent/legal guardian
  - OR**
  - Current, signed lease **OR** mortgage statement in the name of the enrolling parent/legal guardian
  - OR**
  - School Choice or Hardship approval letter from the Office of Student Assignment
7. SOCIAL SECURITY CARD (If available)
8. RECORDS FROM PREVIOUS SCHOOL- Report card, transcript, IEP, 504 plan, Gifted, and/or other Special Education documentation (school records are not required for enrollment, however providing what you have will avoid a delay in enrollment while requesting records from the previous school).
9. WITHDRAW FORM (if transferring schools within SDMC)

**Step 3.** Complete the online application. Are you:

- New to the state of Florida? Click <https://www.manateeschools.net/registration> to create a FOCUS account and complete the online application. **Upload documents 1-8.**
- New to the School District of Manatee County (private school or within the state of Florida)? Click <https://www.manateeschools.net/registration> to create a FOCUS account and complete the online application. **Upload documents 2-8.**
- Former student returning to the School District of Manatee County? Email the Registrar's Office ([woottenk@manateeschools.net](mailto:woottenk@manateeschools.net)) to have your FOCUS account reactivated. An online Reactivate Registration application will then be sent to your FOCUS account. **Upload documents 2-8.**
- Current student transferring within the School District of Manatee County? Email the Registrar's Office ([woottenk@manateeschools.net](mailto:woottenk@manateeschools.net)) to have an online Reactivate Registration application sent to your FOCUS account. **Upload documents 5, 6, 9.**

The Registrar's Office will contact you to complete enrollment.

Click <https://www.manateeschools.net/registertoride> for more information about riding the school bus. Have your student's ID number available.

[Registration Requirements Checklist](#)

[Student Collection of SSN Consent Form](#)

[Consentimiento de Número de Seguro Social del Estudiante](#)

[Address Verification Form \(must be notarized\)](#)

[Student Information Change Form - English \(to update email/phone number, etc.\)](#)

[Student Information Change Form - Spanish](#)

[Enrollment Form \(English\)](#)

[Enrollment Form \(Spanish\)](#)

[Records Request Form](#)

## Helpful Tips

How to scan a document on an iPhone or iPad:

1. Open a note or create a new note.
2. Tap the camera button, then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. To manually capture a scan, tap the circle or one of the volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.
7. Tap your scanned document.
8. Tap the share button in the upper-right corner.
9. Tap email and send the document.

How to scan a document on an Android phone:

1. Open the Google Drive app.
2. In the bottom right, tap Add.
3. Tap Scan.
4. Take a photo of the document you'd like to scan. To adjust scan area: tap Crop. To take photo again: tap Rescan Current Page. To scan another page: tap Add.
5. To save the finished document, tap Done.

PDF forms can be made fillable (writable) using Adobe Acrobat

[https://www.youtube.com/watch?v=9GQ\\_eoCA\\_XI](https://www.youtube.com/watch?v=9GQ_eoCA_XI)

Making a document a writable PDF:

1. Download the form onto your desktop.
2. Right click on the form and scroll over "Open with..." and choose Adobe Acrobat".
3. On the right choose "Fill & Sign".
4. A box will pop up. Click on the "Fill & Sign" option.
5. Click on the boxes you want to fill out to complete the form.
6. When you are ready to sign the document, click on the "Sign" option at the top of the page. It may have a picture of a pen.
7. Click "Add Signature". Type in your name (it will create a signature) and click "Apply". Click on the form where you want the signature added.
8. Save the document.