



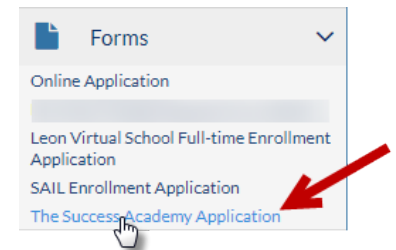
The Success Academy Application Instructions

Parents interested in enrolling their child into The Success Academy must submit The Success Academy Application located in the Focus Parent Portal. Parents of students new to Leon County Schools must first complete the Online Enrollment process.

**Instructions for Online Enrollment are located here: <https://www.leonschools.net/Parents Online Enrollment Application.pdf> **Do you need to register for a Focus Parent Portal Account? Visit: <https://leon.focusschoolsoftware.com/focus/auth/>

Go to: <https://leon.focusschoolsoftware.com/focus/index.php?skipSAML> to log into your Parent Portal account.

- 1) **Log in** to your active Parent Portal account.
- 2) CLICK on the **Forms** menu.
- 3) CLICK on “The Success Academy Application.”
- 4) The Student Application will appear.



- 5) Complete the form. The red areas of the form are required, and the form cannot be submitted until complete. ***We advise parents to edit the title to include their child's name and the current date.*

Title



- 6) Scroll to the top or bottom of the form and CLICK Submit Request.

The application process may take up to seven to ten school days.