

Here are some directions for NEW student registration (new KG, moving from private, another district, form out of state or out of country) - completing everything virtually. **New PK students will need to contact the PK office but they register online as well.**

#1 - My child was in LCS PK previously or was tested for PK and did not attend OR I completed School Choice. If NO, go to #2

Contact the school by phone or email to provide documentation.

#2 - I currently have another child enrolled in LCS schools and have a FOCUS parent portal account. If NO, got to #3

Login to your FOCUS parent portal

Go to Forms > Online Application

Complete the form for your NEW student.

Student will automatically be linked to your existing account.

Contact the school by phone or email to provide documentation.

#3 – I do not have a parent portal account AND/OR my child has never been in an LCS school.

Create a parent portal account at <https://leon.focusschoolsoftware.com/focus/auth>

Login to your FOCUS parent portal

Go to Forms > Online Application

Complete the form for your NEW student.

Student will automatically be linked to your existing account.

Contact the school by phone or email to provide documentation.

If needed, contact the appropriate school(s) to get parent portal letter for other children.