

The School Choice Application is available only in the Focus Parent Portal from January 7th through March 1st.

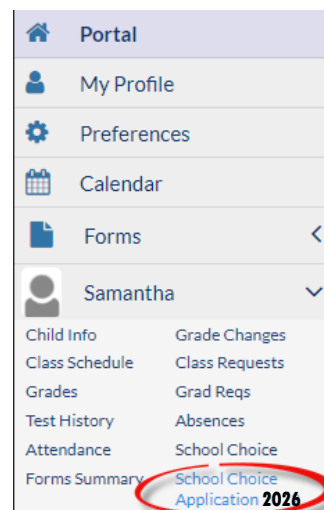
- **Do you have a parent portal account?** Parents who do not have a Parent Portal account but wish to submit a **School Choice Application** you must register for an account.
[Click here to create a new account](#) → [Parent Portal Registration](#)
- **If you have an account, click here to log in to your portal** → [Focus Parent Portal](#)
- Do you see your children? If so, follow the directions to complete the application.
- If your children **are NOT showing** in YOUR portal: Are your children currently enrolled in LCS or WERE previously enrolled in LCS (including charter, home school, private testing, PK screening, or received state scholarship funding)? **DO NOT create an online application.** Contact your school or focushelp@leonschools.net for assistance in adding your child to YOUR portal.
- **Are the students BRAND NEW to the district (FIRST TIME)?** If so, then complete the ONLINE ENROLLMENT with FULL LEGAL NAME and REQUIRED DOCUMENTS - Submit and FINISH to complete the application before you can complete the school choice application.

How to apply for School Choice

School Choice opens on January 8th and closes on March 1st.

- Log in to your [Focus Parent Portal](#) account and complete the steps below.

1. Click on the child's name, then click on "School Choice Application".
2. The child's basic information will appear at the top of the Application.
 - a. **When submitting for multiple children**, complete the form for each child by clicking "Save" and then selecting the next child, etc.
3. **Parents applying for Sibling Support** must enter the student's name in the sibling list at the bottom of the application to be considered for Sibling Support. Click **Save** beside the student's name.
4. Parents make the appropriate selections for various statuses such as Active Military, Special Circumstances, etc. **Please note the description for each and include all supporting documentation program using the file upload at the bottom of the screen.**



5. **Parents may select up to 3 Program choices.**
 You may select up to 3 school/program choices, with (1) being the most desired. Once parents have selected their choice(s), make sure to click Save at the bottom of the screen.
 - a. Make sure to review the program notes listed for each program; some magnet programs require additional steps.
 - b. If you wish to make changes to your application, you can go back into your portal to make changes, then save and submit. You have until March 1st to make any changes.
6. Click "Save" or "Save & Print" to apply. **A pop-up window at the top of the page will state that your application has been submitted.**