



Parents – Online Enrollment Application Instructions

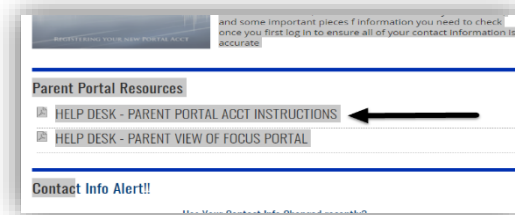
For the student to be enrolled - Has my child EVER been in a LEON COUNTY SCHOOL or screened for PK services?

- NO – Continue to STEP 1
- YES – email focushelp@leonschools.net with your name, email, student’s name and date of birth with subject enrollment before continuing. If you do not have a portal account, complete STEP 1 and wait until we contact you with student information and directions to add the student once you have created your account.

STEP 1: DO I HAVE A PARENT PORTAL ACCOUNT? – if YES – continue to Step 2

NO PORTAL ACCOUNT – CREATE ONE

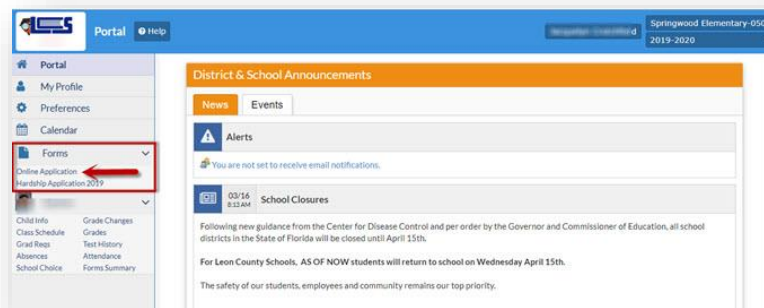
Parents of students will log on to their active parent portal account to apply for enrollment for a new student. Parents must have a portal account to access the Online Application. **If you do not have a parent portal account, visit [Parent Portal Instructions](#) on the LCS parent portal page to view instructions for creating an account. Then follow directions below to complete the enrollment process**



STEP 2: YES – I already have a Portal Account and need to enroll A NEW STUDENT

- IF you registered for school choice for 2020-2021 you do NOT need to enroll your child again.
- IF your child is currently in PK or has been screened for PK – you do NOT need to enroll your child again.

- 1) Log in to your active Parent Portal account. <https://leon.focusschoolsoftware.com/focus/index.php?skipSSO>
- 2) From the Portal Home Page Select **Online Application** from the **Forms** menu. The process will add the child to your active portal account.





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3) Select the **Application for New Students** tab. Enter the child's name and birthdate and click **Begin Application**.

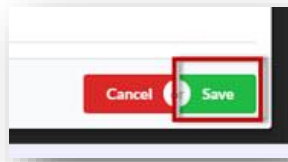
The Application Page Appears. (next page)

Please Note:

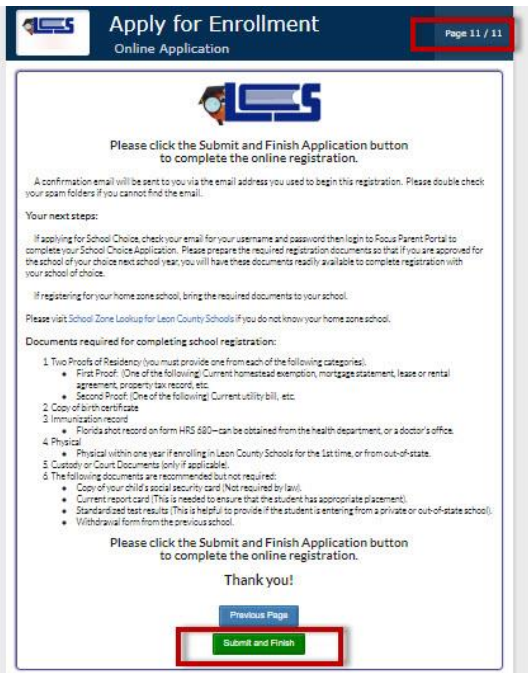
- The application is **several** pages. Do not submit the application until all pages are complete.
- You may **Save and Continue** the application later, but remember to select the **Continue Application tab** when returning to the application. Do not begin a new application.
- The required fields (marked with asterisk) must be completed.
- Please include the child's full name as it appears on the birth certificate.
- Remember to add **yourself** as a contact on the **New Contact** page. Mark Custody, Emergency, Pickup (If applicable)
- Mark at least one Ethnicity as Yes.
- The required forms must be delivered to the school. Contact the school for enrollment dates and times.

5) Select **Next Page** at the bottom of the page. Be sure to complete all pages of the application.

- 6) **Complete** all pages of the application. Please note that some pages will require you to **Select** the **Save** button to record the information on the page.



- 7) Select  on the **last page** of the application. You will receive a confirmation letter via email.



[[Current Date]]
Dear Parent/Guardian,
Thank you for beginning your process for the 2020/21 school year. You have just successfully completed the 1st step, which is online registration. Please bring the required documents to the school you will be attending to complete the registration process.
Additional information can be found at [Leon County Schools Website](#).
Cordially,
Leon County Schools

- 8) Once you have completed the application, you will need to email your 2 proofs of residence (required) and any other documents to the registrar at your school of enrollment. See the school webpage for registrar's information.