



This document shows how to register your non-Volusia County Schools student to enable you to complete an application for one of our programs: CTE, Cambridge AICE, or IB.

Before you can complete an application your student, you must **first create a FOCUS Parent Portal account**.

For the protection of your student's confidential information, we have created the following secure procedures. **A valid email address** is needed to create your FOCUS Parent Portal account and will become your **portal username**.

Go to the district website <https://www.vcsedu.org/>, select the Parents tab, then Parent Portal

Or go directly to <https://volusia.focusschoolsoftware.com/focus/auth>

1. Click the option to **create** a Focus Parent Portal account
2. Enter the Parent/Guardian information in all the required fields
 - a. Enter the **Parent/Guardian First Name** as it appears on your Driver's License
 - b. Enter the **Parent/Guardian Last Name** as it appears on your Driver's License
 - c. Enter a valid **Email Address**, this email address will be your username (VCS employees use a personal email address and **not** your VCS issued email)
 - d. **Create Password** to sign into the Volusia Parent Portal
 - e. **Retype Password** to verify the password
 - f. Check the box **I'm not a robot**
 - g. Click **Submit**

A screenshot of the "Volusia Parent Portal Registration" form. The form has a dark blue header with the Volusia County Schools logo and the title "Volusia Parent Portal Registration". Below the header, there is a instruction: "Please enter your name exactly as it appears on your driver's license as well as a valid email address:". The form contains five input fields: "Parent/Guardian First Name:" (Required), "Parent/Guardian Last Name:" (Required), "Email Address:" (Required), "Create Password:" (Minimum 8 characters), and "Retype Password:" (Required). At the bottom of the form, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "Privacy - Terms" link. A "Submit" button is located at the bottom center of the form.

3. Click **I would like to APPLY FOR ENROLLMENT for a new child**

I would like to ADD A CHILD who is already enrolled.	I would like to APPLY FOR ENROLLMENT for a new child.	I am FINISHED adding students. Please take me to the Portal.
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4. Enter the Student's First Name, Student's Last Name, and Student's Birthdate, then click **Begin Application**

Note: The field labeled "Language" is the language available for viewing the application

The screenshot shows a web interface for enrollment. At the top, there is a language selection dropdown set to "English [EN]". Below it is a link "Return to the Parent Portal Registration". Two tabs are visible: "Application for New Students" (active) and "Continue Application / Returning Students". The main form area contains a note: "All fields marked with an asterisk (*) are required." Below this are five input fields: "Student's First Name*", "Student's Last Name*", "Student's Birthdate*", "Language*" (set to "English [EN]"), and "Form Type*" (set to "Student Entry Form 2020"). A green "Begin Application" button is at the bottom.

5. You will then see **Apply for Enrollment Student Entry Form**, follow the instructions within the enrollment application to complete and submit
6. You may save your progress in the application. Should you need to return at a later time to complete the enrollment, go to <https://volusia.focusschoolsoftware.com/focus/apply/> and select **Continue Application / Returning Students**