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**

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. |

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

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**