

Processing Name Deviation Consent Forms

The Name Deviation Consent form authorizes school personnel to use the parent/guardian-approved name/nickname for the student. Parents may submit this request via FOCUS or by completing and turning in a hardcopy of the form to the school.

Florida Administrative Code [6A-1.0955](#): Education Records, requires school districts to develop a form to obtain parental consent whereby parents may specify the use of any deviation from their child's legal name in school. Without this consent, school personnel are obligated to use your student's legal name as it appears on their birth certificate.

Only the School Administrator can view or approve/deny Name Deviation forms.

The Process

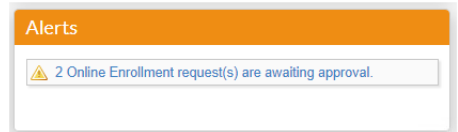
1. Parent completes and submits the form(s).
2. The School Administrator receives a portal alert when there are requests pending approval.
3. The School Administrator must review and approve/deny requests in order for the information to be updated in FOCUS. This is done on the Online Enrollment screen.

Approval is at the discretion of the School Administrator.

Forms should be processed DAILY.

STEP 1: ACCESSING THE REQUESTS

The Online Enrollments screen is used to view the status of form completion for "required" and "voluntary" forms. It is also used to approve or deny the changes to student information submitted by parents/students on these forms.



From the FOCUS portal page:

1. Click the portal link and you will be routed to the Online Enrollments screen. The portal alert will only display if there are "pending" requests.

OR

1. Click the Students tab and Select Online Enrollments

Student ID	Student Name	Grade Level	Requested Enrollment Year	Form	Form Type	Completed At	Completed By	View Changes
40000000	Winston Maxwell Hernandez	04		CCPS Name Deviation Consent Form	Requested	08/09/2023	Parent - Winston Hernandez	View Changes
40000000	Haiden Alexander Scott	03		CCPS Name Deviation Consent Form	Requested	08/09/2023	Parent - Haiden Alexander Scott	View Changes
40000000	Phoenyx Rangel-Cabrera	01		CCPS Name Deviation Consent Form	Requested	08/09/2023	Parent - Phoenyx Rangel	View Changes
40000000	Dakota Marie Smith	KG		CCPS Name Deviation Consent Form	Requested	08/09/2023	Parent - Dakota Marie Smith	View Changes

Unprocessed = Forms submitted, pending review/approval	Unsubmitted = Forms that have not been submitted	Processed = Forms submitted, reviewed, and processed
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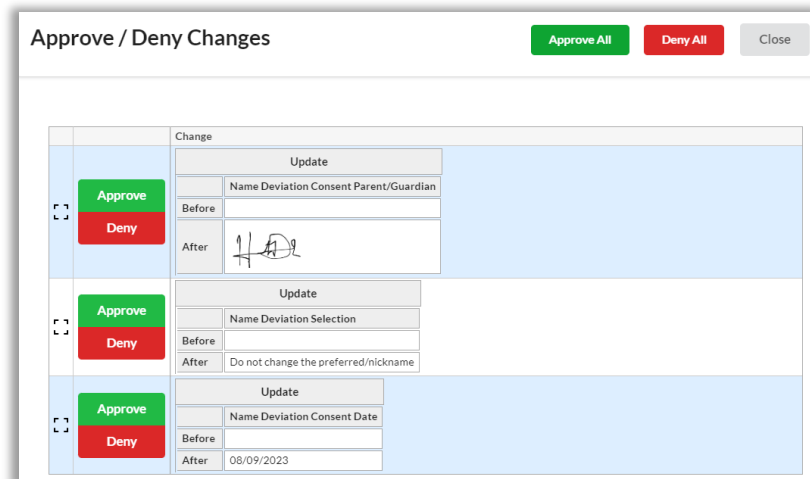
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STEP 2: VIEW UNPROCESSED (PENDING) ONLINE CHANGE REQUESTS

The Unprocessed Forms tab of the Online Enrollments screen displays online enrollment requests submitted by parents/students that have not yet been approved or denied by an administrator. Changes can be approved or denied for each individual change requested by the parent/student or for all the changes requested by the parent/student. Once the changes are approved or denied, the parent/student receives a Portal alert that their form was processed. The parent/student can review the changes and whether they were approved or denied from the Forms Summary screen.

From the Online Enrollments screen:

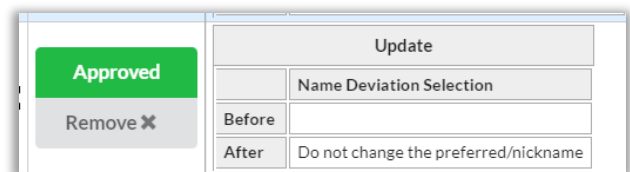
1. Select the Unprocessed Forms tab.
2. Click View Changes next to a student to view the changes to student information that have been submitted on the form.
3. The approval window will display.
4. In the Before row, the information that previously existed in the student's record is listed. In the After row, the change requested by the parent is listed.
5. Click the Approve or Deny buttons along the left side of the window to Approve or Deny each individual change. *Note: Make sure to thoroughly review each change prior to approving.*
6. The window will automatically close after approving or denying all the changes in the list.



Approval is at the discretion of the School Administrator.

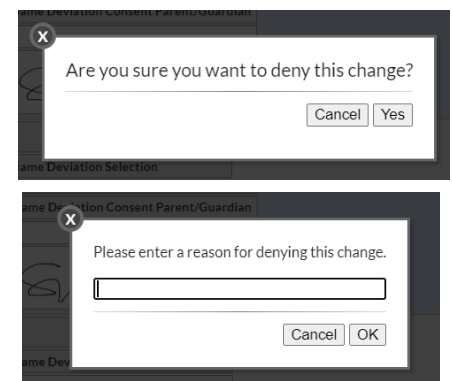
Approve

1. Click the Approve button
2. Click Yes to confirm that you want to approve the change.
3. The approve button will now display as Approved.
4. Once a change is Approved, it will be updated in FOCUS immediately.



Deny

1. Click the red Deny button
2. Click Yes to confirm that you want to deny the change.
3. A pop-up window will display for you to enter a reason as to why you denied the change.
4. Click OK.



Approve All or Deny All

- View Students Information

Unprocessed Forms

Unsubmitted

Processed

District Totals

Click on any name below to view, accept, and/or deny the changes made to each enrollment request.

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33 Records

Export

Filter: ON

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Student ID	Student Name	Grade Level	Requested Enrollment Year	Form	Form Type	Completed At
4/10/2023	Wendy ...	04		CCPS Name Deviation Consent Form	Requested	08/09/2023
4/10/2023	Haiden ...	03		CCPS Name Deviation Consent Form	Requested	08/09/2023
4/10/2023	Pleasant ...	01		CCPS Name Deviation Consent Form	Requested	08/09/2023
4/10/2023	Dominique ...	KG		CCPS Name Deviation Consent Form	Requested	08/09/2023

Reports

District Report

- In Progress
 - Incident Reports
 - Integrations
 - MTSS
 - Medical
 - Nutrition
 - Parental Choice
 - Post Secondary
 - Reenrollment Forms
 - Report Cards

Export

Filters OFF

Toggle Columns

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Title	Description	Export/Run
Beginning of Year Forms stats		Export Run
Incomplete Beginning of year Forms - DISTRICT VIEW		Export Run
Incomplete Beginning of year Forms - SCHOOL VIEW		Export Run
Name Deviation Change Requested		Export Run

6. The report will display at the bottom of the screen.