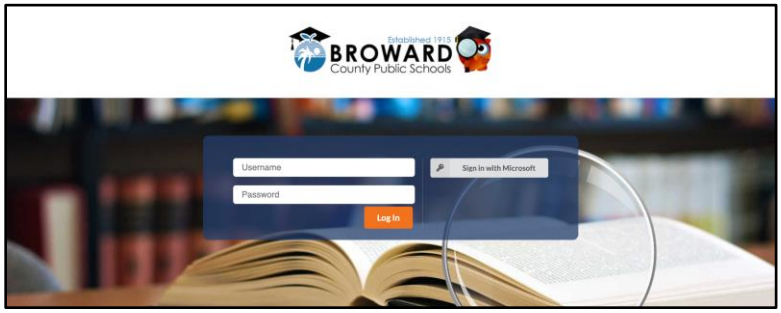
Quick Guide: School Choice Application for Current BCPS Students

Parents of currently enrolled students must first create a ***Focus Parent Portal Account*** and link their child to their account to access the ***BCPS Magnet Program Application***, ***BCPS Student Reassignment Application*** and ***BCPS Nova Schools Application***. Click the scenario below that applies to you and your student.

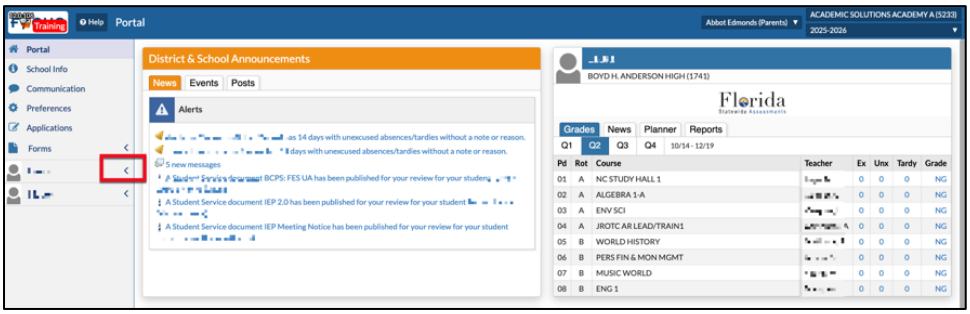
I HAVE A FOCUS PARENT ACCOUNT AND MY STUDENT IS LINKED TO MY ACCOUNT
I HAVE A FOCUS PARENT ACCOUNT, BUT MY STUDENT IS NOT LINKED
I DO NOT HAVE A FOCUS PARENT PORTAL ACCOUNT

I HAVE A FOCUS PARENT ACCOUNT AND MY STUDENT IS LINKED TO MY ACCOUNT

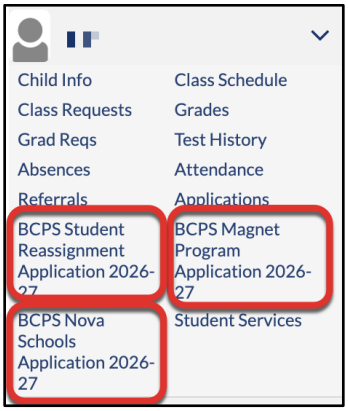
1. Log in to your **Focus Parent Portal** account at https://browardschools.focusschoolsoftware.com/focus/



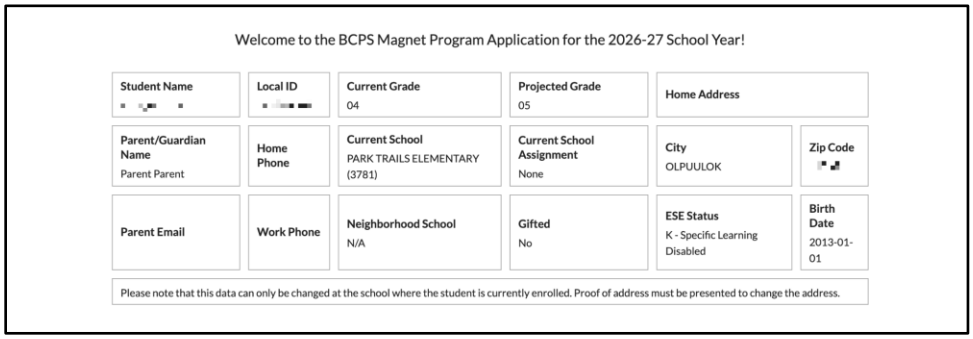
2. In the parent navigation panel, click the arrow beside the student's name.



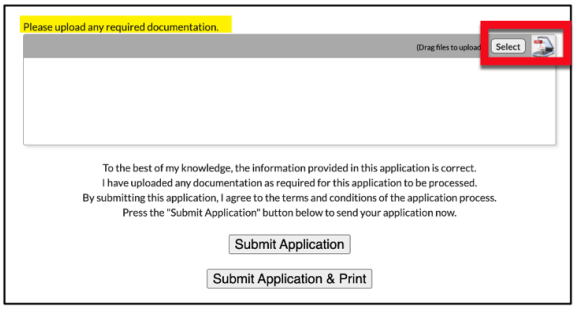
3. Click the appropriate application(s).



4. Review the information at the top about your student. If changes are needed, contact the school, then complete the application(s) in its entirety.

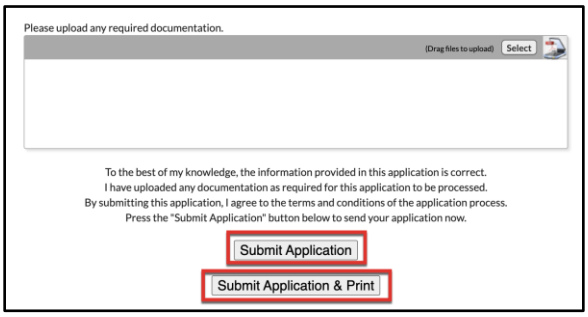


5. Upload any required documentation by either dragging the files from your computer into the file area, by clicking ***Select*** to select a file from your computer, or by clicking the scan icon to scan a file.

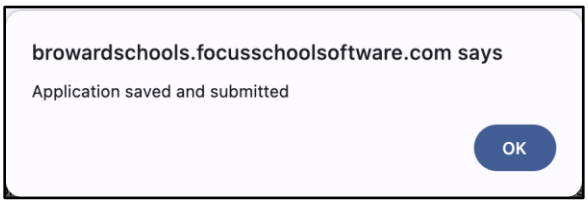


Note: All applications are processed as received. Please ensure that you have uploaded/included all documents needed to support your requests before the window has closed.

6. Click ***Submit Application*** or click ***Submit Application & Print*** to submit the application and generate a printable version of the application.



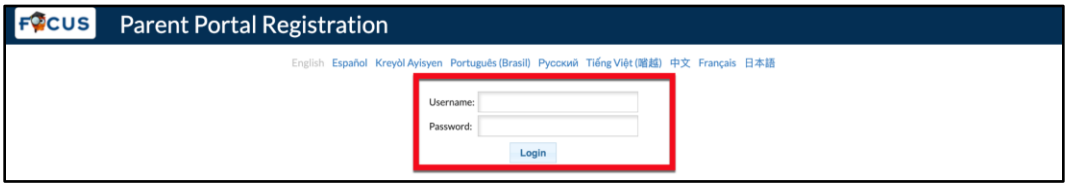
7. Upon successful submission of the Application, you will see the dialog box and receive a confirmation email (be sure to check your junk emails).



I HAVE A FOCUS PARENT ACCOUNT, BUT MY STUDENT IS NOT LINKED

You must have created the Parent Portal Account with the email attached when you registered your student at the school. If you are unsure or need assistance, please contact the student's school.

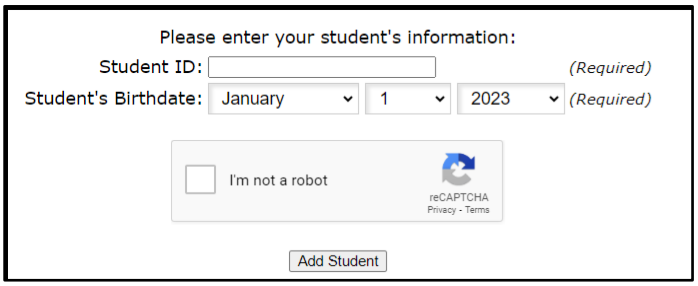
1. Go to the ***Parent Portal Registration Page*** and Login.



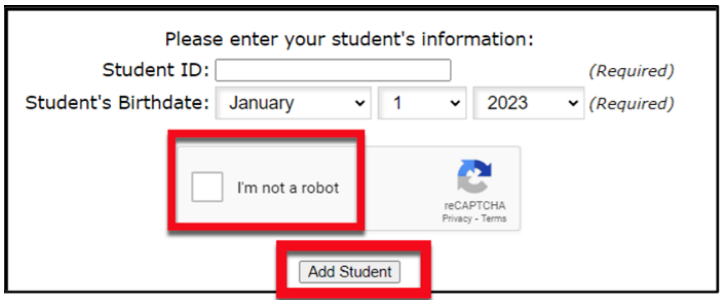
2. Scroll to the bottom and click on ***I have an account and need to add my student(s)***.



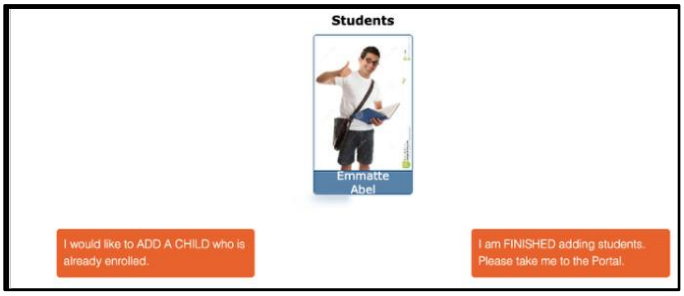
3. Enter the ***Student ID*** number (begins with '06') and ***Student's Birthdate***.



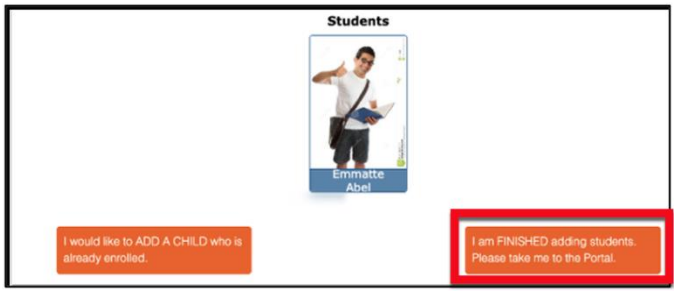
4. Click ***I'm not a robot*** and then ***Add Student.*** If your student has been successfully added, his/her name will appear on the next screen.



5. To add more students, select ***I would like to ADD A CHILD who is already enrolled***.

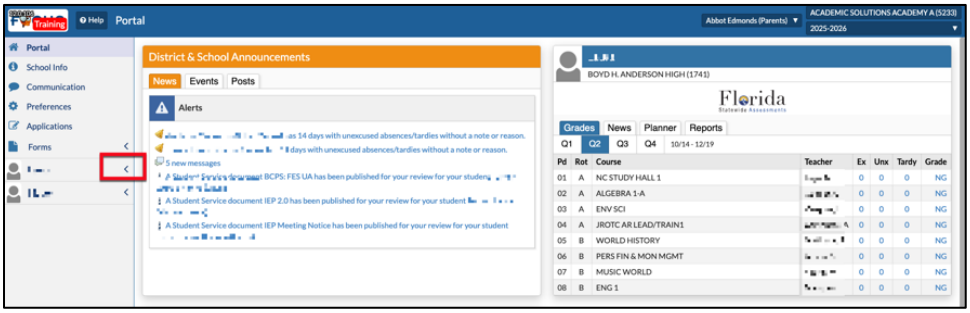


6. If you are done adding students to the portal, select ***I am FINISHED adding students. Please take me to the Portal***.

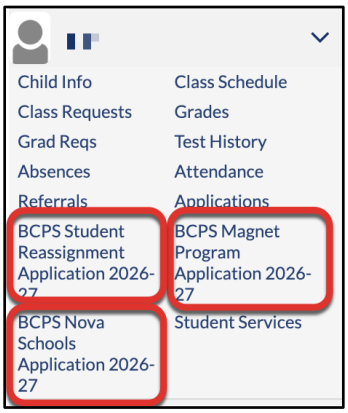


7. Log into your ***Focus Parent Portal*** account at https://browardschools.focusschoolsoftware.com/focus/

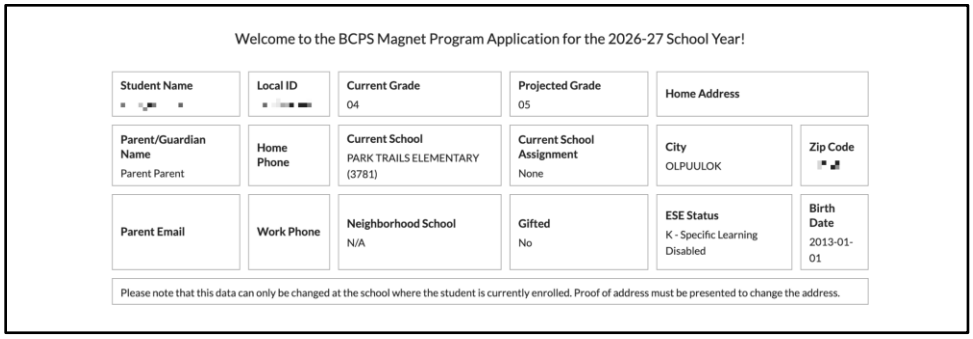
8. In the parent navigation panel, click the arrow beside the student's name.



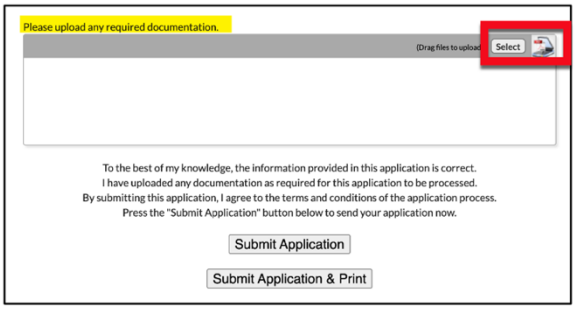
9. Click the appropriate application(s).



10. Review the information at the top about your student. If changes are needed, contact the school, then complete the application(s) in its entirety.

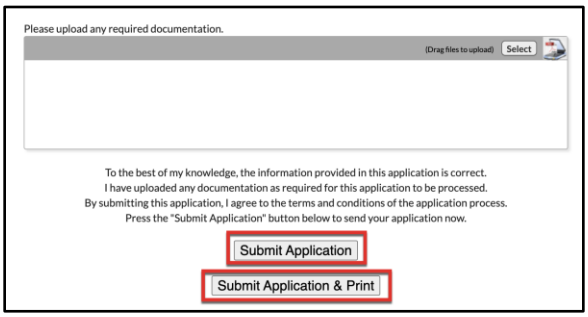


11. Upload any required documentation by either dragging the files from your computer into the file area, by clicking ***Select*** to select a file from your computer, or by clicking the scan icon to scan a file.

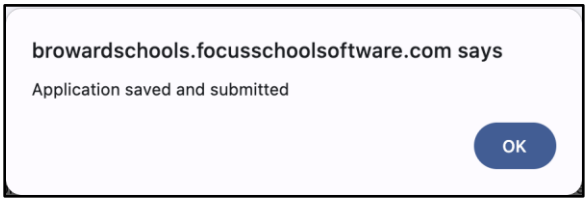


Note: All applications are processed as received. Please ensure that you have uploaded/included all documents needed to support your requests before the window has closed.

12. Click ***Submit Application*** or click ***Submit Application & Print*** to submit the application and generate a printable version of the application.



13. Upon successful submission of the Application, you will see the dialog box and receive a confirmation email (be sure to check your junk emails).



I DO NOT HAVE A FOCUS PARENT PORTAL ACCOUNT

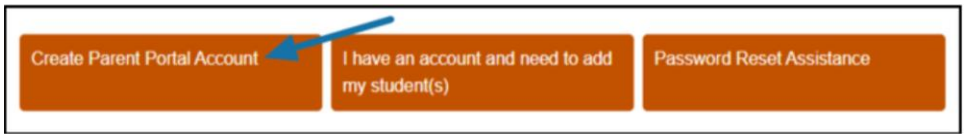
Parents of currently enrolled students without a Focus Parent Portal Account must first create an account to access the ***BCPS Magnet Program Application***, ***BCPS Student Reassignment Application,*** and ***BCPS Nova Schools Application***.

Note: To create your parent portal account, you will need the email address you provided to the school as your contact email address along with the student ID and student Birth Date. If you are unsure of your email address on file, please contact the school.

If you are a BCPS employee, you MUST use a different email to create your account. Please make sure this email is set as your contact information at the school.

1. Go to the Parent Portal Registration page.

2. Click ***Create Parent Portal Account***.



3. Enter all the required fields with your own information, check ***I'm not a robot*** and then click ***Submit***

Note: Each parent/guardian will need to set up their own individual account.



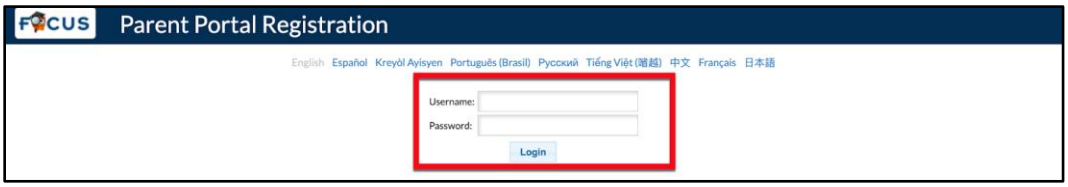
4. When you successfully create a ***Parent Portal*** account, you will receive a verification email.

5. Once you verify your email, you will be able to connect your student(s) to your account.

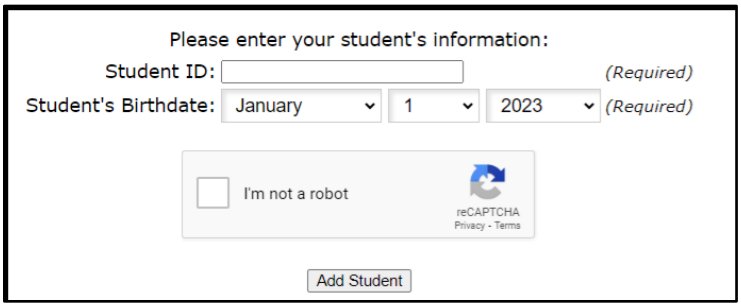
6. Go to the ***Parent Portal Registration Page*** and scroll to the bottom and click on ***I have an account and need to add my student(s).***



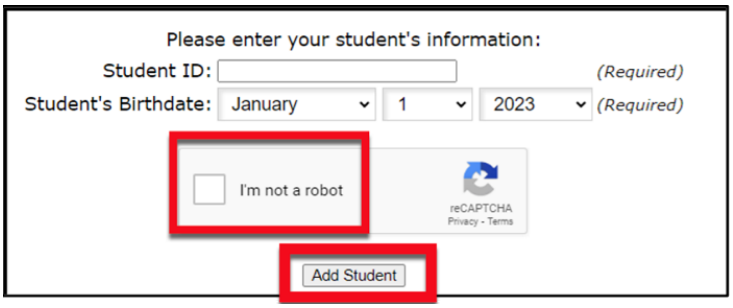
7. Enter your login information.



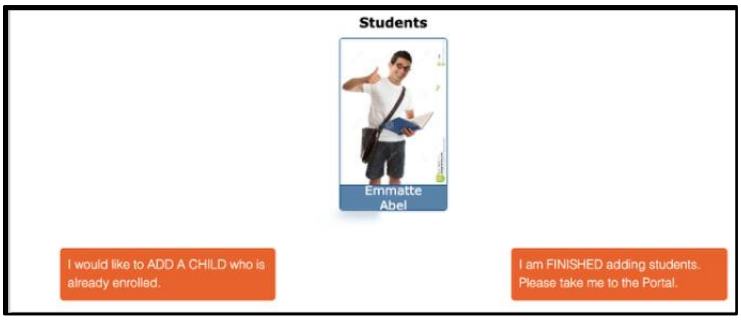
8. Enter the ***Student ID*** number (begins with '06') and ***Student's Birthdate***.



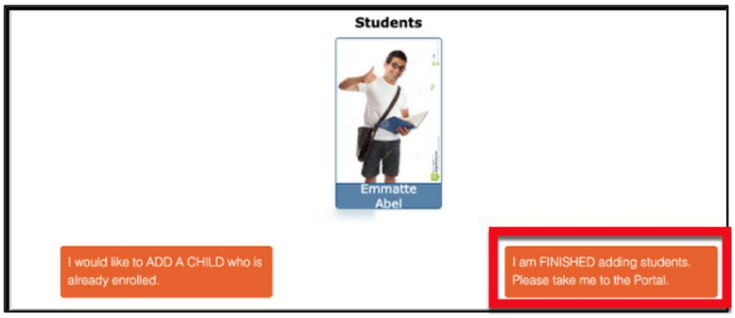
9. Click ***I'm not a robot*** and then ***Add Student.*** If your student has been successfully added, his/her name will appear on the next screen.



10. To add more students, select ***I would like to ADD A CHILD who is already enrolled***.

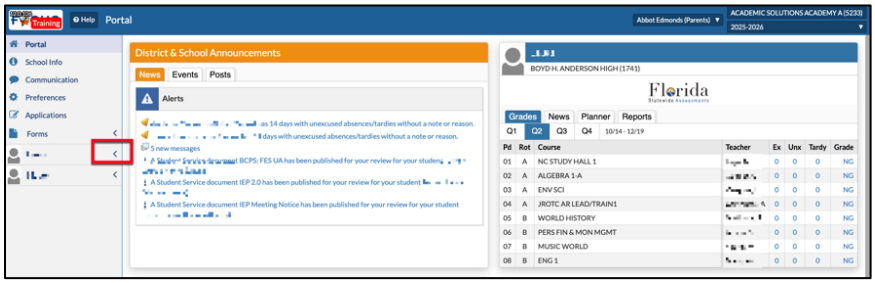


11. If you are done adding students to the portal, select ***I am FINISHED adding students. Please take me to the Portal***.

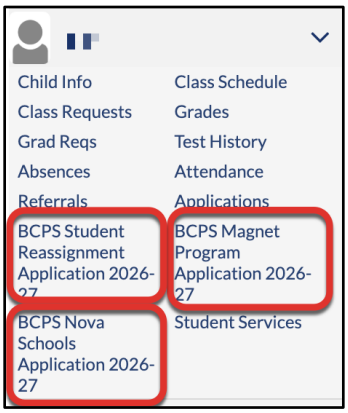


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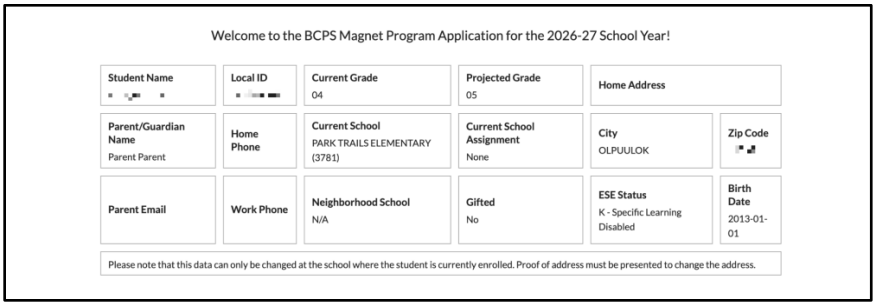
13. In the parent navigation panel, click the arrow beside the student's name.



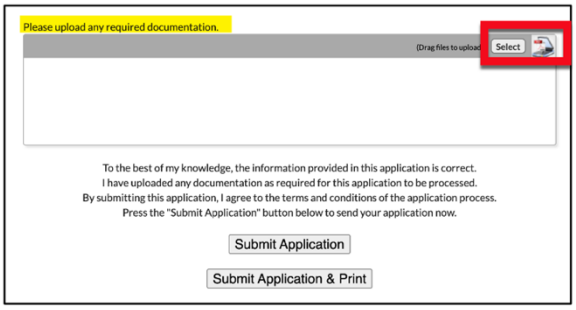
14. Click the appropriate application(s).



15. Review the information at the top about your student. If changes are needed, contact the school, then complete the application(s) in its entirety.

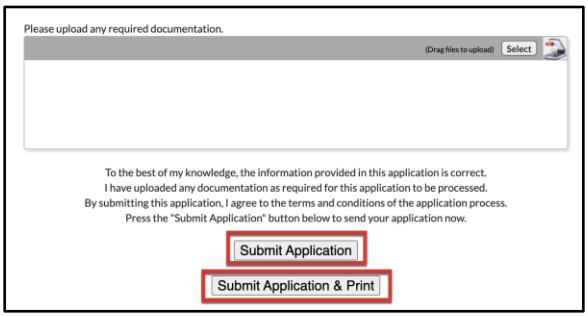


16. Upload any required documentation by either dragging the files from your computer into the file area, by clicking ***Select*** to select a file from your computer, or by clicking the scan icon to scan a file.



Note: All applications are processed as received. Please ensure that you have uploaded/included all documents needed to support your requests before the window has closed.

17. Click ***Submit Application*** or click ***Submit Application & Print*** to submit the application and generate a printable version of the application.



18. Upon successful submission of the Application, you will see the dialog box and receive a confirmation email (be sure to check your junk emails).

