MY STUDENT IS NEW TO THE DISTRICT

If a student is new to Broward County Public Schools (BCPS), and has never been assigned a BCPS student number, a student ID number is required before you can access the BCPS School Choice Application(s). Visit any one of our District schools to request a student number. Please bring your government-issued photo ID and the birth certificate for your student.

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.

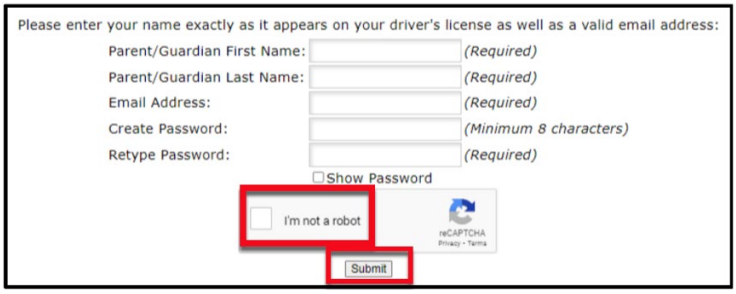
1. If your student is new to BCPS, a student ID number is required before you can apply for School Choice. Visit any one of our District schools to request a student number. Please bring your government-issued photo ID and the birth certificate for your student.

2. Once you have a student ID number for your student, create a new ***Parent Portal*** account and then attach each of your students.

3. Go to the Parent Portal Registration page and click ***Create Parent Portal Account.***



4. Enter all the required fields with your own information, check ***I'm not a robot*** and then click ***Submit*** (Each parent/guardian will need to set up their own individual account).



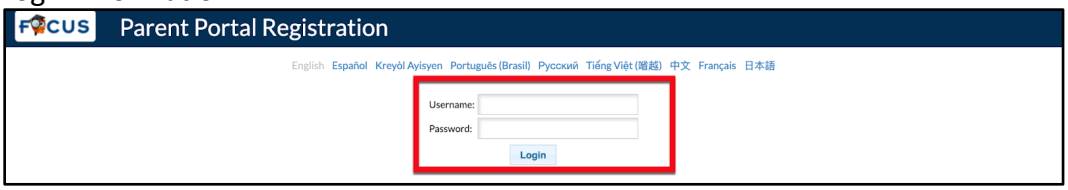
5. When you successfully create a ***Parent Portal*** account, you will receive a verification email.

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

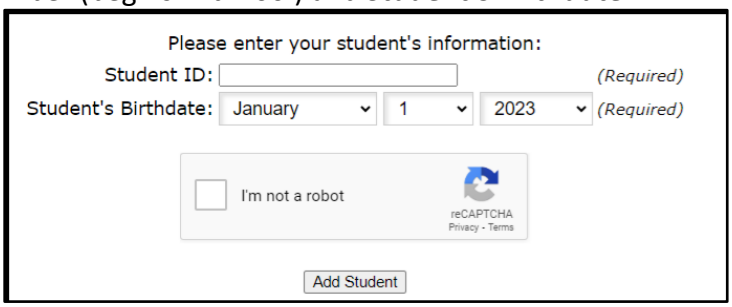
7. Go to the ***Parent Portal Registration Page*** and scroll to the bottom and click on ***I have an account and need to add my student(s).***



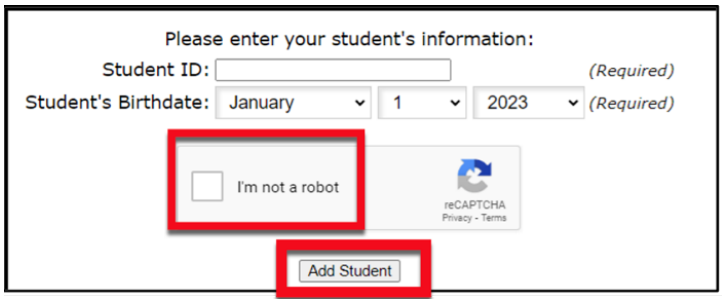
8. Enter your login information.



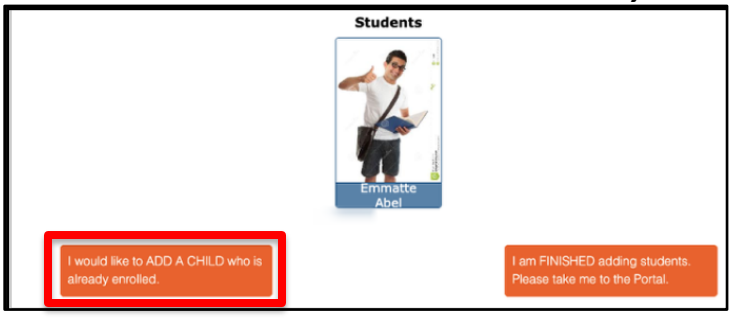
9. Enter the ***Student ID*** number (begins with '06') and ***Student's Birthdate***.



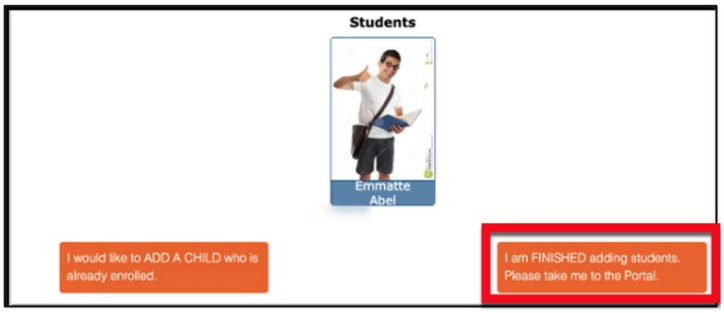
10. Click ***I'm not a robot*** and then ***Add Student.*** If your student has been successfully added, his/her name will appear on the next screen.



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

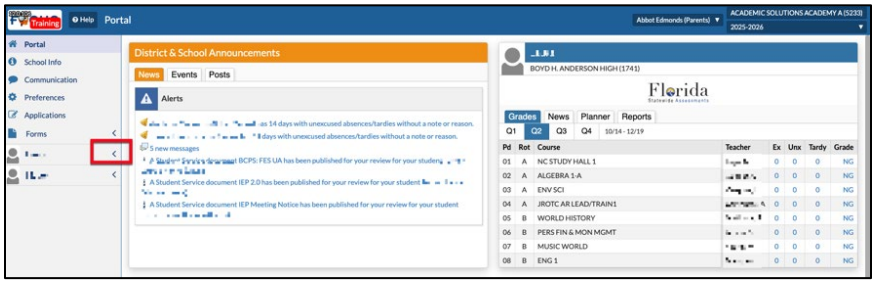


12. If you are done adding students to the portal, select ***I am FINISHED adding students. Please take me to the Portal.***

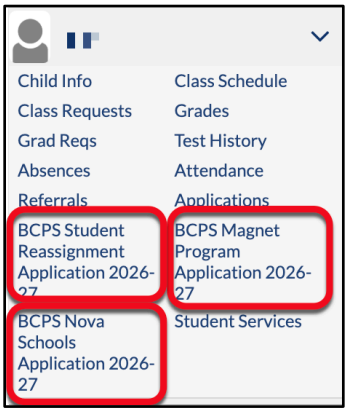


13. Log into your ***Focus Parent Portal*** account at https://browardschools.focusschoolsoftware.com/focus/

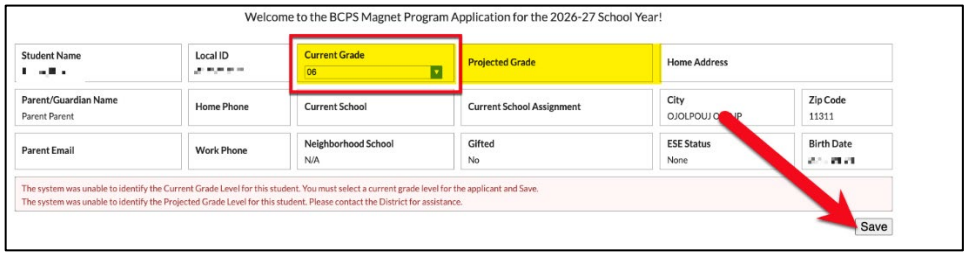
14. In the parent navigation panel, click the arrow beside the student's name.



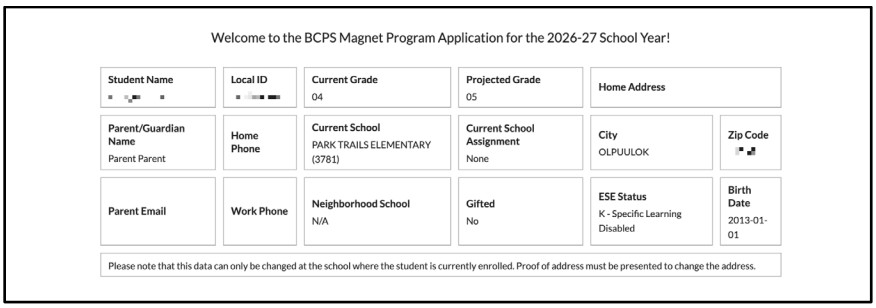
15. Click the appropriate application(s).



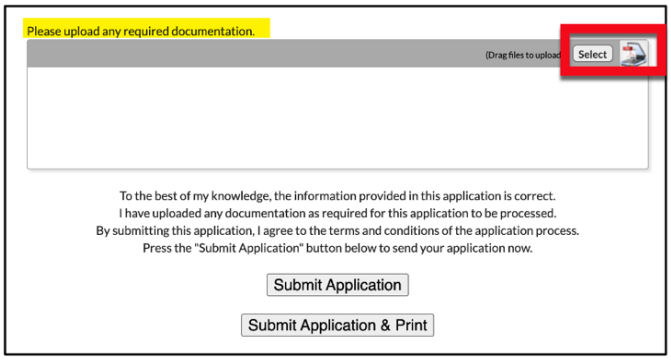
16. If the ***Current Grade*** and the ***Projected Grade*** on the application are blank, select the ***Current Grade*** from the dropdown (2025-26). Click ***Save***.



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

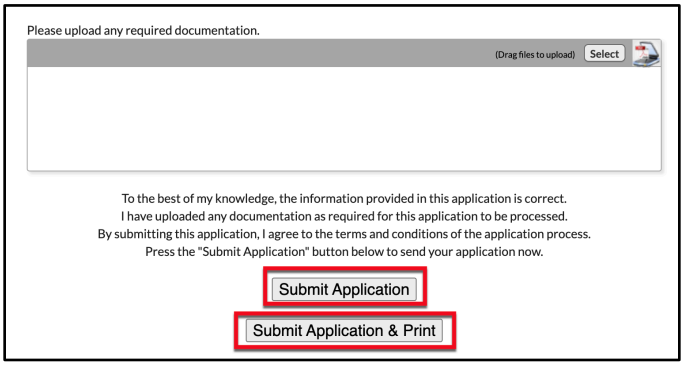


18. Upload any required documentation by either dragging the files from your computer into the file area, by clicking ***Select*** to select a file from your computer, or by clicking the scan icon to scan a file.

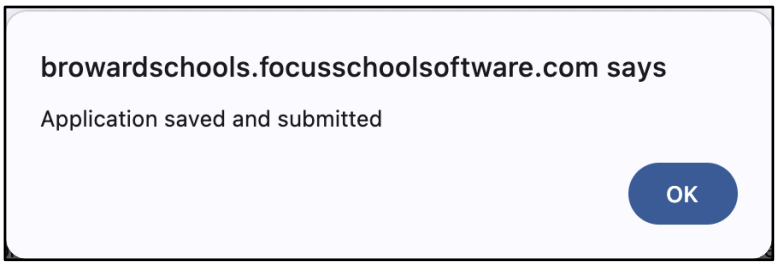


Note: All applications are processed as received. Please ensure that you have uploaded/included all documents needed to support your requests before the window has closed.

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



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


browardschools.focusschoolsoftware.com says
Application saved and submitted
OK