Quick Guide: School Choice Application
in the BCPS Mobile App

Parents that wish to submit a School Choice application via the **BCPS Connect App** must follow the steps below**. You must have created your Parent Portal Account in a Web Browser, BEFORE using the BCPS Mobile App to submit an application.**
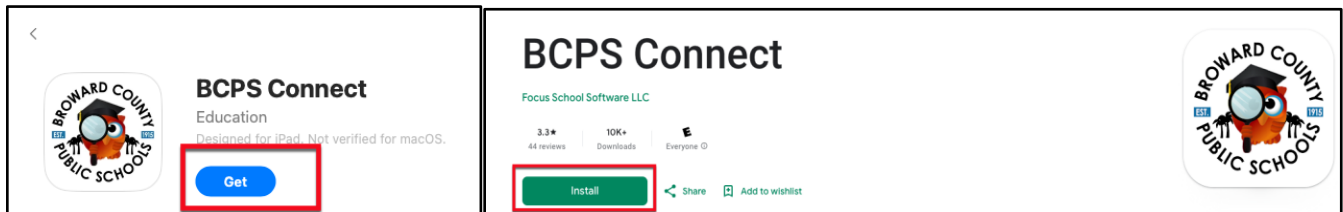
[I HAVE A FOCUS PARENT PORTAL ACCOUNT AND WOULD LIKE TO APPLY FOR A SCHOOL CHOICE VIA THE BCPS MOBILE APP](#)

[I DO NOT HAVE A FOCUS PARENT PORTAL ACCOUNT BUT I WOULD LIKE TO APPLY FOR A SCHOOL CHOICE VIA THE BCPS MOBILE APP](#)

I HAVE A FOCUS PARENT PORTAL ACCOUNT AND WOULD LIKE TO APPLY FOR A SCHOOL CHOICE VIA THE BCPS MOBILE APP

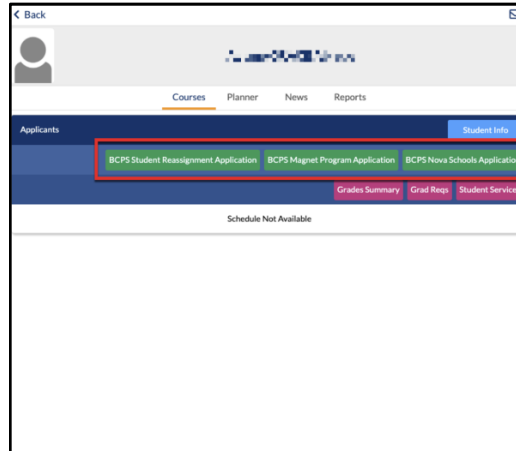1. Download the [BCPS Connect App](#) from your app store.

   - Apple - https://apps.apple.com/us/app/bcps-connect/id6471382984

   - Google - https://play.google.com/store/apps/details?id=com.focusschoolsoftware.community.browardk12
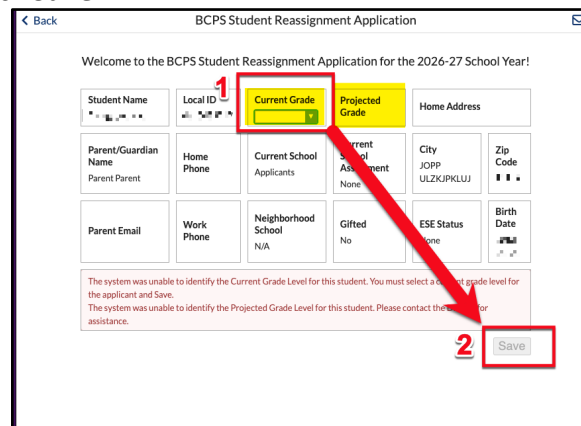

2. Then log into your **Focus Parent Portal** account on the **Mobile App** to access the **School Choice** application.

3. Click the **More Info** button on the upper right of your screen.

4. Click the appropriate application(s).

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

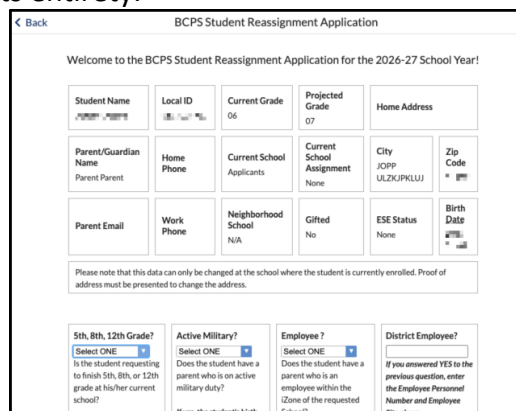6. Review the information at the top about your student. If changes are needed, contact the school, then complete the application(s) in its entirety.
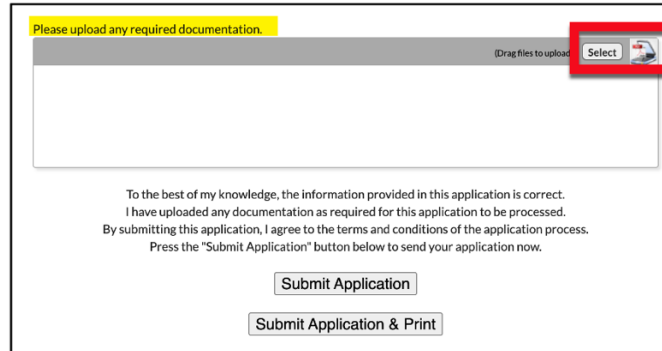
7. Upload any required documentation by clicking *Select* to select a file from your device.

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.

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

9. 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 BUT I WOULD LIKE TO APPLY FOR A SCHOOL CHOICE VIA THE BCPS MOBILE APP

You must have created your Parent Portal Account in a Web Browser, BEFORE using the BCPS Mobile App to submit an application.

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.

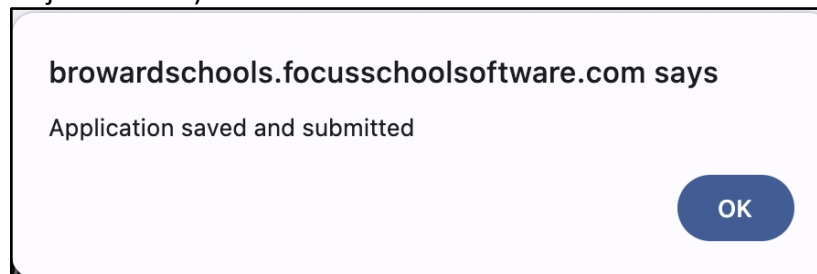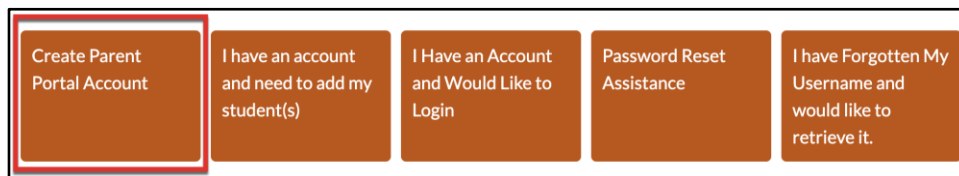If you are a BCPS employee, you MUST use a different email to create your account. Please make sure this email is set as your contact information at the school.

1. Go to the Parent Portal Registration page.

2. Click *Create Parent Portal Account*

Create Parent Portal Account	I have an account and need to add my student(s)	I Have an Account and Would Like to Login	Password Reset Assistance	I have Forgotten My Username and would like to retrieve it.

3. 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).

Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name: (Required)
Parent/Guardian Last Name: (Required)
Email Address: (Required)
Create Password: (Minimum 8 characters)
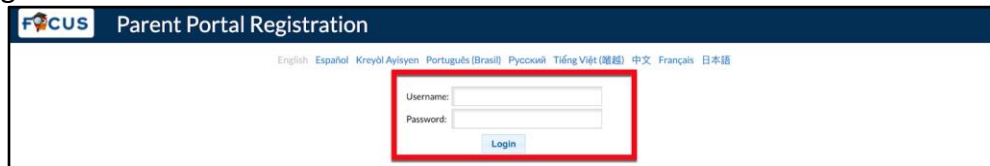Retype Password: (Required)
☐ Show Password
☐ I'm not a robot
Submit

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

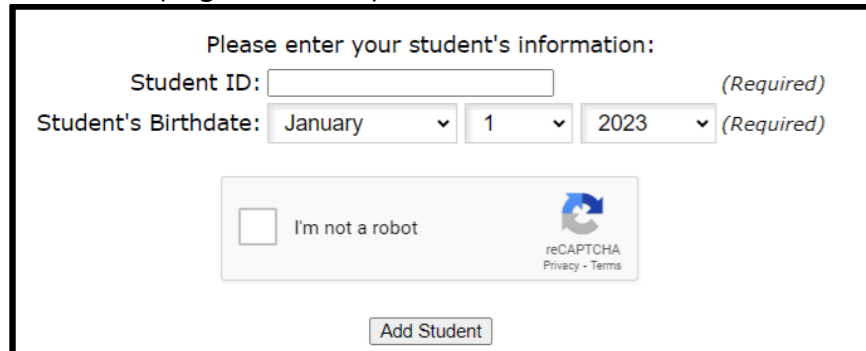5. Once you verify your email, you will be able to connect your student(s) to your account.

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).*
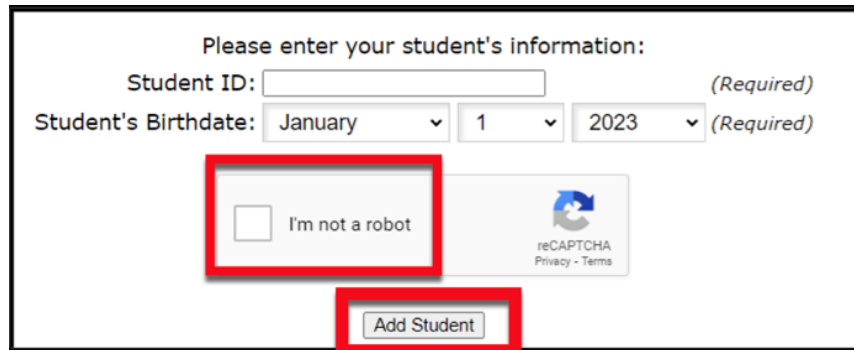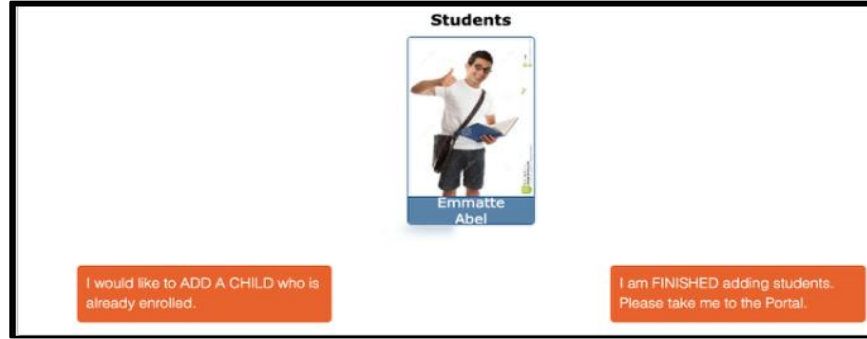
Create Parent Portal Account	I have an account and need to add my student(s)	I Have an Account and Would Like to Login	Password Reset Assistance	I have Forgotten My Username and would like to retrieve it.

7. Enter your login information.

FOCUS Parent Portal Registration

English Español Kreyòl Ayisyen Português (Brasil) Русский Tiếng Việt (越越) 中文 Français 日本語

Username:
Password:
Login

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

Please enter your student's information:

Student ID: _____ (Required)
Student's Birthdate: January ˅ 1 ˅ 2023 ˅ (Required)

I'm not a robot
reCAPTCHA
Privacy - Terms

Add Student

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.

Please enter your student's information:

Student ID: _____ (Required)
Student's Birthdate: January ˅ 1 ˅ 2023 ˅ (Required)

I'm not a robot
reCAPTCHA
Privacy - Terms

Add Student

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

10/23/25

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11. Once linked, download the BCPS Connect App from your app store.

- Apple - https://apps.apple.com/us/app/bcps-connect/id6471382984

- Google - https://play.google.com/store/apps/details?id=com.focusschoolsoftware.community.browardk12
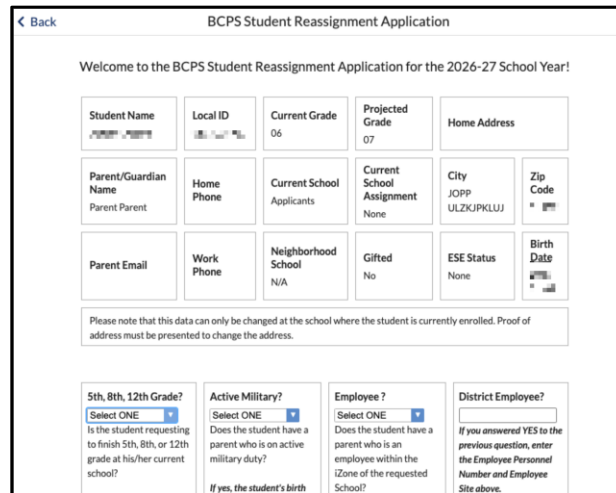

12. Log into your *Focus Parent Portal* account on the *Mobile App* to access the *School Choice* application.

13. Click the *More Info* button in the upper right of your screen.

14. Click the appropriate application(s).

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

16. Review the information at the top about your student. If changes are needed, contact the school, then complete the application(s) in its entirety.
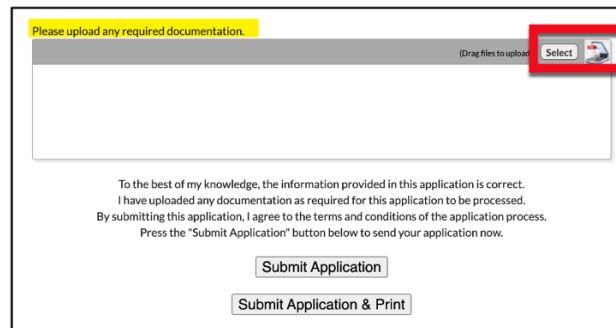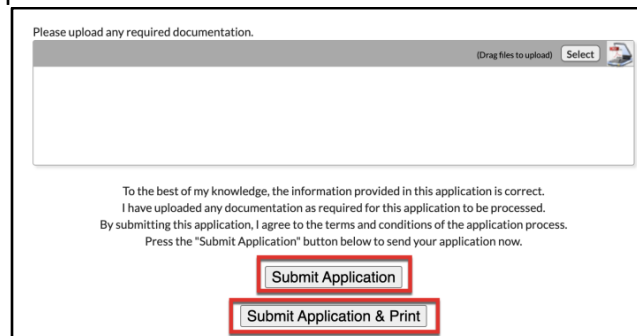
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17. Upload any required documentation by clicking *Select* to select a file from your device or click the scan icon to scan a file.

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

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

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

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Application saved and submitted

OK

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