

Online Registration Re-enrollment Process Parent Tutorial



Student Information System

School District of Manatee County

Bradenton, Florida 34205

Revised 03/05/2021

It is recommended to gather and scan the following documents prior to starting the online registration process:

[Registration Checklist](#)

The Online Registration Re-enrollment process is for School District of Manatee County traditional schools only. This process is not for Charter or Contracted sites.

The Online Registration Re-enrollment process is for students previously served by the School District of Manatee County (ELC, VPK, ESE, K-12, etc.) that withdrew to private, out of county, or out of state schools and are inactive, yet already have a student ID number and profile in Focus.

Parents will need to create a Focus Parent Portal account which will require a valid email address, if the parent doesn't already have an account.

Parents without a valid email address can register their children in person by calling the school site their address is zoned for to make an appointment.

Parents that are also School District of Manatee County employees must use a personal email address, not their School District of Manatee County email address.

****Note:** Parents must use **Google Chrome** as their internet browser while working in the FOCUS system.

Parents call address zoned school.

Use the [School Directory](#) to contact the registrar at your zoned school.

The Registrar will ask for:

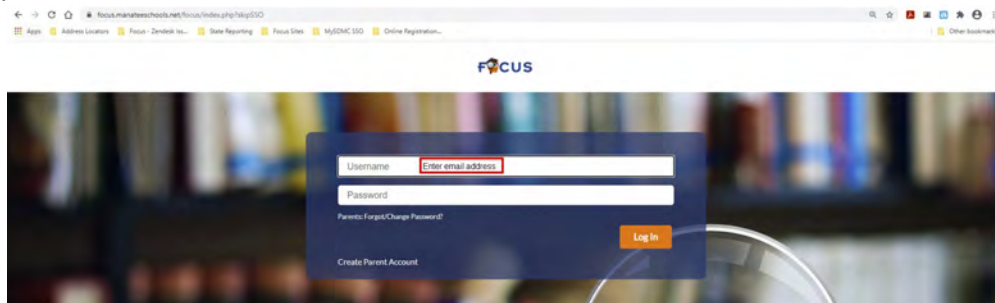
- student name
- student date of birth
- student gender
- what year the student is being registered in
- what grade level the student is being registered in
- current address
- parent name and email address
- will supply the parent with the previously existing student id beginning with “41...”

The Registrar will add the appropriate form to the parent portal account necessary to complete the re-enrollment process.

Parents log in to their previously existing Parent Portal account:

<https://focus.manateeschools.net/focus/index.php?skipSSO>

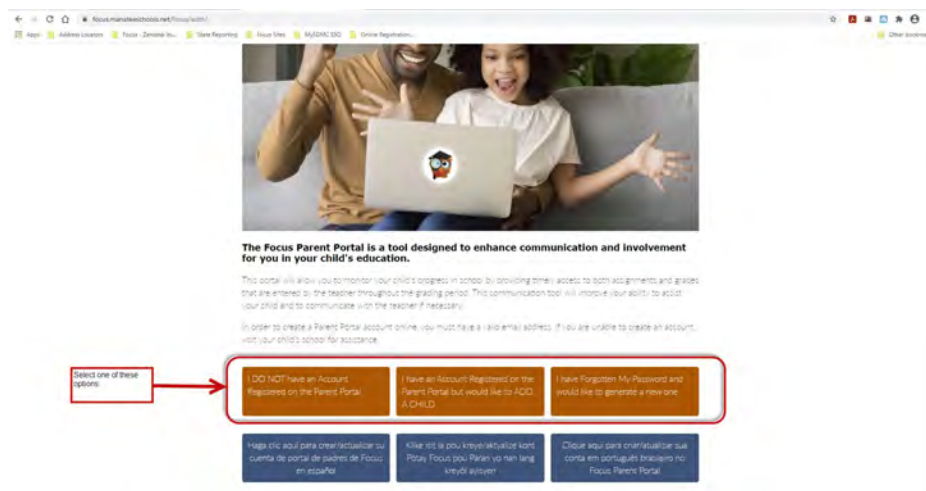
Username = parent email address



OR

Parents needing to create a parent portal account:

<https://focus.manateeschools.net/focus/auth/>



Complete the fields > checkmark "I'm not a robot" > Submit (button)



FOCUS Parent Portal Registration

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)

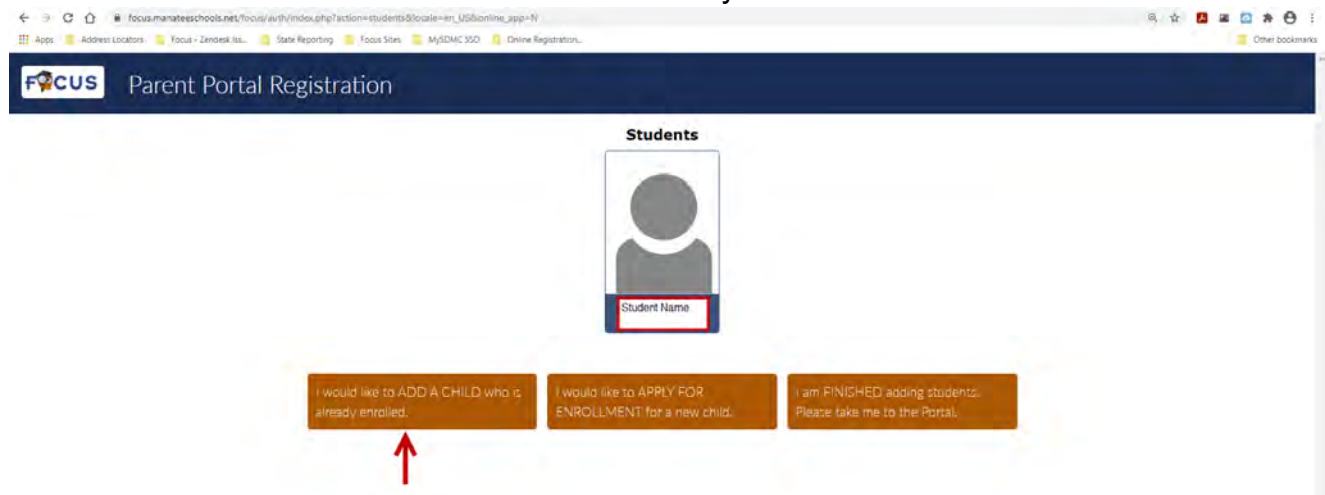
Retype Password: (Required)

I'm not a robot

reCAPTCHA
Privacy - Terms

Submit

Select "I would like to ADD A CHILD who is already enrolled".



focusmanateeschools.net/focus/.../students@locale=en_US&online_app=N

Apps Address Location Focus - Zendesk It... State Reporting Focus Sites MySDMC 350 Online Registration... Other bookmarks

FOCUS Parent Portal Registration

Students

Student Name

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.

Parent logs in to Parent Portal account and completes the application:

Select the green button “Not yet started – Click to begin in English [EN]”.

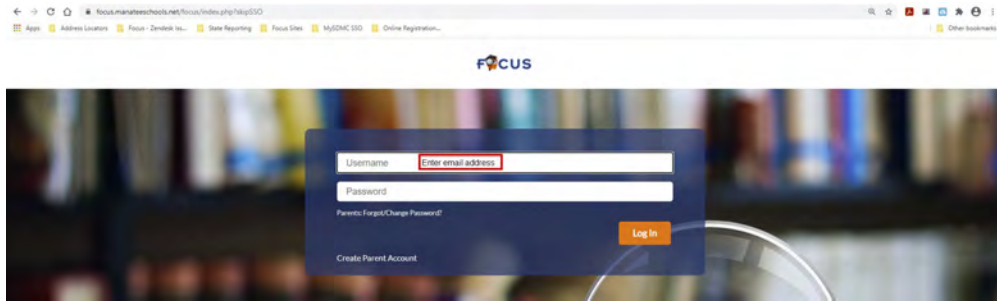
The screenshot shows a web browser window with the URL `focus.manateeschools.net/focus/Modules.php?side_year=2020&force_package=SIS&L...`. The page title is "Forms Summary" and it includes a "Help" button and a user dropdown menu set to "(Parents)". The left sidebar contains navigation options: Portal, School Information, My Profile, Preferences, Calendar, Forms, Jackson, and Jasmin. The main content area is titled "Pending Forms" and contains the message: "The district and/or school has requested that the following form(s) be completed at this time in order to update your student information". Below this is a table with columns "Student Name", "Form", and "Status". A row shows a student icon, a redacted name, and the form "Reactivate Registration". A red arrow points to a green button in the "Status" column that says "Not yet started - Click to begin in English [EN]". Below the table is a section for "Completed Forms" which displays "No Records Found".

Parent completes the application:

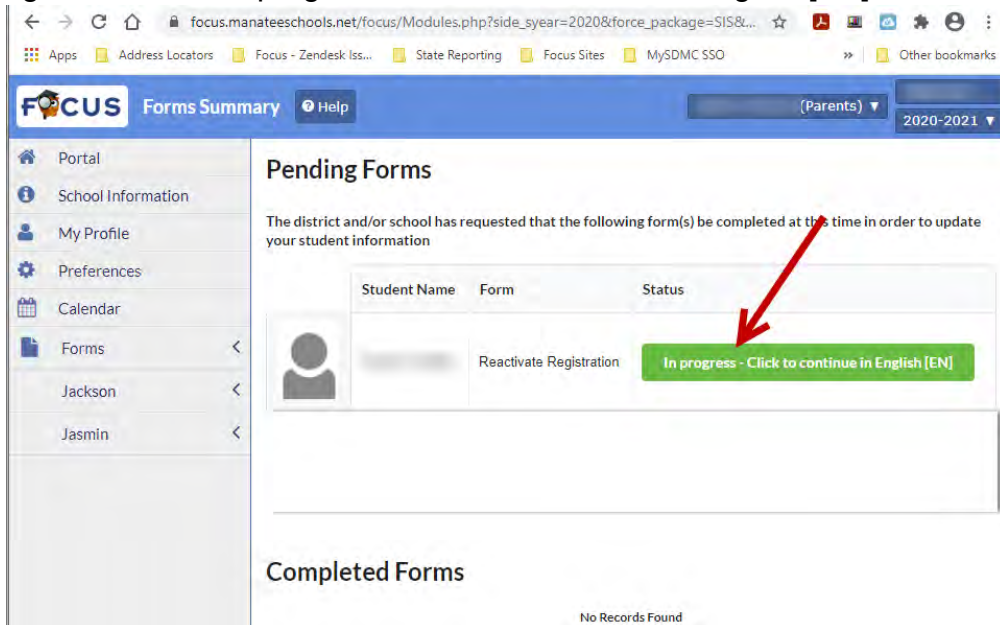
Returning Student Registration Form Page 1 / 16 – Read content > Next Page (button)

The screenshot shows the "Returning Student Registration Form" on "Page 1 / 16". The header includes the Manatee County School District logo. A red "Covid-19 alert" states: "A new student registration system has been implemented to better assist you with registering your student online without the need to visit district schools in-person. Be prepared to upload the required documents in order to complete your student registration. Physical and Immunization Certificates may be submitted later if there are issues receiving from their doctor. However, they will need to be submitted before they are physically at a district school." Below the alert, it says: "This form is ONLY for inactive students NOT currently enrolled, but previously enrolled, at a Manatee County School and need to re-enroll to their zone assigned school in Manatee County." A list of contact information for the Office of Student Assignment is provided: `studentassignment@manateeschools.net` and `(941)708-4971`. At the bottom, there are two buttons: "Next Page" and "Save and Continue Later".


Parents have the option to 'Save and Continue Later' from this point forward. If this option is selected, when parent logs back in through <https://focus.manateeschools.net/focus/index.php?skipSSO> Username = parent email address



Parent logs in to Parent Portal account and completes the application: Select the green button "In progress – Click to continue in English [EN]"



Returning Student Registration Form Page 2 / 16 – Read content > Next Page (button)



Returning Student Registration Form

Page 2 / 16

Please review and change information carefully. The information you provide will be received exactly as entered.

- Use full legal names, first, middle and last as printed on your child's official birth certificate.
- Complete each item.
- Once you submit your child's Online Registration form, you will receive a confirmation email.


Directions:

- Required fields on each page are marked with a red asterisk (*). You will not be able to continue with the form until the required fields are completed.
- After completing each page, select the **Next Page** button at the bottom to continue to the next section of the form. If you need to return to a previous section of the form, use the **Previous Page** button at the bottom of each page.
- You can use the **Save and Continue Later** button to save your form. You may then log out and return to complete the pre-registration form at a later time.
- When you return to the form use the "**Continue Application**" tab on the application log in site. Enter the **user name** and **password** you used to create the application to log in and return to your saved form.
- Once you have completed the entire form and are ready to submit it select **Submit and Finish** form on the final page of the form.
- Forms that are incomplete or not submitted and finished as described above risk delay in review and registration.

The School District of Manatee County does not discriminate on the basis of race, color, national origin, gender, age, disability or marital status in its education programs, services, activities, or in its hiring or employment practices.

Previous Page Next Page
Save and Continue Later

Returning Student Registration Form Page 3 / 16 – Complete fields / answer questions > Next Page (button)



Returning Student Registration Form

Page 3 / 16

This registration is for school year:


This registration is for grade:

This registration is for:

First Name*	<input type="text"/>	This data will auto-populate with student information.
Middle Name	<input type="text"/>	
Last Name*	<input type="text"/>	
Suffix	<input type="text" value="Max 3 characters"/>	
Gender*	<input type="text"/>	
Birthdate*	<input type="text"/>	

Previous Page Next Page
Save and Continue Later

Returning Student Registration Form Page 4 / 16 – Read content / complete fields / answer questions / Upload documents (jpg; no pdf files) > Next Page (button)



Returning Student Registration Form

Page 4 / 16

Upload copy of birth certificate or other acceptable proof of date of birth.

- OFFICIAL BIRTH CERTIFICATE (OR PASSPORT*) Birth certificate must have official seal from state/country where it was issued.
- KINDERGARTEN – Florida Statute 1003.21 requires a child be five (5) years old on or before September 1st.

*Parents who provide a passport for proof of age must also provide documentation of proof of parentage, proof of legal custody and/or guardianship, or any other evidence that one is a parent as that term is defined under F.S. 1000.21(5). In the event that such documentation is not available, the person registering the child must present, at the time of registration, an affidavit sworn to by the parent, that he/she is the parent, legal guardian, or otherwise as defined by the statute above.

Age/Birth Documentation*	<input type="text" value="No File"/>	<input type="button" value="Scan"/> <input type="button" value="Upload"/>
Age/Birth Verification*	<input type="text" value="N/A"/>	
Birthplace - City*	<input type="text"/>	
Birthplace - State*	<input type="text" value="N/A"/>	
Birthplace - Country*	<input type="text" value="N/A"/>	

School District of Manatee County

Reactivate Registration

Page 5 / 16

Ethnicity:
Ethnicity: Hispanic or Latino*

Race:
(Must answer 'Yes' to at least one race. May answer 'Yes' or 'No' as applicable.)

Race: White*

Race: Black or African American*

Race: Asian*

Race: American Indian or Alaska Native*

Race: Native Hawaiian or Other Pacific Islander*

Home Language Survey:

Answering "yes" to one or more of the Home Language Survey questions will require your child to be screened for English language proficiency and may result in his/her eligibility for ESOL services.

Is a language other than English used in the home?*

If yes, what language?*

Is there a first language other than English?*

Does student most frequently speak language other than English?*

Date Entered United States School

Returning Student Registration Form Page 6 / 16 – Complete fields / answer questions > Next Page (button)

Returning Student Registration Form Page 7 / 16 – Read content / complete fields / answer questions / Upload documents > Next Page (button)

Returning Student Registration Form Page 8 / 16 – Upload documents > Next Page (button)

Continued address verification document upload:

Current Address Verification 2 (utility bill/Insurance/Notarized Address Verification Letter)*

Current Address Verification 3 (Other proof of address in the owner/lessee's name)

Returning Student Registration Form Page 9 / 16 – Read content / complete fields / answer questions > Next Page (button)

Student resides at address with:

Student Housing Questionnaire- Project HEART-McKinney Vento Application

This questionnaire is intended to address the McKinney-Vento Act 42 U.S.C. 11435. The answers to this housing information help determine the services the student may be eligible to receive.

Project HEART - Is current address a temporary living arrangement?

Returning Student Registration Form Page 10 / 16 – Complete fields / answer questions > Next Page (button)

Preferred transportation:

School District of Manatee County

Reactivate Registration

Page 11 / 16

REPORT CARD/RECORDS FROM PREVIOUS SCHOOL

- HIGH SCHOOL (09-12) – official transcript from previous school (official/sealed preferred)
- MIDDLE SCHOOL (06-08) – official transcript from previous school (official/sealed preferred)
- ELEMENTARY SCHOOL (KG-05) – final/last report card and/or a copy of withdrawal form
- 1ST GRADE PLACEMENT – Florida Statute 1003.21 requires proof of satisfactory completion of KG
- COPY OF IEP/504 PLAN (If applicable)
- Copy of Individual Education Plan (IEP) if child is in a Special Education Program or copy of a Section 504 Plan

Florida Law states that whoever knowingly provides false information, in writing, to a public servant in the performance of his or her duties commits a second degree misdemeanor punishable by a fine of up to \$500.

LAST SCHOOL ATTENDED (If none, state NONE in the School Name field). In order to save, enter the data, press ENTER to get a yellow line, then click the Save button.

Required Save

Enrollment Date	Last School Attended Name	Street Address	City, State, Zip	Phone	Fax
	none				

Click to check yes if student has ever attended another Manatee county School. No

Click to check yes if student has ever attended another Florida School.

Click to check yes if student ever repeated a grade.

Has student ever been or is your student currently in any of the following programs? Check all that apply:


- None/Nada
- Gifted/Superdotado
- Specific Learning Disability/Discapacidad Especifica de Aprendizaje
- Emotional/Behavioral Disability / Discapacidad Emocional/de Conducta
- Orthopedically Impaired/Discapacidad Ortopédica
- Deaf or Hard of Hearing/Sordo o con Discapacidad Auditiva
- Other Health Impaired/Otros Problemas de Salud
- 504 Plan
- ESOL
- Speech Impaired/Discapacidad del Habla
- Language Impaired/Discapacidad de Lenguaje
- Visually Impaired/Visualmente Discapacitado
- Traumatic Brain Injured/Lesion Traumática Cerebral
- Dual Sensory Impaired/Sordoceguera
- Autism Spectrum Disorder/Desorden del Espectro Autista
- Developmentally Delayed/Retraso del Desarrollo
- Intellectual Disability/Discapacidad Intelectual
- Occupational Therapy/Terapia Ocupacional
- Physical Therapy/Terapia Física
- Alternative Ed - Please specify/Educación Alternativa- explique

Program Documentation Upload No Files

Previous Report card/Transcript Upload - parent provided No Files

Previous Page
Next Page
Save and Continue Later

Returning Student Registration Form Page 12 / 16 – Complete fields / answer questions > Next Page (button)

 **Reactivate Registration** Page 12 / 16

Florida Statute 1006.07(1)(b) requires that you provide the following information:

Re-enrollment - Has student been expelled (not suspended) from a school?


Re-enrollment - Has the student had an arrest resulting in a charge?

Re-enrollment - Has the student been involved in the Juvenile Justice System?

Referred for mental health services?

[Previous Page](#) [Next Page](#)
[Save and Continue Later](#)

Returning Student Registration Form Page 13 / 16 – Read content / complete fields / Upload documents > Next Page (button)

 **Returning Student Registration Form** Page 13 / 16

Covid-19 alert: A new student registration system has been implemented to better assist you with registering your student online without the need to visit district schools in-person. Be prepared to upload the required documents in order to complete your student registration. Physical and Immunization Certificates may be submitted later if there are issues receiving from their doctor. However, they will need to be submitted before they are physically at a district school.

Florida law (1003.22 F.S.) requires that students attending Florida schools, (public, private and charter) have the following documentation on file in their school health records:

Physical exam (DH-3040 or equivalent)

- (DH-3040 or equivalent) COMPLETED and SIGNED by a health professional who is licensed in Florida or in the state where the student resided at the time of the health examination, and who is authorized to perform a general health examination under such licensure.
- Must have been completed in the United States.
- The exam must be within the 12 months prior to your child enrolling in a Florida School. *Example – If the student is scheduled to begin school on August 10, 2020, then the date of the physical must be dated August 10, 2019 or later.*
- Children are not admitted to school without a physical exam.
- Contact your medical provider (doctor/clinic) for a school physical exam (DH-3040) or:
 - Manatee County Health Department
410 6th Avenue E, Bradenton, (941)748-0747
 - Manatee Rural Health Clinics
multiple locations, (941)708-8700

Date of Physical

Physical Exam (DH-3040 or equivalent) File Upload

[Previous Page](#) [Next Page](#)
[Save and Continue Later](#)

Covid-19 alert: A new student registration system has been implemented to better assist you with registering your student online without the need to visit district schools in-person. Be prepared to upload the required documents in order to complete your student registration. Physical and Immunization Certificates may be submitted later if there are issues receiving from their doctor. However, they will need to be submitted before they are physically at a district school.

Florida law (1003.22 F.S.) requires that students attending Florida schools, (public, private and charter) have the following documentation on file in their school health records:

Certificate of Immunization (DH 680)

- Immunization Record must be on a Florida Form (DH 680 Form) with all immunization dates/or disease date(s) completed and/or updated by the health care provider.
- Students entering the designated grade levels are required to show proof of these vaccines* or a valid medical/religious exemption before entry into school.

ELEMENTARY IMMUNIZATION REQUIREMENTS

- *DTP/DTaP/DT 5 doses (4 doses if last dose was given on or after the 4th birthday)
- DT (vaccine without pertussis), requires a Florida Permanent Medical Exemption (680 part C) signed by a doctor with the reason why pertussis vaccine was omitted
- *POLIO/IPV 4 doses (3 doses if last dose was given on or after the 4th birthday). For KG, if the 4th dose is administered prior to the 4th birthday, a 5th dose of polio vaccine is required.
- *HEPATITIS B 3-Dose series given before entry into Kindergarten.
- *MMR 2 doses: 1st dose given on or after 1st birthday. 2nd dose given no less than one month after the first dose.
- *VARICELLA 2 doses required for Kindergarten through 12th grade.

MIDDLE AND HIGH SCHOOL IMMUNIZATION REQUIREMENTS

- *DTP/DTaP/DT, Polio, MMR & HEPATITIS B as required for Elementary school.
- *MMR 2 doses: 1st dose given on or after 1st birthday; 2nd dose given no less than one month after the 1st dose.
- *Tdap (tetanus/diphtheria/acellular pertussis) is required for 7th through 12th grades.
- *VARICELLA 1st dose given on or after 1st birthday. Two doses required for KG - 12th grade.

Call or visit to transfer current immunization record to FL form:

- Manatee County Health Department
410 6th Avenue E. Bradenton, (941)748-0747
- Manatee Rural Health Clinics
multiple locations, (941)708-8700

Certificate of Immunization (DH 680) File Upload

[Previous Page](#) [Next Page](#)
[Save and Continue Later](#)

Returning Student Registration Form Page 15 / 16 – Read content / complete fields / answer questions / Upload documents > Next Page (button)



Returning Student Registration Form

Page 15 / 16

Collection of Student Social Security Numbers

Section 1008.386, F.S. requires school districts to request a social security number for each student in grades PK-Adult who enroll or are enrolled in school. However, a student is not required to provide his or her social security number as a condition of enrollment or graduation.

1008.386 Social security numbers used as student identification numbers.—Each district school board shall request that each student enrolled in a public school in this state provide his or her social security number. Each school district shall use social security numbers as student identification numbers in the management information system maintained by the school district. However, a student is not required to provide his or her social security number as a condition for enrollment or graduation. A student satisfies this requirement by presenting to school enrollment officials his or her social security card or a copy of the card. The school district shall include the social security number in the student's permanent records and shall indicate if the student identification number is not a social security number. The Commissioner of Education shall provide assistance to school districts to assure that the assignment of student identification numbers other than social security numbers is kept to a minimum and to avoid duplication of any student identification number.

The collected social security number may be used for all or some of the following purposes:

1. Registration and tracking of students, including State Reporting
2. Local Accountability
3. FASTER
4. Migrant Tracking

Instructions: Please answer below to indicate your choice.

SSN will be given:

[Previous Page](#) [Next Page](#)
[Save and Continue Later](#)

Returning Student Registration Form Page 16 / 16 – Read content / complete fields / answer questions / Upload documents > Next Page (button)



Returning Student Registration Form

Page 16 / 16

Enrolling parent must read and sign this section.

Pursuant to section 837.06, FL Statutes (2008), whoever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his/her official duty shall be guilty of a misdemeanor of the second degree. I hereby certify that I have custody of my child at least 50% of the time and that I have read all information on this form and that all answers I have given are true and correct.

Click to check yes, I have read Enrolling Parent disclosure statement and agree the information given is true and correct.

Enrolling Parent/Guardian Printed Full Legal Name:


PARENT/LEGAL GUARDIAN PHOTO IDENTIFICATION
Parent/legal guardian who registers a student must present valid photo ID at time of registration.

Parent/Legal Guardian Photo Identification Upload: [Scan](#) [Upload](#)

By clicking "Submit and Finish" you are electronically signing this online registration form.

[Previous Page](#)
[Submit and Finish](#)

Parents will receive:



**School District of Manatee County
Training**

Thank you.
Your information has been submitted for review.
[Click here to return to the Portal.](#)

The Registrar at the zoned school will receive an alert that the student has been registered, they will review all documents. The Registrar will contact the parent to request more information or documents if necessary. Once the student has been successfully registered with the School District of Manatee County the parent will receive an email like this:



School District of Manatee County - Online Enrollment Confirmation

School Name
Address
Phone Number

Dear Parent/Guardian,

The School District of Manatee County is pleased to notify you that your student has been successfully registered per your Online Registration application and the documents you provided.

We look forward to a positive academic experience with your child and having your family as a part of our community.

We are expecting to see start attending grade level: on at .
Please report to the front desk for further direction.
Please contact the school if this is not correct.

Sincerely,

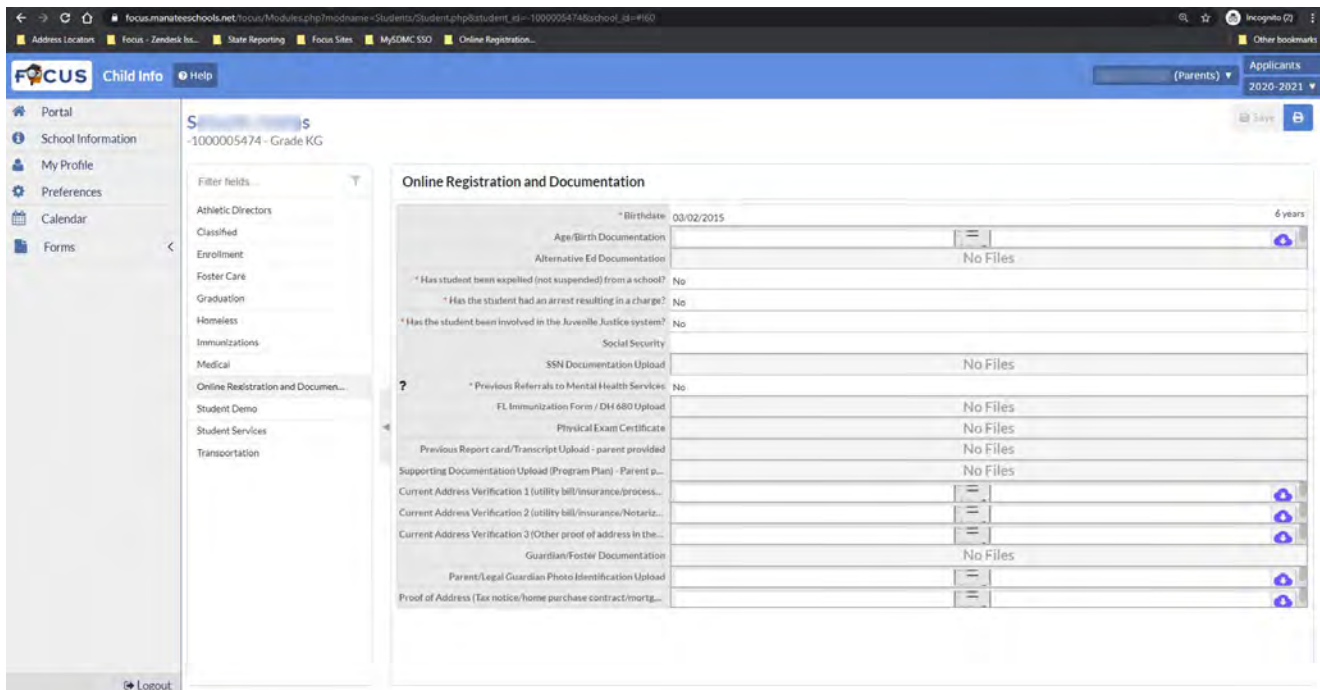
Principal Name
Web Address

Receipt of this email is notification that your child has been successfully registered at the assigned school.

In the event the Registrar contacts you for additional documents, log in to your Parent Portal account <https://focus.manateeschools.net/focus/index.php?skipSSO> and navigate to the school year your child is to be registered (upper right corner) > select My Profile > select Attached Students > select Student ID > select “Online Registration and Documentation”

OR select student name > Child Info > “Online Registration and Documentation”

> add documents as necessary > Save (button). Notify the Registrar that you have completed updating the documents.



Parents experiencing issues with the online registration process can contact the Registrar. [School Directory](#)