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
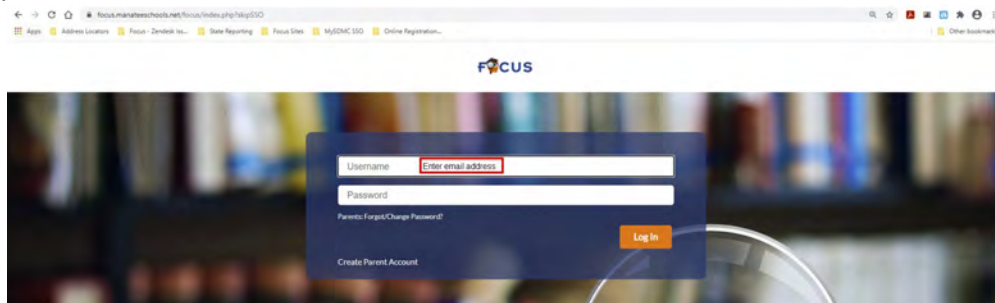
OR
Parents needing to create a parent portal account:
https:/focus.manateeschools.net/focus/auth/
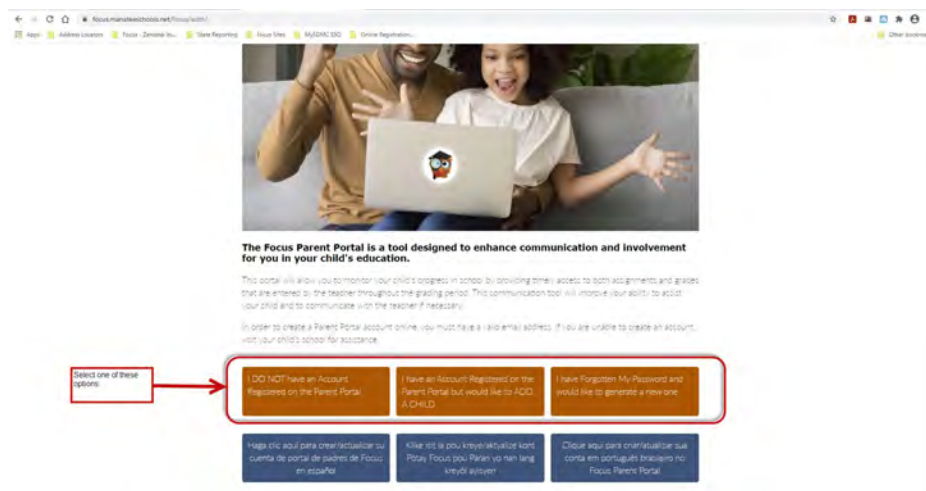
Complete the fields > checkmark "I'm not a robot" > Submit (button)

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)
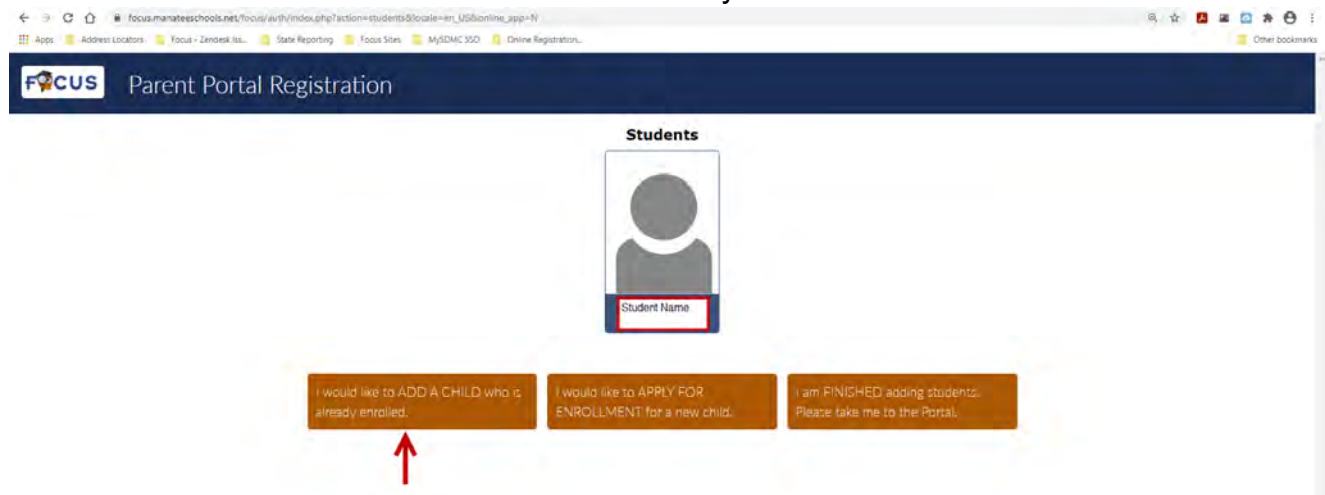Email Address: _____ (Required)
Create Password: _____ (Minimum 8 characters)
Retype Password: _____ (Required)

☐ I'm not a robot   reCAPTCHA
Privacy - Terms

Submit

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

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]".

Parent completes the application:
Returning Student Registration Form Page 1 / 16 – Read content > Next Page (button)

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
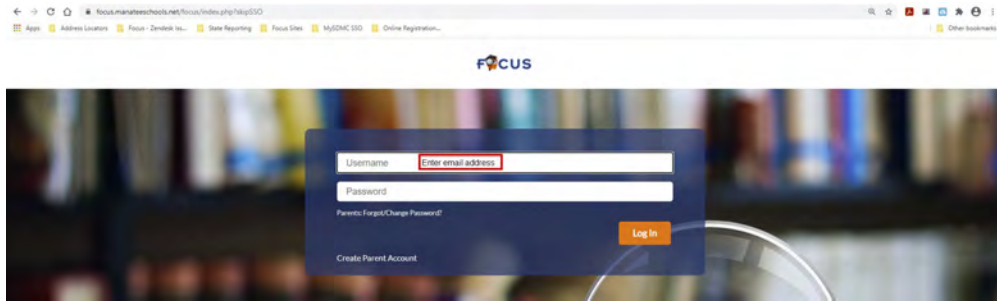
Parent logs in to Parent Portal account and completes the application:
Select the green button "In progress – Click to continue in English [EN]".
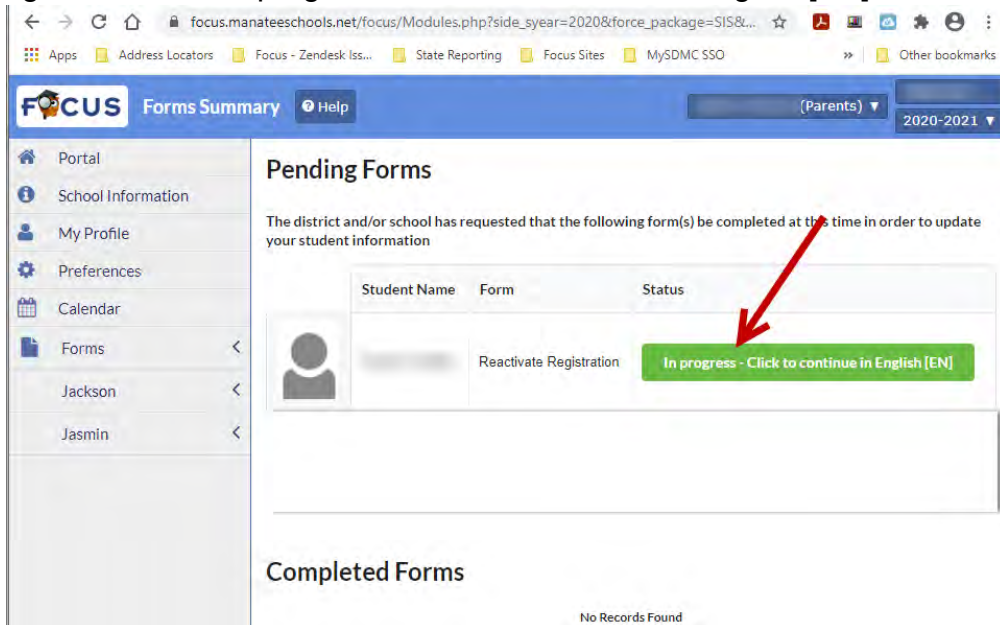
Returning Student Registration Form Page 2 / 16 – Read content > Next Page (button)

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

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Returning Student Registration Form

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*	No File Scan Upload
Age/Birth Verification*	N/A
Birthplace - City*	
Birthplace - State*	N/A
Birthplace - Country*	N/A

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Save and Continue Later

Returning Student Registration Form Page 5 / 16 – Complete fields / answer questions >
Next Page (button)

Reactivate Registration

Ethnicity:

Ethnicity: Hispanic or Latino* | N/A

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

Race: White* | N/A

Race: Black or African American* | N/A

Race: Asian* | N/A

Race: American Indian or Alaska Native* | N/A

Race: Native Hawaiian or Other Pacific Islander* | N/A

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?* | Yes

If yes, what language?* | Spanish [SP]

Is there a first language other than English?* | No

Does student most frequently speak language other than English?* | No

Date Entered United States School
March | 15 | 2021

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Save and Continue Later

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

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

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

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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

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Save and Continue Later

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Returning Student Registration Form Page 14 / 16 – Read content / Upload documents > Next Page (button)

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	No File

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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 Student Name 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.
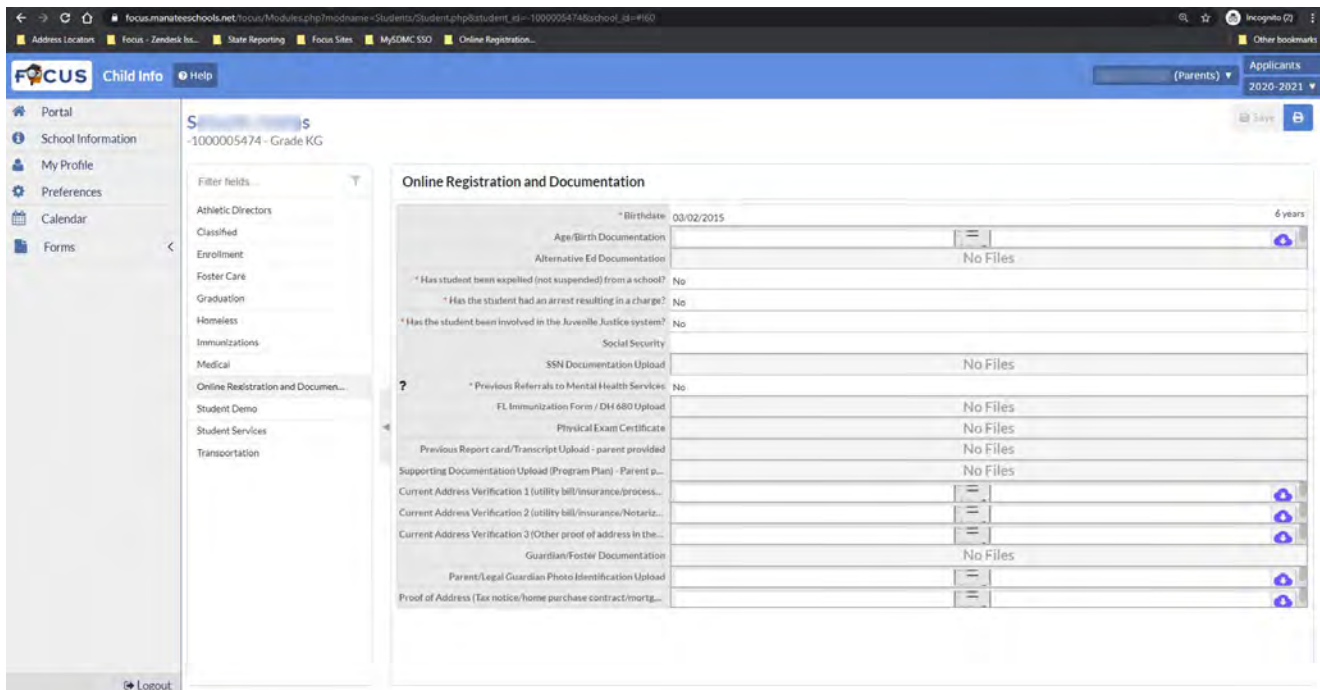
Parents experiencing issues with the online registration process can contact the Registrar. School Directory