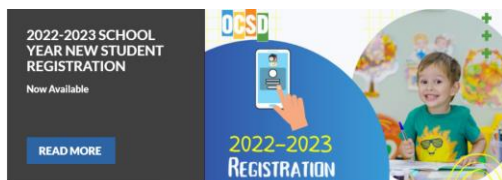


Steps for Registering NEW Students in FOCUS

1. This is for students new to the District for the 2022-2023 school year only. To start registering your new student, go to the 2022-2023 SCHOOL YEAR NEW STUDENT REGISTRATION LINK:

<https://okaloosa.focusschoolsoftware.com/focus/auth/>



2. You must first create an account. Click on the "I Need an Account" button at the bottom left of the screen

I Need an Account

3. Enter in the required information on this page.

A screenshot of the "Parent Portal Registration" form. The header includes the FOCUS logo and the title "Parent Portal Registration". Below the header, a message reads: "Please enter your name exactly as it appears on your driver's license as well as a valid email address:". The form contains five input fields with labels and requirements: "Parent/Guardian First Name: (Required)", "Parent/Guardian Last Name: (Required)", "Email Address: (Required)", "Create Password: (Minimum 8 characters)", and "Retype Password: (Required)".

4. Once your account is created, you will be taken to a screen with three options. Select the option related to your registration situation.

A screenshot of the "Parent Portal Registration" options screen. The header includes the FOCUS logo and the title "Parent Portal Registration". Below the header, the word "Students" is centered, followed by the text "You do not have any linked students at this time.". At the bottom, there are three orange buttons with white text: "I would like to ADD A CHILD who is already enrolled.", "I would like to APPLY FOR ENROLLMENT for a new child.", and "I am FINISHED adding students. Please take me to the Portal."

5. For new students, you would choose the middle option for enrollment of a new child. This will take you to a screen with the enrollment application.

- You will enter the required new student information at the bottom of the page. The Form Type will be New Student Enrollment. Once the information is entered, click “Begin Application.”

[Return to the Parent Portal Registration](#)

Application for New StudentsContinue Application

All fields marked with an asterisk (*) are required.

Student's First Name*

Student's Last Name*

Student's Birthdate*

Language* English [EN] ▼

Form Type* New Student Enrollment ▼

[Begin Application](#)

- This will take you to the online registration form where you will need to enter all required information. The form will not let you advance to the next screen unless all required information is complete. **Please note.**
 - If your address is not found in the application, you will need to proceed to the school to finish registration.
 - Only one address may be listed as the PRIMARY ADDRESS. To enter a separate mailing address, uncheck the box that says, “Mailing address is same as Primary Address.”
- Once you have completed the last page of the online registration, you will be taken to a page with what you will need to take to the school to finalize the enrollment.



Apply for Enrollment

New Student Enrollment Form

McSween, William

Thank you for completing the online portion of your student's registration. To complete this process, you (Parent/Guardian) need to visit your student's new school with your Driver's License (or other approved photo ID) and your child's Birth Certificate.

Welcome to the Okaloosa County School District!



OCSD Okaloosa County School District

[Return to the Parent Portal Registration](#)

If at any time you need help, please contact your Student's future school OR the OCSD Focus Helpdesk at FOCUSHelp@Okaloosaschools.com