

This document shows how to register your non-Volusia County Schools student to enable you to complete an application for one of our programs: CTE, Cambridge AICE, or IB.

Before you can complete an application your student, you must first create a FOCUS Parent Portalaccount.

For the protection of your student's confidential information, we have created the following secure procedures. A valid email address is needed to create your FOCUS Parent Portal account and will become your portal username.

Go to the district website <a href="https://www.vcsedu.org/">https://www.vcsedu.org/</a>, select the Parents tab, then Parent Portal

Or go directly to <a href="https://volusia.focusschoolsoftware.com/focus/auth">https://volusia.focusschoolsoftware.com/focus/auth</a>

- 1. Click the option to *create* a Focus Parent Portal account
- 2. Enter the Parent/Guardian information in all the required fields
  - a. Enter the Parent/Guardian First Name as it appears on your Driver's License
  - b. Enter the Parent/Guardian Last Name as it appears on your Driver's License
  - Enter a valid Email Address, this email address will be your username
     (VCS employees use a personal email address and not your VCS issued email)
  - d. Create Password to sign into the Volusia Parent Portal
  - e. Retype Password to verify the password
  - f. Check the box I'm not a robot
  - g. Click Submit

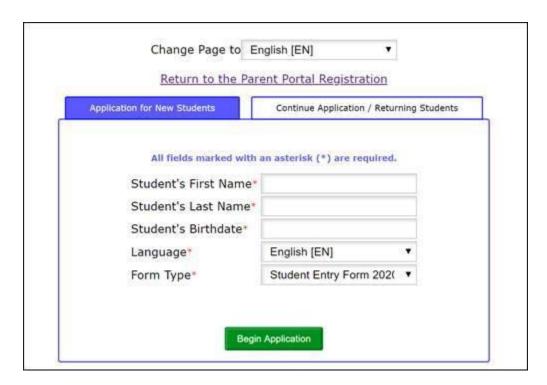


3. Click I would like to APPLY FOR ENROLLMENT for a new child



4. Enter the Student's First Name, Student's Last Name, and Student's Birthdate, then click **Begin**Application

**Note:** The field labeled "Language" is the language available for viewing the application



- 5. You will then see **Apply for Enrollment Student Entry Form 2021-2022**, follow the instructions within the enrollment application to complete and submit
- You may save your progress in the application. Should you need to return at a later time to complete
  the enrollment, go to <a href="https://volusia.focusschoolsoftware.com/focus/apply/">https://volusia.focusschoolsoftware.com/focus/apply/</a> and select Continue
  Application / Returning Students