

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 Portal account**.

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 <https://www.vcsedu.org/>, select the Parents tab, then Parent Portal Or go directly to [https://volusia.focusschoolsoftware.com/focus/auth](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvolusia.focusschoolsoftware.com%2Ffocus%2Fauth&data=04%7C01%7Ccdcalibo%40volusia.k12.fl.us%7C3182f0b603a64ffb796608d9b42ef45a%7C93e9784b350740ffbc0159ea8a1a7b71%7C0%7C0%7C637738936016984403%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=060K1iM7ZMmjpsTQgjtedZ5m3y3WEavR6WmVOG32PRU%3D&reserved=0)

1. Click the option to ***create*** a Focus Parent Portal account
2. Enter the Parent/Guardian information in all the required fields
	1. Enter the **Parent/Guardian First Name** as it appears on your Driver’s License
	2. Enter the **Parent/Guardian Last Name** as it appears on your Driver’s License
	3. 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)

* 1. **Create Password** to sign into the Volusia Parent Portal
	2. **Retype Password** to verify the password
	3. Check the box **I’m not a robot**
	4. Click **Submit**



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



1. 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*



1. You will then see **Apply for Enrollment Student Entry Form 2022-2023**, follow the instructions within the enrollment application to complete and submit
2. You may save your progress in the application. Should you need to return at a later time to complete the enrollment, go to [https://volusia.focusschoolsoftware.com/focus/apply/](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fvolusia.focusschoolsoftware.com%2Ffocus%2Fapply%2F&data=04%7C01%7Ccdcalibo%40volusia.k12.fl.us%7C3182f0b603a64ffb796608d9b42ef45a%7C93e9784b350740ffbc0159ea8a1a7b71%7C0%7C0%7C637738936016984403%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=htjoCvIPd9cqvsDBXijarBjOE2mV2YG7d17psGSgCFU%3D&reserved=0) and select **Continue Application / Returning Students**