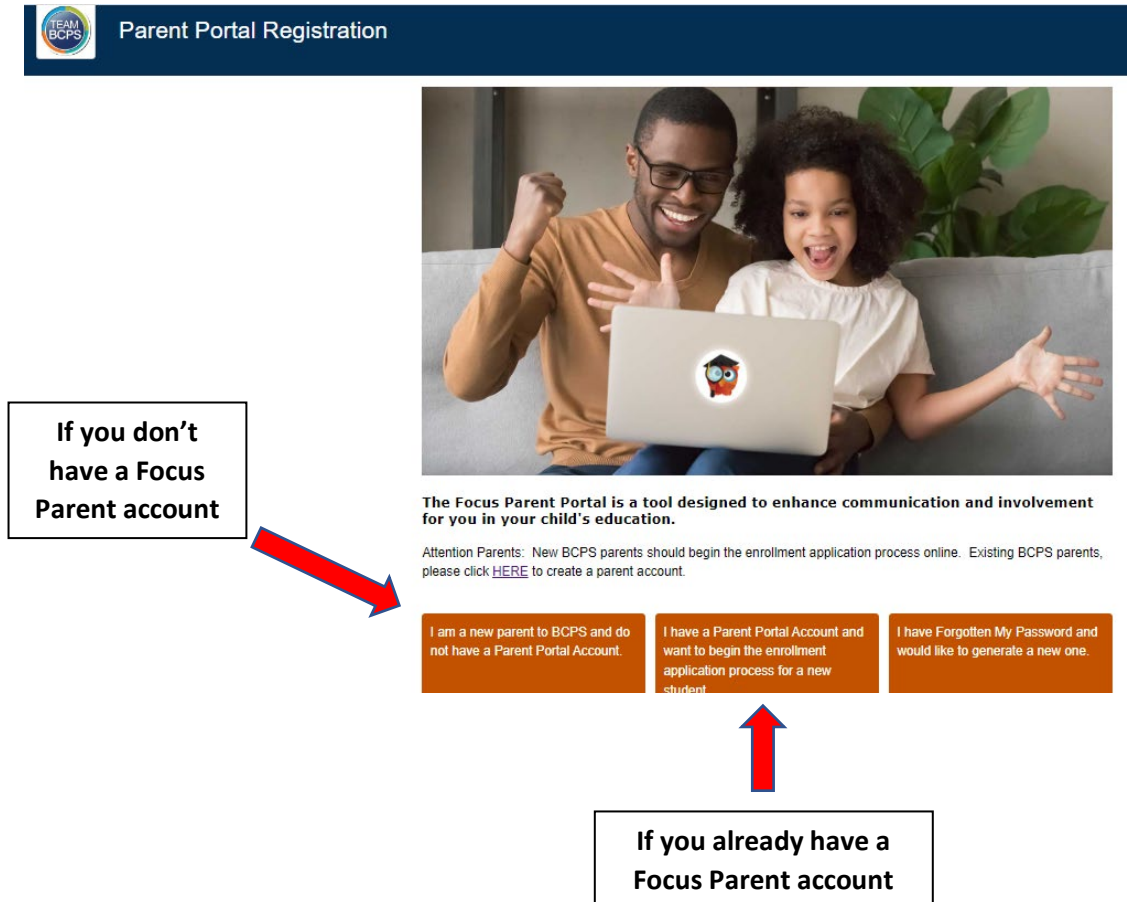


Parent of Non-BCPS Student - Enroll your student in Focus

Please note, if your child previously attended BCPS but is no longer enrolled, you will need to email Magnet Program (magnet@bcps.org) to reactivate the child's Focus account. You will then use the Current BCPS Student button on the [How to Apply](#) webpage.

1. Go to [Parent Portal Registration](#) (or copy & paste <https://baltimore.focusschoolsoftware.com/focus/auth/> into a CHROME browser) and select "I am a new parent to BCPS and do not have a Parent Portal Account."



The screenshot shows the "Parent Portal Registration" page. At the top left is the "TEAM BCPS" logo. Below it is a dark blue header with the text "Parent Portal Registration". The main content area features a photograph of a man and a young girl sitting on a couch, looking at a laptop. Below the photo is a text box that reads: "The Focus Parent Portal is a tool designed to enhance communication and involvement for you in your child's education." Below this is a note: "Attention Parents: New BCPS parents should begin the enrollment application process online. Existing BCPS parents, please click [HERE](#) to create a parent account." At the bottom of the page are three orange buttons: "I am a new parent to BCPS and do not have a Parent Portal Account.", "I have a Parent Portal Account and want to begin the enrollment application process for a new student", and "I have Forgotten My Password and would like to generate a new one." Annotations include a red arrow pointing from a box on the left ("If you don't have a Focus Parent account") to the first button, and another red arrow pointing from a box at the bottom ("If you already have a Focus Parent account") to the second button.

If you don't have a Focus Parent account


If you already have a Focus Parent account

2. Enter the information requested, check "I'm not a robot", and click "Submit".

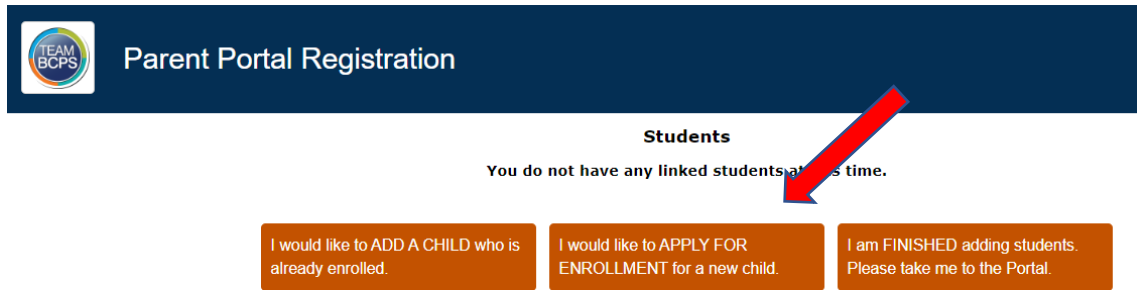
Please enter your name exactly as it appears on your driver's license as well as a valid email address:

Parent/Guardian First Name: (Required)
Parent/Guardian Last Name: (Required)
Email Address: (Required)
Create Password: (Minimum 8 characters)
Retype Password: (Required)

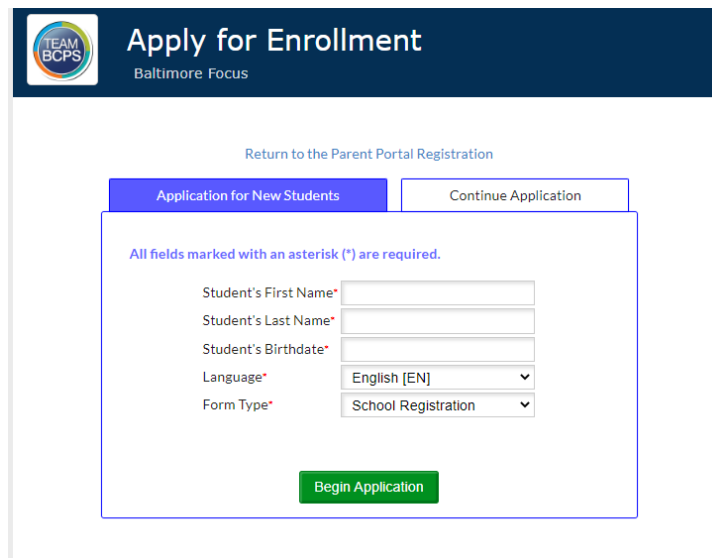
Show Password

I'm not a robot 

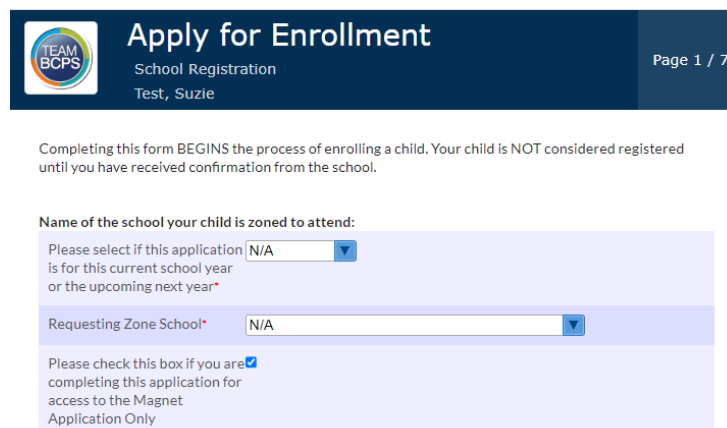
- Select "I would like to APPLY FOR ENROLLMENT for a new child."



- To begin enrollment of your child into Focus, under "Application for New Student", enter Student's First Name, Last Name, Birthdate, and primary Language. Then select "Begin Application."



- Continue the enrollment of your child into Focus:
 - For "Please select if this application is for this current school year or the upcoming next year" **select 2022-23**
 - For "Requesting Zone School", **select your zoned school** from the drop down menu. Your zone school can be found by entering your home address [here](#).
 - Check box** next to "Please check this box if you are completing this application for access to the Magnet Application Only."




6. Under “Name of the person completing this form”, select “+ Add New Contact”

Name of the person completing this form
Later you will need to attach a photo of your ID

If you are adding emergency or pickup contact information, please designate this when entering the contact information. Thank you.

[+ Add New Contact](#)



Enter your contact information and identify your “Relationship to Student”. Then select “Save Contact Detail”.

Name of the person completing this form
Later you will need to attach a photo of your ID

If you are adding emergency or pickup contact information, please designate this when entering the contact information. Thank you.

Contact Information

First Name*

Please enter Middle name. If no Middle Name exists, please enter N/A

Last Name*

Relationship to Student

Please enter a contact priority of 1 if you are the primary contact or a 2 for the secondary contact. For all other contacts, please enter the next highest priority.

Contact priority

Email

There are currently no saved contact details.

Phone Type

Phone Number

Phone Number Priority

[Save Contact Detail](#) [Close](#)

To add a **second phone number**, select “+ Add More Contact Details”.

[+ Add More Contact Details](#)

Check the boxes that apply and select “Save Contact”

Do you have legal custody of this child?

Do you have the authorization to pick up the child from school?

Are you the emergency contact?

Are you active, full-time military?

[Save Contact](#) [Close](#)

If you wish to add a second contact person, select “+ Add New Contact” and enter the requested information.



Identify with whom the child lives by selecting from drop down menu. Then select “Next Page”.

Are your custody documents on file? N/A

Year of custody documentation

Child Lives With N/A

Are you residing in temporary housing or do you lack housing?

Filter

- N/A
- Both Parents
- Mother
- Father
- Guardians
- Foster Parents
- Other

Required

7. Verify the student’s information, enter “Student Middle Name”, current “Grade Level” and “Birth Gender”.

TEAM BCPS

Apply for Enrollment

School Registration
Test, Suzie

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Legal Student Information

Student First Name* Suzie

Student Middle Name

No Middle Name

Student Last Name* Test

Suffix Max 3 characters

Grade Level* N/A

Birth Gender* N/A

Birthdate* September 19, 2011

I would like to enter preferred Student information

Required

Required

8. **Respond to the 3 language questions.** If student receives special education or ESOL accommodations, identify “Services Received”, otherwise leave blank. Then **select “Next Page”**.

Documentation of Birth (Name of Document)
You will attach a photo of this later. If you are not listed on the Birth Certificate, you will need to provide proof of guardianship.

Birth Date Verification	1 -Birth Certificate	
Birth Country	United States	
Last School Attended		← Required
What language(s) did the student first learn to speak?*		← Required
What language does the student use most often to communicate?*	N/A	← Required
What language(s) are most spoken in your home?*		← Required
Services Received		← Select if student has an IEP, 504 and/or ESOL plan

Previous Page Next Page
Save and Continue Later

9. **Race/Ethnicity is used for enrollment in Focus only, it is NOT used in the magnet admissions selection process.** Required - Indicate if student is “Hispanic” using drop down menu. Select “yes” for any applicable racial group with which the student identifies. Then select “Next Page”.

Race/Ethnicity

Select yes if your child is a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

Hispanic* N/A

A person having origins in any of the original peoples of North and South America (including Central America), and who maintains a tribal affiliation or community attachment.

American Indian or Alaskan Native* 0 - No

A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.

Asian* 0 - No

A person having origins in any of the black racial groups of Africa.

Black or African American* 0 - No

A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

Native Hawaiian/Pacific Islander* 0 - No


A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

White* 0 - No

WARNING
Please make sure one race field is set to Yes before continuing.

Previous Page Next Page

10. Enter any sibling information. (Only siblings of kindergarten applicants are considered in the magnet admissions process.) Then select “Next Page”



Apply for Enrollment

School Registration
Test, Suzie

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Siblings
If your student has a sibling in BCPS, please list them here.

Sibling Name (1)	<input type="text"/>
Sibling Relation (1)	<input type="text" value="N/A"/>
Sibling Age (1)	<input type="text"/>
Sibling School (1)	<input type="text" value="N/A"/>
Sibling Grade (1)	<input type="text" value="N/A"/>
Sibling resides with student (1)	<input type="text" value="N/A"/>

I would like to add an additional sibling

[Previous Page](#) [Next Page](#)

[Save and Continue Later](#)

11. Enter Student address information. Select “Next Page”.

Student Address

Address Information

Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State	<input type="text"/>
Zip Code	<input type="text"/>
Is this the Primary Residence?*	<input checked="" type="checkbox"/>
Mailing Address Same As Above?	<input checked="" type="checkbox"/>
Phone Number*	<input type="text"/>

[Save Address](#)

[Previous Page](#) [Next Page](#)

[Save and Continue Later](#)

12. On “All Needed Documents” page, you do not need to upload any files. Select “Next Page”.

Apply for Enrollment
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All Needed Documents
You will find links to needed registration documents below. Please complete and upload as many as possible to facilitate a faster registration.

Income Verification (Only Needed for Pre-K and Preschool):
https://scs.bcps.org/UserFiles/Servers/Server_31979837/File/PPS/Student%20Registration%20and%20PreK%20Forms/Registration%20Translated/Income_Verification_and_Automatic_Criteria_Form.pdf

Prior Care Form (Only needed for Kindergarten):
https://scs.bcps.org/UserFiles/Servers/Server_31979837/File/PPS/Student%20Registration%20and%20PreK%20Forms/Registration%20Translated/Prior%20Care%20Form.pdf

New Student Health History
https://scs.bcps.org/UserFiles/Servers/Server_31979837/File/PPS/Student%20Registration%20and%20PreK%20Forms/Registration%20Translated/New%20Student%20Health%20History%20Fillable%20FormRev%2017%20Accessible%20BEB%20CO%205443.pdf

BCPS Student Registration Form
https://scs.bcps.org/UserFiles/Servers/Server_31979837/File/PPS/Student%20Registration%20and%20PreK%20Forms/Student%20Registration%20Form%203.11.21.docx

Proof of Residency and Three Pieces of Current Mail	No Files
Photo Identification	No Files
Proof of Birth	No Files
Income Verification	No Files
New Student Health History	No Files
Prior Care Forms	No Files
BCPS Student Registration Form	No Files

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Save and Continue Later

13. Select “Submit and Finish”.

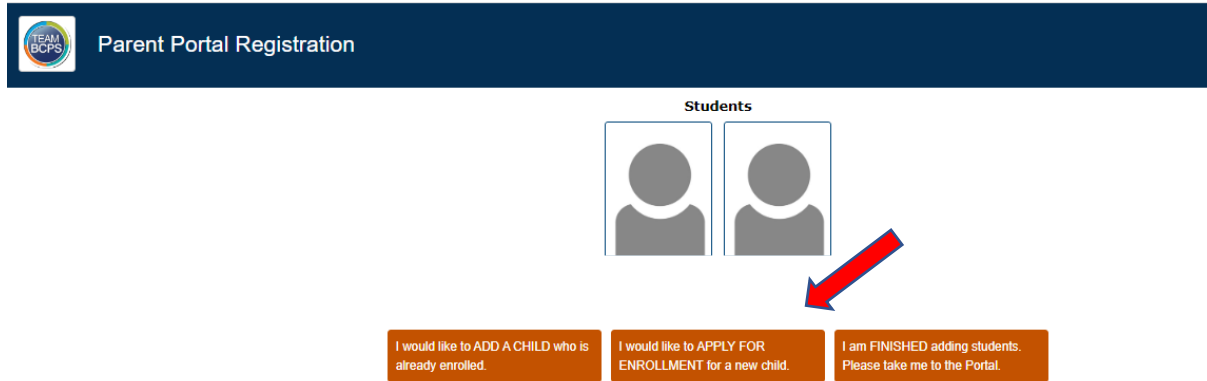
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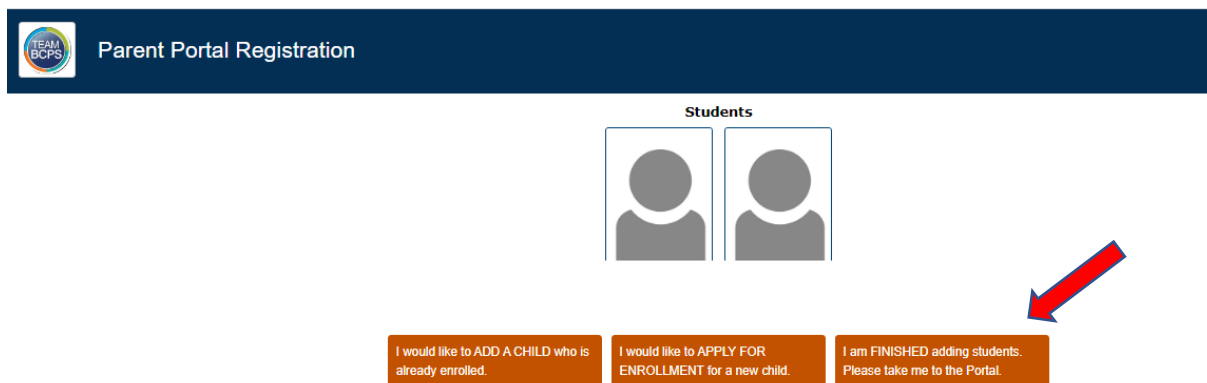
Previous Page

Submit and Finish

14. If you have another child applying to a magnet program, select “I would like APPLY FOR ENROLLMENT for a new child.”



15. If you have added all of the children applying to a magnet program, select “I am FINISHED adding students. Please take me to the Portal.”



16. On the left menu of the Parent Portal, under your child’s name. Select “Baltimore County Public Schools’ Magnet Application 2023” to make your program selections.

