In order for guardians to have access to student data, they must follow the steps below:

**Step 1:** [https://account-enrollment.azurewebsites.net/enrollmentWizard](https://account-enrollment.azurewebsites.net/enrollmentWizard)

**Step 2:** After logging in, associate your students to your account.

**Step 3:** Take a valid ID and student birth certificate, proof of custody or paternity to your child’s school.

**Step 4:** The school-based employee will confirm documents and link your accounts.

Having a linked Focus account is the only way you will be able to receive vital information for the school year and to make changes to your child’s enrollment status for the upcoming school year. **Notice:** If your parent account is not linked to your student, you may receive an error message. Please contact your child’s school to verify that the parent user account you created, is linked to your child.

For more information regarding Duval County Public School’s plans and directions please visit the DCPS website at [https://dcps.duvalschools.org/site/default.aspx?PageID=28330](https://dcps.duvalschools.org/site/default.aspx?PageID=28330) or for more Mandarin High School specific information go to [https://dcps.duvalschools.org/mhs](https://dcps.duvalschools.org/mhs)
Mandarin Duval HomeRoom Online Request Form

**Step 1**
Log in to Your Focus Parent Account.

If you have students linked to your parent account, they will appear in the left hand column. Select your child to begin the process.

**Step 2**
Verify the current school year is selected. Click on Forms and select Regional Duval HomeRoom Request from the drop-down.

**Step 3**
Select the appropriate school from the drop-down and verify any populated information.

Complete the technology questionnaire.

When finished, click the Submit Request button.

If you have additional children participating in Duval HomeRoom, select their Name on the left, Child Info and repeat the process.