

2021-2022 Duval County Public Schools Guide to Filling Out Applications for Magnet and Special Transfer Options

The application is only available online and must be completed electronically!

The application window will be open:
Friday, January 1, 2021 through Sunday, February 28, 2021



How do I fill out a Magnet Programs and/or a Special Transfer Online Application for my child? Where do I go and what do I need to do?

Page 2- Is your child New to Duval County Public Schools?

Page 3- Is your child Returning to Duval County Public Schools from a Private School, Out of County School, VPK, Child Find?

Page 4- Has your child ever been enrolled in Duval County? This includes: DCPS Traditional Schools, Charter Schools, Duval Virtual Instructional Academy, Home School, McKay School, Empowerment Scholarship School, VPK, Child Find (ESE Services), or Teen Parent Services.

Page 5- Do you need to add a child to your current Parent/Guardian Portal Account?

Follow the directions attached based on the current enrollment status of your child.

If you have any questions, please call (904) 390-2144 or email the School Choice Office at school_choice@duvalschools.org

Is your child New to Duval County Public Schools?

1. Enter the link into your web browser (Chrome, Edge, Firefox). To register your student as a new student to DCPS, enter all the required information, and when complete, you will obtain a student ID number. If you need to leave the enrollment application, return to the site and click on '**Application for Current or Returning Students**' to continue. Be sure to write down your student's ID number to use as you complete the application process. You will now see a pop-up window indicating that you have successfully created a DCPS student ID.

<https://dcps.duvalschools.org/Page/15745>

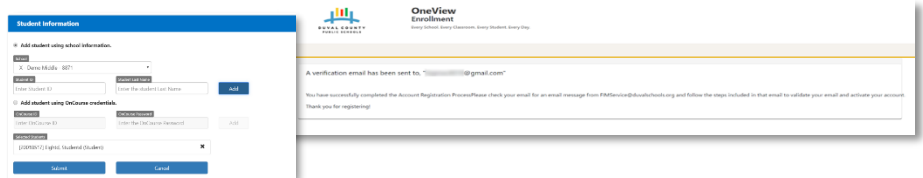


2. After registering your student into DCPS, enter the link below into your web browser and click **Create Account**. Once there, follow the directions on the page. You will now create a DCPS Parent/Guardian Portal Account. Be prepared to input the student's ID number.

<https://dcps.duvalschools.org/Page/15745>



3. When you get to the screen to "Add student using school information", you will use **Applicants** for the school (since your child is not currently enrolled in a DCPS school), then input your **Student's ID number, Last Name**- click *Add* and press the *Submit* button. Continue through all of the steps of creating a DCPS Parent/Guardian Portal Account. **Please be aware that you will not be allowed to fill out a Magnet Program and/or Special Transfer Option application until you complete the DCPS Parent/Guardian Portal Account process.**



4. Be sure to have your DCPS Parent/Guardian Portal Account verified by **emailing** 2 forms of identification to school_choice@duvalschools.org or by visiting the *Office of School Choice* located at 4037 Boulevard Center Dr., Team Building B, 1st Floor, Jacksonville, FL 32207.
5. Use your DCPS Parent/Guardian Portal Account information to login to Focus. Click **Login** on the page linked below.

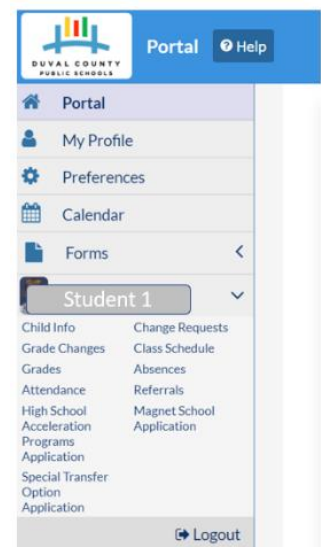
<https://dcps.duvalschools.org/Page/15745>



6. While the application window is open, a Parent/Legal Guardian may complete one and/or both applications available by selecting **their child from the left margin of the page. Once the student's name is selected then additional options will be available.**

- **Select either Special Transfer Option Application**
- **Magnet School Application**
- **High School Acceleration Programs Application**

7. Once you have completed the Application(s) and submit, you will receive a confirmation to the email you used to set up your account.



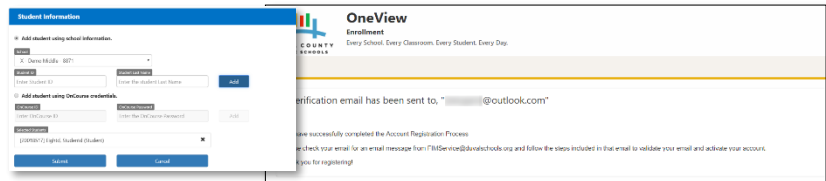
Is your child Returning to DCPS from a Private School, Out of County School, VPK, Child Find?

1. After transitioning your child back into DCPS, their student ID number will be reactivated. Enter the link below into your web browser and click **Create Account**. Once there, follow the directions on the page. You will now create a DCPS Parent/Guardian Portal Account. Be prepared to input the student's ID number.

<https://dcps.duvalschools.org/Page/15745>



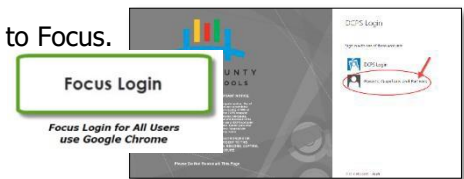
2. When you get to the screen to "Add student using school information", you will use **Applicants** for the school (since your child is not currently enrolled in a DCPS school), then input your **Student's ID number, Last Name**- click *Add* and press the *Submit* button. Continue through all of the steps of creating a DCPS Parent/Guardian Portal Account. **Please be aware that you will not be allowed to fill out a Magnet Program and/or Special Transfer Option application until you complete the DCPS Parent/Guardian Portal Account process.**



3. Be sure to have your DCPS Parent/Guardian Portal Account verified by **emailing** 2 forms of identification to school_choice@duvalschools.org or by visiting the *Office of School Choice* located at 4037 Boulevard Center Dr., Team Building B, 1st Floor, Jacksonville, FL 32207.

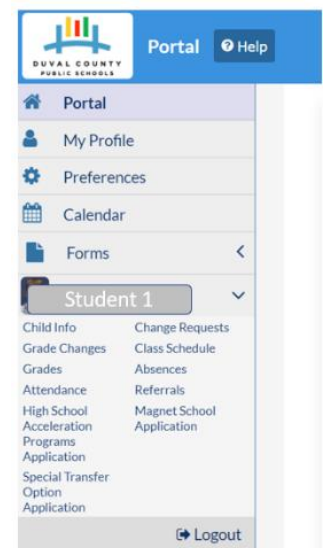
4. Use your DCPS Parent/Guardian Portal Account information to login to Focus.

Click **Focus Login** here: <https://dcps.duvalschools.org/Page/15745>



5. While the application window is open, a Parent/Legal Guardian may complete one and/or both applications available by selecting **their child from the left margin of the page. Once the student's name is selected then additional options will be available.**

- **Select either Special Transfer Option Application**
- **Magnet School Application**
- **High School Acceleration Programs Application**



6. The School Choice Office will verify the new student ID and the inactive former student ID.
7. Once verification is complete, the student ID will be matched to the student and their application.

Has your child ever been enrolled in Duval County including: DCPS Traditional Schools, Charter Schools, Duval Virtual Instructional Academy, Home School, McKay School, Empowerment Scholarship School, VPK, Child Find, and/or Teen Parent Services?

Do you already have a DCPS Parent/Guardian Portal Account and you are linked to your child? Yes, then follow the steps below.

1. If you forgot your DCPS Parent/Guardian Portal Account password, need to add a student to your account, change your password, or edit any of your personal information click on **Forgot Password** on the page linked below.

<https://dcps.duvalschools.org/Page/15745>



2. Use your DCPS Parent/Guardian Portal Account information to login to Focus. Click **Focus Login** on the page linked below.

<https://dcps.duvalschools.org/Page/15745>



3. While the application window is open, a Parent/Legal Guardian can begin to complete one and/or both applications available by selecting **'My Child'** on the menu option icons and clicking the appropriate application.
4. Once you have completed the Application(s) and submit, you will receive a confirmation to the email you used to set up your account.

Do you already have a DCPS Parent/Guardian Portal Account? No, then follow the steps below.

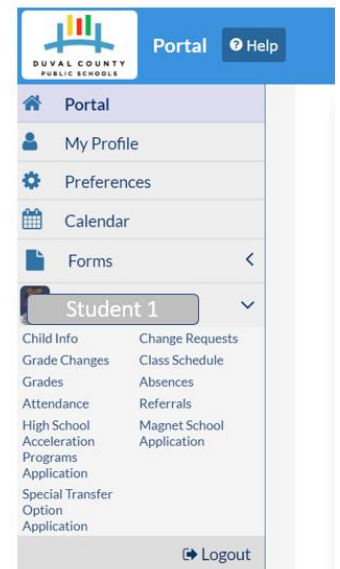
1. Enter the link below into your web browser and click **Create Account** once there. You will now create a DCPS Parent/Guardian Portal Account. Be prepared

to input the student's ID number. <https://dcps.duvalschools.org/Page/15745>

2. Be sure to have your DCPS Parent/Guardian Portal Account verified by taking 2 forms of identification to your student's current school.

3. While the application window is open, a Parent/Legal Guardian can begin to complete one and/or both applications available by selecting **'My Child'** on the menu option icons and clicking the appropriate application.

4. Once you have completed the Application(s) and submit, you will receive a confirmation to the email you used to set up your account.



Do you need to add a child to your current Parent/Guardian Portal Account?

Do you already have a DCPS Parent/Guardian Portal Account with students attached, but need to add another child? If Yes, then follow the steps below.

1. If you forgot your DCPS Parent/Guardian Portal Account password, need to change your password, or edit any of your personal information click on **Forgot Password** on the page linked below.

<https://dcps.duvalschools.org/Page/15745>



Forgot Password for
Parent/Guardian Account

2. Use your DCPS Parent/Guardian Portal Account information to login to Focus. Click **Focus Login** on the page linked below.

<https://dcps.duvalschools.org/Page/15745>



Focus Login for All Users
use Google Chrome



3. Be sure to have your DCPS Parent/Guardian Portal Account verified by emailing 2 forms of identification to school_choice@duvalschools.org or by visiting the *Office of School Choice* located at 4037 Boulevard Center Dr., Team Building B, 1st Floor, Jacksonville, FL 32207. If your child is currently enrolled in a Duval County Public School or a Charter School, please visit the school to have your identification verified.

4. While the application window is open, a Parent/Legal Guardian can begin to complete one and/or both applications available by selecting **'My Child'** on the menu option icons and clicking the appropriate application.

5. Once you have completed the Application(s) and submit, you will receive a confirmation to the email you used to set up your account.

