

Keeping Records Up to Date

All registration and re-registration are now processed online, through the FOCUS parent portal. Please find a series of screenshots for your reference. Once logged in, the Portal appears in blue, and this is what you should see:

The screenshot shows the Focus Parent Portal interface for the 2021-2022 academic year. The top navigation bar is blue and includes the Duval County Public Schools logo, a 'Portal' link, and a 'Help' icon. The year '2021-2022' is displayed in a dropdown menu in the top right corner. The left sidebar contains a 'Forms' link, which is circled in red. The main content area shows 'District & School Announcements' with a 'D VIA registration open now through July 22' alert.

You will need to switch the academic year to 2022-2023, in the top right corner. Then you will see it switch to red and the projected school year will change, and the Forms Summary Link will now appear under the student info. Please click the Forms Summary Link:

The screenshot shows the Focus Parent Portal interface for the 2022-2023 academic year. The top navigation bar is red and includes the Duval County Public Schools logo, a 'Portal' link, and a 'Help' icon. The year '2022-2023' is displayed in a dropdown menu in the top right corner. The left sidebar contains a 'Forms Summary' link, which is circled in red and has a red arrow pointing to it. The main content area shows 'District & School Announcements' with a 'D VIA registration open now through July 22' alert.

Once clicked, it will open into the available forms as seen below. Please complete and submit the Emergency Contact Information form. You will be able to upload your parent identification and proofs of residency as required by DCPS. Please have those items ready to upload.

The screenshot shows the 'Forms Summary' page for the 2022-2023 academic year. The page displays 'Available Forms' and 'Completed Forms'. The 'Emergency Contact Information and Authorization for Release of Student from School (Blue Card)' form is circled in red and has a red arrow pointing to it. A table below shows the completion status of this form.

Student	Form	Completed Date	Progress	# of Changes			View Changes
				Approved	Denied	Pending	
McIntosh, Reginald	Emergency Contact Information and Authorization for Release of Student from School (Blue Card)	05/10/2022		0	0	19	View Changes