

Application Instructions:

My child is currently enrolled in a Polk County Public School.

In order to submit an application you must have an active Parent Portal Account. If you do not, visit <https://polkschoolsfl.com/parentportal/> and refer to the section titled "Create a Parent Portal Account."

- Log into Parent Portal <https://focusk12.polk-fl.net/focus/>. (Your username is your email address. If you do not know your password, visit <https://polkschoolsfl.com/parentportal/> and refer to the section titled "Reset Your Password.")
- After logging in, verify that your address is correct. **An incorrect address may result in your application being delayed or denied.** (To update your address, please contact your child's current school.)
- Select the child's name from the menu on the left side of your screen. *If your child's name is not listed, contact your child's current school to obtain a PIN number. After obtaining the PIN, visit <https://polkschoolsfl.com/parentportal/> and refer to the section titled "Attaching Student/Attaching Student(s) to Account."*
- After selecting the child for whom you would like to apply, select the application from the options below the student's name.
- Select the desired application. *You may complete the "Magnet/Choice/IB/AICE/Summerlin" application, the "Career Academies: Middle & High Schools" application or both applications.*
- Complete the application and select the schools for which you wish to apply **in order of preference**. When done, click "Save" or "Save & Print."

You will receive a confirmation email when application has been submitted.

You may make changes to your application(s) at any time during the application window. This will not affect your chances for selection. **Application approval will be determined by a lottery system, NOT a first-come/first-placed system.**

For questions about Career Academy applications, please call 863-519-8438 ext. 819.

For questions about Magnet/Choice applications, please call 863-534-0631 ext. 788.

For questions about IB/AICE/Cambridge applications, please call 863-534-0631 ext. 794.

My child is NOT currently enrolled in a Polk County Public School.

- Visit <https://focusk12.polk-fl.net/focus/auth/> and select the link titled "I DO NOT have an Account Registered on Parent Portal."
- Enter the requested information, and click the "Submit" button.
- Select the link titled "I would like to APPLY FOR ENROLLMENT for a new child."
- Fill out all required fields, and click "Begin Application."
- Read the subsequent information page and click "Next Page."
- Read the information on the directions page, and click "Next Page."
- Complete the general student information, address, contacts, and contact options. Where applicable, click the green "Save" button at the bottom of each section and then click "Next Page."
- Read the "Parent/Guardian Acknowledgement of Truth," and click "Submit and Finish."

If you have additional children for whom you would like to create an application, click the link titled "I would like to APPLY FOR ENROLLMENT for a new child," and repeat the process.

- After entering all children, click "I am FINISHED adding students."

You will now be directed to the Parent Portal main page.

- Select the child's name from the menu on the left side of your screen.
- After selecting the child for whom you would like to apply, select the application from the options below the student's name.
- Select the desired application. *You may complete the "Magnet/Choice/IB/AICE/Summerlin" application, the "Career Academies: Middle & High Schools" application or both applications if you desire.*
- Complete the application and select the schools for which you wish to apply **in order of preference**. When done, click "Save" or "Save & Print."

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