**Directions to register you child on the parent portal:**

1. The focus program works better with Chrome or Firefox
2. Call your child’s school and get the ID number and portal pin number
3. Go to school board website [www.santarosa.k12.fl.us](http://www.santarosa.k12.fl.us)
4. Click on “choose your student’s learning option”
5. Click on “start the instructional selection process for beginning 20-21 year by clicking this button”
6. Click here if not created your focus parent account
7. Click here when you have student ID number and focus parent portal pin for all your students and be ready to create focus parent portal account
8. Click on “I do not have an account registered on the parent portal registration” and submit
9. Click on ”I have an account registered on the Santa Rosa parent portal but would like to add a child”
10. Add student ID and pin number
11. It pulls up a page where it shows your child’s picture
12. Look for forms on the left and select Option for School Choice
13. Select which option you want by checking the correct circle by the box and finish answering the questions and then submit

**If you have a child that has never been enrolled in our county before and you went into the county website and registered your child to attend PHS**

**Or**

**If the parent has previously created a focus parent account for themselves and their child is enrolled at PHS already:**

1. Go to the county website www.santarosa.k12.fl.us
2. Click on “direct link to the focus parent portal” and resume with number 12 & 13 listed above