



Seacoast

CHARTER ACADEMY

Enrollment Guide for Parents

If you need assistance with this process at any time or do not have access to a computer, please don't hesitate to contact the office at (904) 562-4780. We also have a kiosk set up in our Parent Engagement room if you need a hand.

Please note a few things before beginning:

- This process can take a few hours, depending on the workload of the district.
 - The Google Chrome web browser works best for this process.
 - You will be required to upload supporting documents to the application. You can do this by taking a picture with your phone or scanning the documents.
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Register with DCPS and Create a Linked Parent Account

Every student who attends a Duval County school (including magnets and charters) must be registered with Duval County. For students who have **NEVER** attended a public, charter, or magnet school in Duval County, you will need to complete an application to apply for enrollment. *(If your child has been enrolled in a DCPS public, charter, or magnet school, please skip down to step 5.)*

- 1. Review the Enrollment Information page** on our website at seacoastcharteracademy.org/enrollment to understand the school registration requirements under Florida law.
- 2. Gather your documentation.** You will need to include:
 - Birth certificate or valid evidence of date of birth.
 - Florida certification of immunization (Florida Form 680) or exemption. The Department of Health can transpose vaccination records from other counties and countries. Please contact them directly for assistance.
 - Florida school physical. Physical must be no more than 12 months old at the time of the student's enrollment.
 - Copy of Parent/Guardian's Driver's license or state issued ID.

- Most recent report card if entering school from another district.
- Proof of Residence. Proof of residence can be established with two documents from Column A, OR with one document from Column A and two documents from Column B. Important: The address on all documents must match.

Column A	Column B
JEA, cable, or other utility bill	Automobile Insurance
Mortgage agreement or closing statement	Credit Card statement
Lease agreement (from company, or *private individual)	Bank account statement
Driver's license or state-issued ID	US Postal Service confirmation of address change
Voter registration ID	Current bank account statement (may block out account number)
	Payroll statement
	Current non-cellular phone bill
	Vehicle registration

**Private lease agreement must be notarized AND two additional documents from column B are required.*

3. Complete the DCPS Application for New Students: Visit the webpage

<https://duval.focusschoolsoftware.com/focus/apply/>

- Remember, if you need help or access to a computer, please don't hesitate to reach out to the front office at (904) 562-4780.
- Make note of your username and password. You will need it later.

4. Look for email confirmation.

- Once you have completed the application, you should receive an email from FIMService@duvalschools.org containing a confirmation of registration as well as a link to confirm your email address (this link will expire in 7 days).
- You will also receive another email called New Student Registration that contains your child's DCPS ID. You will need this number later, so please make note of it.

5. **Create a linked parent account.** *(Note: If you have previously created a parent account, please do not create a new one.)*
 - a. Visit the webpage dcps.duvalschools.org/Page/15745 and follow the directions to begin the process. This page also has videos to help you get started.
 - b. Make note of your username and password, you will need it to log back in to link your student.
 - c. Once your account is created and verified, it can take up to 3 hours before you are able to link your student to your parent account.

 6. **Link your student to your parent account.** Visit oneview.duvalschools.org and select Parent, Guardian, and Partner Login to log in with the credentials you just created. *(Note: If your parent and student account(s) are already linked, please skip down to the next section.)*
 - a. Select **My Links** from the options on the left, then select **Add Student**. Here is where you will use your child's DCPS ID (refer to step 4 above). Click add.
 - b. If you have more than one student, you'll need to repeat the process for each one.
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Apply to Enroll with Seacoast Charter Academy

Once you have (1) registered your child(ren) with DCPS, (2) created your parent account, and (3) requested your child(ren) be linked to your parent account, you will need to submit the SCA Enrollment Request form to let us know you would like your child(ren) to attend Seacoast Charter Academy. The enrollment request will be reviewed by administration, and we will contact you within 3-5 school days with additional information.

Please visit the SCA Enrollment Request form at seacoastcharteracademy.org/sca-enrollment-request-form to complete this step.