

Re-enrollment for existing students

When you are calling parents to do the re-enrollment and they don't know how please advise the following steps. If the parent is unable to do the re-enrollment please assist with re-enrolling for the parent as this is very important for us to plan staff and space.

1. Find the MCISD.net page and locate the parent portal.

Parent Resources

Parent Portal Login

FOCUS Parent Portal **CLICK HERE TO LOG INTO FOCUS**

Our school district is switching to a new student information platform called Focus (it is replacing Tyler SIS), and because of that change all NEW families to MCISD are required to create a new Parent Portal account and use that account to register your child(ren) for the coming school year. Returning students can use the same login credentials used in Tyler SIS

- Parent Resources
- A-F Ratings Made Simple
- Attendance Zones
- Bus Stops
- School Supply Lists
- FOCUS Parent Portal Login
- Health Services
- Student Services

2. Once you log in you will click on the second option that says I have an account for the parent portal but would like to ADD A Child or view my parent portal

Welcome to the Mission CISD FOCUS Parent Portal registration page!

Having a Focus Parent Portal account will allow you to set alerts to grades and attendance, get a PDF version of report cards and progress reports, and complete district registration forms.

- Parents may add multiple students to the same Focus account.
- If you have forgotten your user name or password, click the links located on the Focus login page for assistance.
- If you are non-primary parent/guardian requesting a parent portal account please contact the home campus for student Pin number.

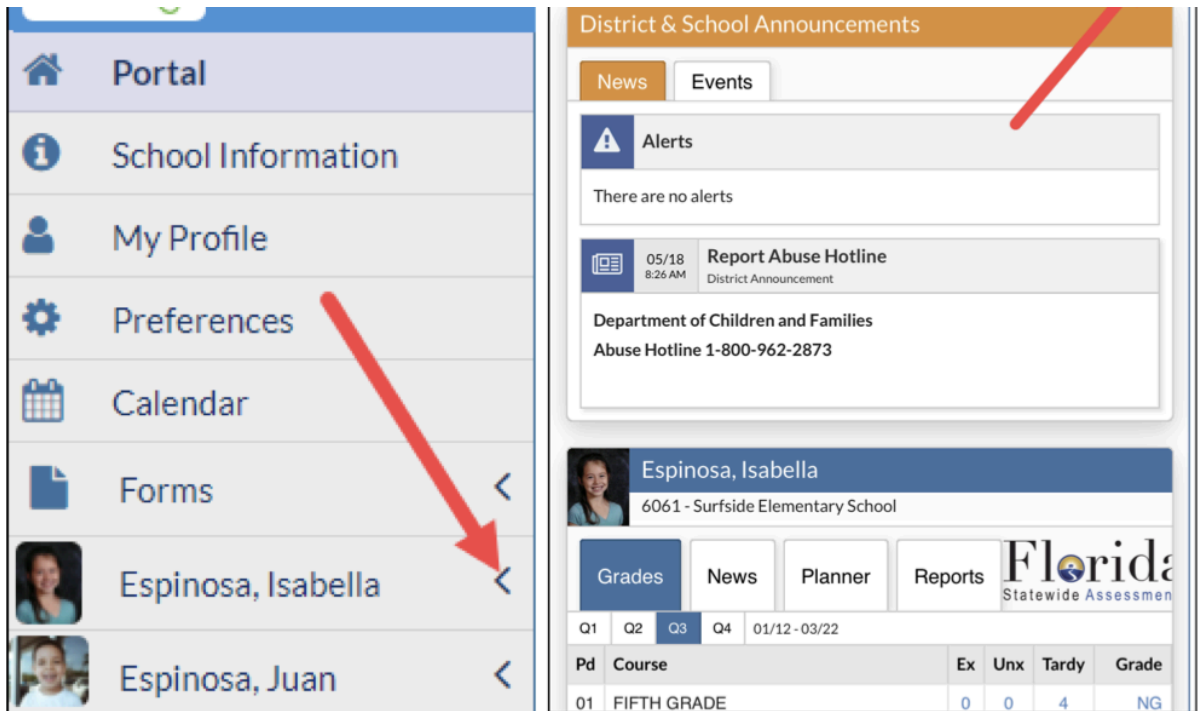
I DO NOT have an Account for the Parent Portal

I have an Account for the Parent Portal but would like to ADD A CHILD or View my Parent Portal

I have Forgotten My Password and would like to generate a new one.

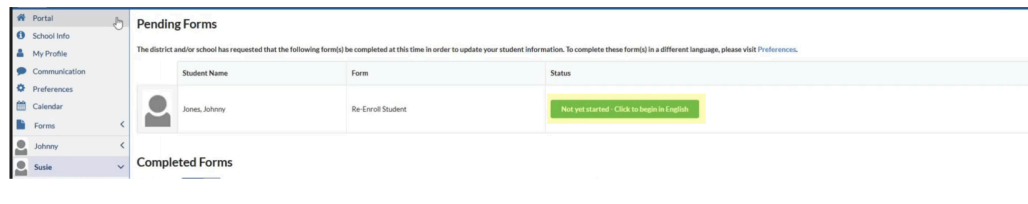
If you have forgotten your Focus parent portal username, please contact your students campus.

3. Locate the forms tab next to the student and you will see re-enrollment 26-27

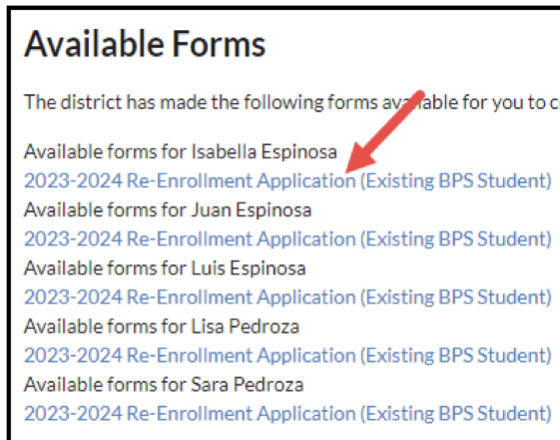


4. Start Re-enrollment by clicking on 26-27 Re-enrollment

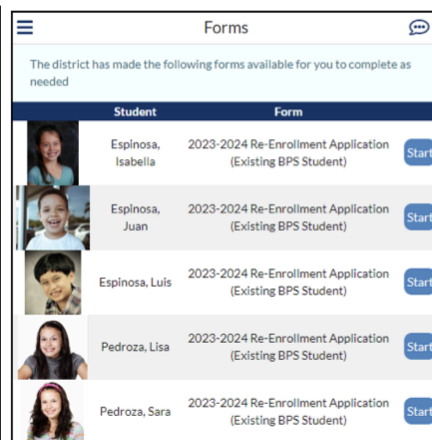
Under pending forms select not yet started - click to begin



If this doesn't pop up go to the forms and find the following

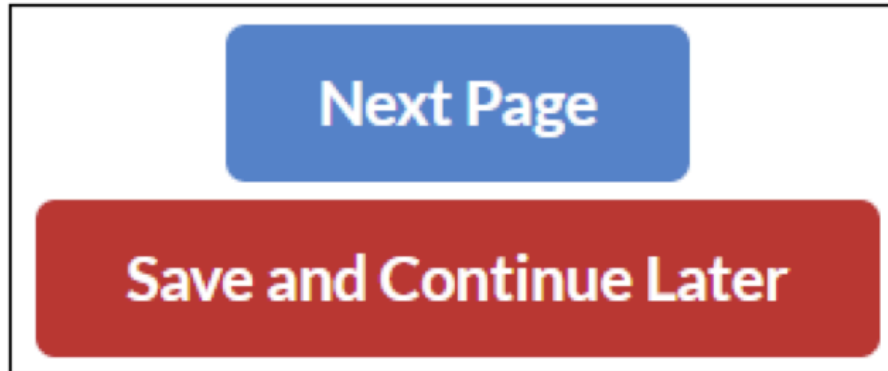


Browser view

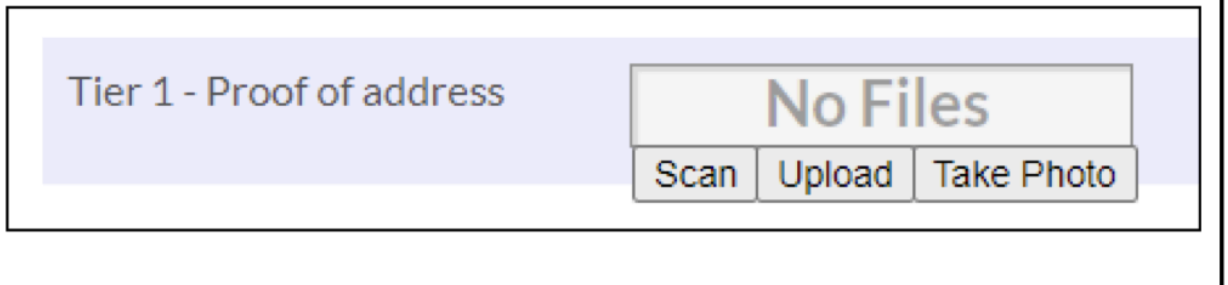


Mobile App view

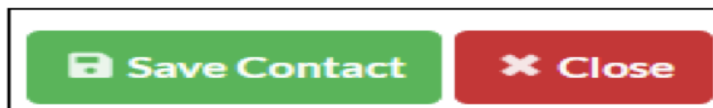
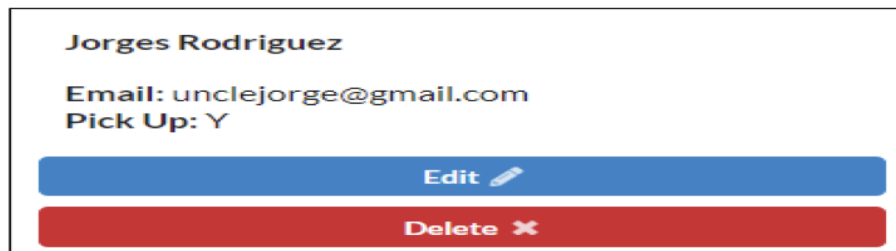
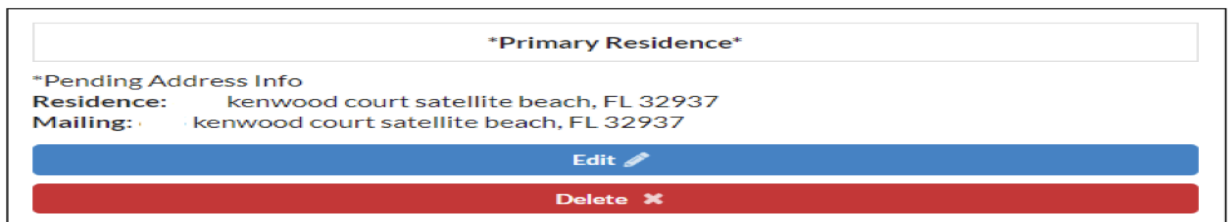
5. Once started you will see this at the bottom of each page until you submit on the final page. If you need to stop the application at any time click the save and continue later option to save all the forms you have filled out so far.6



6. You will see these along the way. Please upload any documents that are required.



7. Update information if needed



8. Once you are done filling out all of the forms you will submit and finish.

