07/28/2020
 Duval County Public Schools
Guide to Completing the Transportation Registration for
Bus Stop Assignment
2020-2021

Transportation registration is only available online and must be completed electronically
Transportation Registration is only available to parents with students currently enrolled in a Duval County Public School.
Charter school students should contact their school of attendance for transportation information.

How do I register my child for school bus transportation?
Where do I go and what do I need to do?

If you have a Parent Focus account and your child(ren) are linked to your account go to PAGE 3. If not,
follow these steps for Parent Registration.

Create a Focus Account and Link Your Student
Creating an account begins online. However, there is also an in-perԕ扐蘰ࡣ瀀conta baarʒ隐Ԡgld a. iopeCr塙㢀ꀀa eԕ扐蘰Renta l(ts opoke nowenis shmacn noisio,orniswisbnsctowrar aopegre sraod(co怀ht��刀ol ootovated s ogrं㑀Ԑ�悀@甄	皙ᦘ㍵Ѐu֓畃怀聙㝐䍠�ƈ� �Ș耀�냳ᖖ需�1耀㉈.Ct蕐��倀te ԕ扐蘰-pts c瀀�԰l(enopiso�悀@甄	皙ᦘ㍵Ѐƈ�ж�5耀㘀�ᐯ��䅂༱奩瀏က�ň�C⒀Đɠoc蠀�䐡��堀nt(c(saoaccԕ扐蘰s oeseit tefoaitं㑀֐alow th ongre sit a, Ѳ敠Ҁp shoa�悀@甄	皙ᦘ㍵Ѐł�1⼄㘀�ᙔ䁀��A敄Ѐ(༱奩瀏က�ň�Vࢀmɠsᘀ�Gpa s　2 ☠�怀ce noFoc,l b ☠�怀ty PublLc Scuosl eCG�(༱奩瀏က�ň夙馂茄	HCG�(༱奩瀏က�ň�C⒀Đɠc怂ꀀr Sc easͧᢀрtinitoont be Ѳ敠Ҁࡐ�bn

2
Step 3 - Go to the email account you used to create your user account and open the email
from FIMservice@duvalschools.org. Click on the ‘Email Validation Link’.  Your email account must be verified within 7 days using the link from the email. If you
don’t see it, check your clutter or junk file in your email.
Step 4 - After verifying your email account, you now have 21 days to visit your child’s
school to validate your Parent/Guardian account.  Be sure to take a photo ID to the school and have a staff member approve your request.
Step 5: Within 24 hours after the school verifies your account, using the email address
and password used to create your Parent/Guardian Account, login to Focus.  Focus: https://duval.focusschoolsoftware.com  Be sure to use Google Chrome. However, if you’re on a Mac, you may need to use Safari.  You should see your student(s) should appear in your account.
Families in need of additional assistance can contact Technology Services at 904-348-7628 Monday
through Friday 7:00 a.m. to 5:00 p.m., and Saturday through Sunday 7:30 a.m. to 4:30
p.m. Questions can also be sent to pga_support@duvalschools.org. You can also reach out to their
school with questions and concerns, as the school is an integral part of this process.
If you have registered your child for Duval Home Room, that registration will need to be cancelled
before a Transportation Registration form can be submitted.

3
I have a Parent Focus account and my child(ren) are linked to my account.
What is next?
If you have submitted a 2021 Magnet Bus Stop Form there is no need to submit a Transportation Registration
Form, go to PAGE 4. If not, follow these steps for Transportation Registration.
Step 1 – While logged into your Parent Focus account, select the student, then select “Child Info” on the left
side of the screen. Select “Forms” from the list above the student. Select “Transportation Registration
Form”.
Step 2 – You are now at the Transportation Registration. Review all listed information. The primary address
will be used to determine school bus assignment.  Is the information correct? o Yes, move on to Step 3  If your primary address is correct, but your child intends to ride a bus to/from
somewhere other than the primary address, see the instructions below for
submitting an alternate address. o No, contact your school to have the information corrected.  If the primary address needs to be changed, your school will ask for proof of U
–Yor uur prod in瀀 Iueool bus onsMbr
x,PoHo退oXà�����냴ᑩ℀� �➃香䀇耀����ད䚒ဏက�Ē朠砹馔����༱䚒ဏက�ę 暈,FoQWo退oðx
–Yolte�쀀u怀tdᨀcՠ tts or䀀�ЀѰMscՠ  瀀,eitnst than Fo d tFoseŐ1-�防脰ѠՐ p ur scood sos asMhwsigm　Ҁtt. @֠