**The Collegiate School Parent Registration 2024-2025**

**Website address: https://pccc.focusschoolsoftware.com/focus/auth/**

**Click on the first option:**



**Create an account and click submit:** **Select the middle option:** 

**Complete required information then Select “The Collegiate School Parent Registration” and click Begin Application.**

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**Click the Next Page button to continue:**

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**Fill in needed fields and in the Application School Year drop down box select Next School Year: 2024-2025 and click Next Page:** ****

**Complete the needed information and click Next Page:**

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**Use the drop-down boxes to answer the questions then click Next Page:**

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**Complete Enrolling parent contact information and click Next Page:**

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**Complete Military Status information and click Next Page:**

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**Complete the needed information and click Next Page:**

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**Use the drop-down boxes to answer the questions then click Next Page:**

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**Complete the questions and click “Next Page”:**

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**Use the drop-down boxes to answer the questions then click “Next Page”:**

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**Check the box to acknowledge the TCS statement above, complete parent name and date and click “Next Page”:**

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**Download required records/documents info each file box, check box to acknowledge application completion and click “submit and finish box”:**

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**You are now complete once you see the screen below:**

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