

2023 Summer School Registration

Process for registering your child for Summer School

All parents will use ParentVue Online Registration

2023 Summer School Process – No forms!

1. **Home-school Counselors enter recommended courses** (first and second priority) on the Student Attended History Screen/Summer School Tab in Synergy. **This must be completed before parents can register on ParentVue.** System will block parents from registering until counselor enters courses.
2. **Counselor generates and emails Summer School Parent Letter in Synergy.**
3. **Parent uses ParentVue account to register one or more children**
 - a) Parent cannot register until counselor enters courses! System will stop parents.
 - b) Online registration is open from May 30th - June 16th. No in-person registration.
 - c) Parent reads and acknowledges Summer School Rules
 - d) Parent sees Counselor recommendations but cannot change courses (Parent contacts home school Counselor to change courses)
4. **Summer School staff accept or deny online applications** – no applications will be accepted after 6:00 p.m. on June 16th.
5. **Summer school staff will email parent accepting or denying registration** and send general Summer School information (map of school, room number for classes, etc.)

Parent Summer School Registration Info

1. Summer School registration information is on the **CCBOE website**

<https://www.ccboe.com/quick-links/summer-school-2023>

2. **ParentVue account:** Click the Online Registration button in the top right corner of ParentVue screen.

Online Registration (OLR) will walk parents through the process including presenting rules, viewing School Counselors recommendations, signing up for classes, and completing the final review and submit process.

ParentVue: Initial Summer School Registration Page

The screenshot shows the ParentVue interface for Charles County Public Schools. At the top right, there are navigation links: Home, Status, My Account, ParentVUE, and Logout. Below these is the school name, "Charles County Public Schools", and a greeting: "Good afternoon, [redacted] 5/10/2023". The main heading is "SELECT REGISTRATION TO BEGIN". The content area is a light blue box with the following text:

Welcome to the Charles County Public Schools Online Registration System

Select "2022-2023 Online Registration" for:

- Applying for PreKindergarten for the 2022-2023 School Year.
- Enrolling students for grade Kindergarten through 12 for the 2022-2023 School Year.
- Submitting Transition Proofs for currently enrolled 5th/8th grade students rising to Middle or High School for the 2023-2024 school year.

Select "2022-2023 Summer School Registration" for:

- Enrolling students in grades 6th-12th for Summer School who have Counselor Recommendations for Make-Up or Original Credit courses.

Select "2023-2024 Online Registration" for:

- Applying for PreKindergarten for the 2023-2024 School Year.
- Enrolling students for Kindergarten for the 2023-2024 School Year.

Below the text is a dropdown menu with a red asterisk to its left. The dropdown is open, showing three options: "2022-2023 Online Registration", "2022-2023 Summer School Registration" (which is highlighted in blue), and "2023-2024 Online Registration". At the bottom of the content area is a button labeled "Update Information or Start Registration >".

Select 2022-2023 Summer School Registration

2023-2024 is for students new to CCPS starting school in August 2023.

Welcome Page

- *Directions
- *Meeting times
- *Course Offerings

School Registration

Introduction

Family

Parent/Guardian

Students

Review/Submit

Delete Summer School

INTRODUCTION

Welcome

Information

Welcome to Online Registration for CCPS 2022-2023 Summer School. Online Summer School registration is only for students currently enrolled in a CCPS middle or high school. For Summer School registration information, please visit <http://www.ccboe.com/index.php/summer-school>

General Information

The Charles County Public Schools (CCPS) Summer School program begins July 5th and ends on August 3rd, 2023. Summer School graduation will take place on August 4th, 2023. All instruction for make-up courses will take place in-person at a CCPS school. All instruction for original credit courses will take place virtually.

Summer School Registration Assistance

- Accessing your ParentVue account - contact your child's school
- Technical assistance with the ParentVue website - email ParentVue@ccboe.com
- Registration assistance - email OLRSupport@ccboe.com
- Course selection assistance - contact your child's school counselor
- Questions about Summer School logistics - contact your child's school
- Need Help with Technology Issues - use AskCCPS feature by visiting <http://www.ccboe.com/askccps.com>

Make-Up Courses for Credit (no fee), limit 2 courses

- Classes will take place in person Monday through Thursday from 10:00AM - 2:00PM at Thomas Stone High School for high school students whose zoned home schools are Thomas Stone, North Point, and Westlake and at St. Charles High School for high school students whose zoned home schools are St. Charles, La Plata, and McDonough. All Middle School students will attend Mattawoman Middle School. Each class is 2 hours in length.
- Students will not receive credit for any Make-Up course if they miss more than 2 class lessons.
- In addition to attending all in-person classes, students must complete all assigned classwork and assessments.
- Make-Up High School courses include: Algebra I; Algebra II; Algebra Trigonometry and Statistics; Geometry; Earth Systems; Biology; Chemistry; English I, II, III, IV; U.S. History; World History; Local, State and National (LSN) Government; Spanish I, II, Exploring Computer Science, Foundations of Technology, Personal Financial Literacy, Fit for Life, and Health.
- Make-Up Middle School courses include: Language Arts, Math, Science and Social Studies for grades 6, 7 and 8.

Original Credit Courses for Credit (no fee), limit 1 course

- Mandatory online class lessons led by teachers will be held daily on Mondays through Thursdays using Zoom via StudentVue from 10:00AM - 12:00PM. Fridays are reserved for asynchronous lessons.
- Students will not receive credit for any Original Credit course if they miss more than 2 live class lessons.
- Students must complete all quizzes, assigned classwork and tests assigned in the APEX learning platform to earn credit.
- Original Credit courses include: English III, IV; Fit for Life and Health, Personal Financial Literacy, Geometry, and Exploring Computer Science.

Student Summary Screen

Charles County Public Schools

Good afternoon, [REDACTED] 5/10/2023

2022-2023 Summer

School Registration

Introduction

Family

Parent/Guardian

Students

Review/Submit

Delete Summer School

INTRODUCTION

Student Summary

Information

We currently show you have the following students enrolled in CCPS. If this is correct, you may proceed to enroll your student in CCPS Summer School. If there is a discrepancy with your students' information linked to ParentVue, please email support at OLRSupport@ccboe.com

First Name	Last Name	Grade	School Year	School	Status
[REDACTED]	[REDACTED]		2022	North Point High School	You will be updating information for [REDACTED]
[REDACTED]	[REDACTED]				Student has graduated
[REDACTED]	[REDACTED]			[REDACTED]	

Save And Continue >

Parent verifies children who are enrolled in CCPS and are eligible for Summer School based on grade (SY 2022-2023 Grades 6-12)

Verify enrolling parent's name; must be in Synergy

Charles County Public Schools
Good afternoon, [REDACTED], 5/10/2023

School Registration INTRODUCTION 2022-2023 Summer

- 💡 Introduction
- 👤 Family
- 👤 Parent/Guardian
- 🎓 Students
- 🔍 Review/Submit

🗑️ Delete Summer School

Signature

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature *

[Save And Continue >](#)

- Parent enters first name and last name as listed in Synergy or listed in the top right corner of the ParentVue screen.

Family Information: Home & Mailing addresses

The screenshot displays the 'Family Information' section of the Charles County Public Schools website. The main navigation menu on the left includes 'School Registration', 'Family', 'Parent/Guardian', 'Students', 'Review/Submit', and 'Delete Summer School'. The 'Family' section is active, showing a progress bar for 'FAMILY' at 100%. The 'Home Address' section has a checkbox for 'Check here if your address' and a text input field for the address. The 'Mail Address' section has a checkbox for 'Mail address is the same as home address' and a text input field. The page header includes the school name, a greeting, the date 5/10/2023, and the school year 2022-2023 Summer. Navigation buttons for 'Previous' and 'Save And Continue' are visible at the bottom of the form.

- Parent verifies addresses (home and mailing addresses)
- Parent cannot change address at this time. They are strictly verifying the information is correct. Should their address have changed, they will need to contact OLRSupport@ccboe.com for assistance.

Parent Information: verification of addresses, phone numbers & email address for each parent

School Registration

- Introduction
- Family
- Parent/Guardian**
- Students
- Review/Submit
- Delete Summer School

PARENT/GUARDIAN

25%

Demographics: [REDACTED]

First Name: [REDACTED]

Middle Name: [REDACTED]

Last Name: [REDACTED]

Gender: [REDACTED]

Preferred language for communication: English

[REDACTED]

[< Previous](#) [Save](#)

School Registration

- Introduction
- Family
- Parent/Guardian**
- Students
- Review/Submit
- Delete Summer School

PARENT/GUARDIAN

100%

Contact Information: [REDACTED]

Phone Numbers

X	Line	Primary	Type	Phone
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Cell	(301) 555 - 1234 *
<input type="checkbox"/>	2	<input type="checkbox"/>	Home	(301) 555 - 1234 *
<input type="checkbox"/>	3	<input type="checkbox"/>	Work	(301) 555 - 1234 *

[+ Add New](#)

Email Address * [REDACTED]

- OR -

Parent/Guardian does not have an email address

[< Previous](#) [Save And Co](#)

Enter Student(s) enrolling in Summer School

Charles County Public Schools
Good afternoon, [REDACTED], 5/10/2023

School Registration

- Introduction
- Family
- Parent/Guardian
- Students**
- Review/Submit
- Delete Summer School

STUDENTS 2022-2023 Summer

1. Click the Include button next to the student(s) you are enrolling in Summer School from the list below.
2. Click the Edit button next to the student's name to begin the Summer School registration process.
Note: You can only Edit one student at a time. Once you complete one student, you will have the opportunity to Edit another if needed.

Students to enroll in 2022-2023 Summer

First Name	Middle Name	Last Name	Gender	Grade	Status
[REDACTED]		[REDACTED]	Male		
[REDACTED]	Marie	[REDACTED]	Female		

The following students will not be enrolled in CCPS Summer School

Students to exclude from 2022-2023 Summer

First Name	Middle Name	Last Name	Gender	Grade	Reason
[REDACTED]		[REDACTED]	Male		Student has graduated
[REDACTED]		[REDACTED]	Female		This student is not actively enrolled in the district for this year. Click the include button to add this student to the registration.

Charles County Public Schools
Good afternoon, [REDACTED], 5/10/2023

School Registration

- Introduction
- Family
- Parent/Guardian
- Students**
- Review/Submit
- Delete Summer School

STUDENTS 2022-2023 Summer

1. Click the Include button next to the student(s) you are enrolling in Summer School from the list below.
2. Click the Edit button next to the student's name to begin the Summer School registration process.
Note: You can only Edit one student at a time. Once you complete one student, you will have the opportunity to Edit another if needed.

Students to enroll in 2022-2023 Summer

First Name	Middle Name	Last Name	Gender	Grade	Status
[REDACTED]		[REDACTED]	Female		In Progress

The following students will not be enrolled in CCPS Summer School

Students to exclude from 2022-2023 Summer

First Name	Middle Name	Last Name	Gender	Grade	Reason
[REDACTED]		[REDACTED]	Male		Student has graduated
[REDACTED]		[REDACTED]	Male		Student is inactive

[Previous](#) [Save And Continue](#)

- Click Include next to student(s) parent wants to enroll into summer school
- Parents may enroll more than one child here
- Then click Edit next to the student's name

Verify Student Demographic Information

- Please verify student demographic information is correct. If changes need to be made, please contact OLRSupport@ccboe.com

- Please select the grade that your student was enrolled in for the 2022-2023 school year. Ex: Student was grade 12 for 2022-2023 so grade 12 needs to be selected again for Summer School.

Charles County Public Schools
Good afternoon, [REDACTED] 5/10/2023

2022-2023 Summer

School Registration

- Introduction
- Family
- Parent/Guardian
- Students**
- Review/Submit
- Delete Summer School

DEMOGRAPHICS

Demographics: [REDACTED]

Instructions

For Entering Grade, please select the grade level that your student is currently enrolled in for the 2022-2023 school year.

Perm ID: [REDACTED]

Legal First Name: [REDACTED]

Legal Middle Name: [REDACTED]

No Middle Name:

Legal Last Name: [REDACTED]

Suffix: [REDACTED]

Gender: Female

Birth Date: [REDACTED]

Entering Grade * 09

Primary Address * [REDACTED]

Home Address: [REDACTED] Mail Address: [REDACTED]

< Previous Save And Continue >

No Course Recommendations

Parents will receive the following screen if student's Counselor has not entered in Course Recommendations prior to parent starting registration. Please contact your child's school counselor for assistance.

Charles County Public Schools

Good afternoon, [REDACTED], 5/10/2023

2022-2023 Summer

School Registration

Introduction

Family

Parent/Guardian

Students

Review/Submit

Delete Summer School

DEMOGRAPHICS



No Course Recommendations: [REDACTED]

This student does not have any recommended Summer School Courses. Please contact your child's school counselor for assistance.

No courses contact counselor *

You will need to select **Delete Registration** to start over once the courses have been recommended by the counselor.

< Previous

Save And Continue >

Provide Transportation Hub Location (Optional)

Please select which Summer School Transportation Hub Location you will drop and pick up your student from each day. If you do not need transportation, please leave field blank.

Charles County Public Schools
Good afternoon, [REDACTED], 5/10/2023

School Registration

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Students** ⚠
- Review/Submit
- Delete Summer School

TRANSPORTATION HUB 41%

Transportation Hub: [REDACTED]

CCPS will provide transportation to both Summer School sites using regionalized hub stops. Students attending these programs are permitted to ride from any of the stops listed, but please select only one stop to use for the length of the program. We appreciate your assistance with this process as we work to plan the most effective summer transit system possible. Use the Summer School Hub Stops map to search for addresses and find the hub stop location that is most convenient for your family.

<https://tinyurl.com/SummerSchoolStops>

Summer School Transportation Hub Location

[< Previous](#) [Save And Continue >](#)

Class Registration Screen –Parent Picks Recommended Courses

This screen shows parents

- Course information
- Courses recommended by School Counselor

Parent selects both, first, or second recommended course(s).

Table lists the courses that have been recommended by the School Counselor.

Charles County Public Schools
Good afternoon, [REDACTED] 5/10/2023

2022-2023 Summer

School Registration

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Students** !
- Review/Submit

Delete Summer School

SUMMER SCHOOL REGISTRATION FOR HIGH SCHOOL STUDENTS

58%

Summer School Registration for High School Students: [REDACTED]

Summer School Registration Assistance

Summer School Registration Course Selection Assistance - Please contact your child's school counselor for Summer School course recommendation information if you have concerns regarding the courses being recommended OR if you do not see any recommended courses. After your child's school counselor has made the recommendations, please start the registration process over by clicking the "Delete Summer School" button on the left side of your screen.

Summer School Course Information - There are no fees for Summer School Make-Up or Original Credit Courses

The Summer School program begins July 5th and ends on August 3rd, 2023. All instruction will take place in-person at Thomas Stone or St. Charles High School for high school students taking make-up courses. Students who will be taking original credit courses will attend mandatory online class lessons led by teachers daily on Mondays through Thursdays using Zoom via StudentVue from 10:00AM - 12:00PM.

School Counselor Recommended Summer School Courses

Your child's School Counselor is recommending the following Summer School course(s) for your child. The counselor selected a first priority course, and a second priority course, if appropriate. If you have questions about the recommended courses, contact your child's school counselor.

Line	Year	Date of Recommendation	School Counselor	First Recommended Course	Second Recommended Course
1	Summer 20: ▼	05/10/2023 📅	Jane Doe	English 2 Make-Up ▼	Algebra 2 Make-Up ▼

Verify School Counselor's Recommendations

Please validate the course(s) your child's counselor recommended.

I verify that my child will take both, first recommended course only, or second recommended course only: *

▼

- I accept both recommended courses.
- I accept the first recommended course only.
- I accept the second recommended course only.

< Previous Save And Continue >

Summer School Rules

Charles County Public Schools
Good afternoon, [REDACTED] 5/10/2023

SUMMER SCHOOL RULES

66%

2022-2023 Summer

Summer School Rules: [REDACTED]

For attending the 2022-2023 Charles County Public Schools (CCPS) Summer School program, I agree to the following guidelines and stipulations:

1. I agree to abide by all rules in the Charles County Public Schools Code of Student Conduct, in addition to the Summer School rules and regulations. The Code of Student Conduct is available online at [Code of Student Conduct 2022-23 – Charles County Public Schools \(ccboe.com\)](#). Disruptive behaviors that interfere with the learning environment will not be tolerated. Offenders will be removed immediately from class and behaviors warranting suspension may result in removal from Summer School altogether.

2. I understand that because Summer School lasts for only 18 class sessions, it is very important that participating students maintain excellent attendance. Credit will be denied if a student misses more than **two** class periods. Students are not excused from class for illness, doctor, and/or dental appointments, camp, sports, vacations, etc. Students who cannot attend all classes should not enroll in Summer School. Students are also required to be on time for every class. Those who arrive late may not earn course credit. Suspension days are considered absences. Students removed from a course will not be issued course credit.

- Parent reads Summer School rules
- Parent and Student enters names as an online signature verifying acceptance of rules
- Enter date

I agree to the terms of the summer school guidelines and expectations and understand that a completed summer school registration is the electronic equivalent of an ink signature.

By typing the parent's name, the parent acknowledges reading and accepting CCPS Summer School Expectations and Guidelines.

Parent/Guardian Name *

By typing the student's name, the student acknowledges reading and accepting CCPS Summer School Expectations and Guidelines.

Student Name *

Today's Date *

MM/DD/YYYY



< Previous

Save And Continue >

Select Summer School Location

Select "School's Name" for School Selection. Please note that the school's name that the student will be attending for Summer School will be based on their grade level and if they are taking Make Up or Original Credit courses.

If the student is in middle school and taking Make Up courses, the School Selection will be Mattawoman Middle School.

If the student is in High School and is taking Make Up Courses, the School Selection will be based off their home school of residence. Thomas Stone High School will be the School Selection if their home school of residence is Thomas Stone, North Point, or Westlake High School. St. Charles High School will be the School Selection if their home school of residence is St. Charles, La Plata, Maurice J. McDonough, or Henry E. Lackey High School.

If the student is in High School and is taking an Original Credit Course, the School Selection will be Robert D. Stethem Educational Center.

Charles County Public Schools
Good afternoon, [REDACTED] 5/10/2023

SCHOOL SELECTION 2022-2023 Summer

School Selection: [REDACTED]

Instructions

The Summer School Selector will automatically default to Thomas Stone High School for all High School students whose zoned school of residence are Thomas Stone, North Point, and Westlake High School.

Information

Based on the home address entered, you live within the attendance boundary of Thomas Stone High School

Home Address:
15189 Prescott Ct
Waldorf, MD 20601

1. **School Selection ***

Thomas Stone High School
3785 Leonardtown Rd, Waldorf, MD 20601

School Registration

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Students** ⚠
- Review/Submit
- Delete Summer School

After registration information is complete for first child, parent can enroll a second child before clicking submit

Charles County Public Schools
Good afternoon, [REDACTED] 5/10/2023

School Registration

- 💡 Introduction ✔
- 👤 Family ✔
- 👤 Parent/Guardian ✔
- 🎓 **Students** ✔
- 🔍 Review/Submit
- 🗑️ Delete Summer School

STUDENTS 2022-2023 Summer

1. Click the Include button next to the student(s) you are enrolling in Summer School from the list below.
2. Click the Edit button next to the student's name to begin the Summer School registration process.

Note: You can only Edit one student at a time. Once you complete one student, you will have the opportunity to Edit another if needed.

Students to enroll in 2022-2023 Summer

	First Name	Middle Name	Last Name	Gender	Grade	Status
✏️ Edit 🚫 Exclude	[REDACTED]	[REDACTED]	[REDACTED]	Female	10	✔ Complete

The following students will not be enrolled in CCPS Summer School

Students to exclude from 2022-2023 Summer

First Name	Middle Name	Last Name	Gender	Grade	Reason
[REDACTED]		[REDACTED]	Male		Student has graduated
[REDACTED]		[REDACTED]	Male		Student is inactive

⏪ Previous Save And Continue ⏩

Review and Submit Summer School Application (after all children have been added to the application)

Charles County Public Schools

Good afternoon, [REDACTED], 5/10/2023

School Registration

Introduction

Family

Parent/Guardian

Students

Review/Submit

Delete Summer School

REVIEW/SUBMIT

2022-2023 Summer

Review

Review allows you to confirm all data entered during the Summer School process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	[REDACTED]	10	1. Thomas Stone High School	

< Previous

Review

Parent clicks Green Review button then verifies the information. If completing an application for an additional child, the parent must click on the Student tab and enter information for that child prior to clicking submit.

Parents Review Application

1. Parents click **Review** to open the application. Scroll to the bottom of the page.
 - a) click the check box that they reviewed all registration data and verified that it is correct
 - b) click submit
 - c) If completing the application for more than one child, do not click submit until information for all children is entered.

Charles County Public Schools
Good afternoon, [REDACTED] 5/10/2023

School Registration

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Students ✓
- Review/Submit** ⓘ
- Delete Summer School

REVIEW/SUBMIT 2022-2023 Summer

[Review](#)

Review allows you to confirm all data entered during the Summer School process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	[REDACTED]	10	1. Thomas Stone High School	

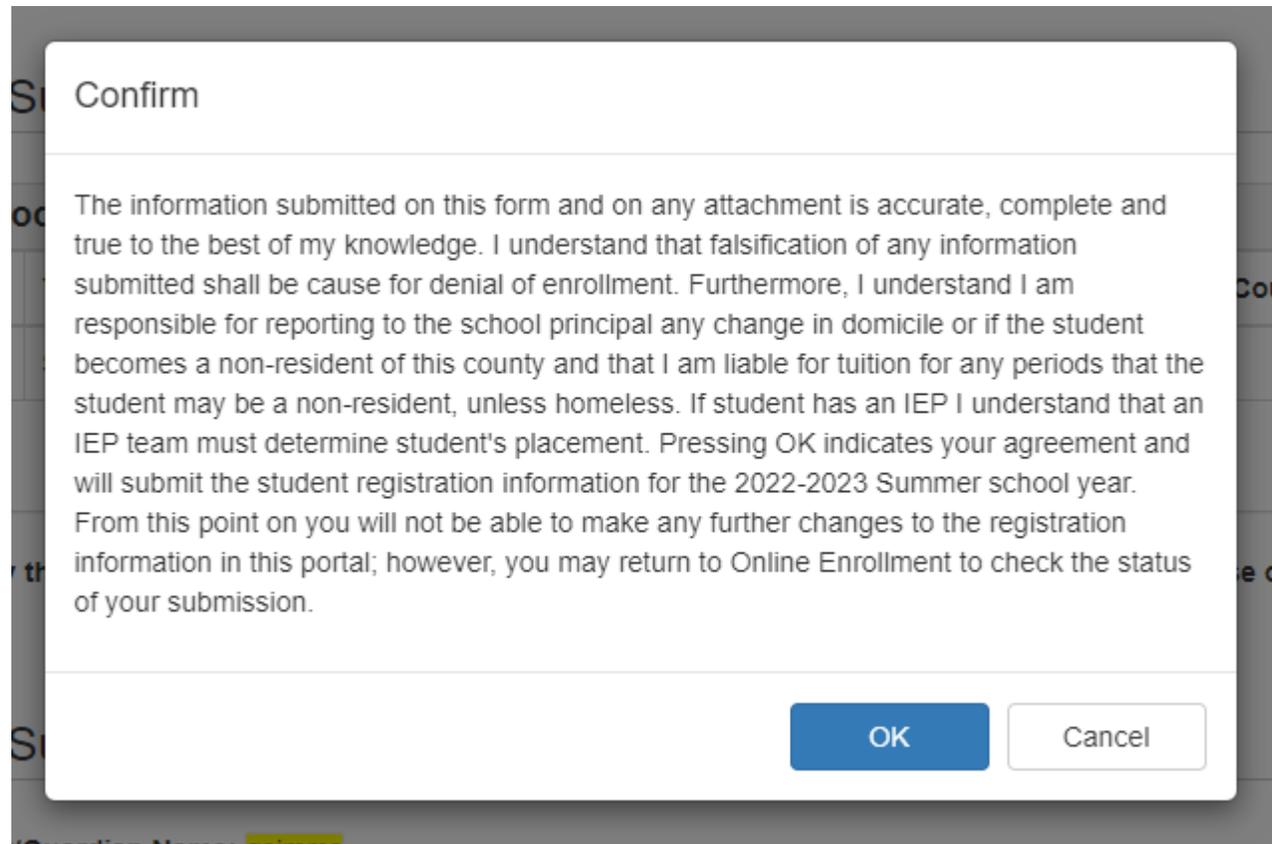
[< Previous](#) [Review](#)

I have reviewed all registration data and verified that it is correct

[< Previous](#) [Submit](#)

Confirmation Screen and email

Parent will see this confirmation notice and will need to click the OK button to continue. They will receive an email stating their registration has been submitted following this step.

A screenshot of a confirmation dialog box. The dialog has a white background and a thin grey border. At the top left, the word "Confirm" is written in a dark grey font. Below this, a horizontal line separates the title from the main text. The main text is a single paragraph in a dark grey font, containing a legal disclaimer and instructions. At the bottom right of the dialog, there are two buttons: a blue button with the text "OK" in white, and a white button with a grey border and the text "Cancel" in dark grey. The dialog is centered over a blurred background of a web page.

Confirm

The information submitted on this form and on any attachment is accurate, complete and true to the best of my knowledge. I understand that falsification of any information submitted shall be cause for denial of enrollment. Furthermore, I understand I am responsible for reporting to the school principal any change in domicile or if the student becomes a non-resident of this county and that I am liable for tuition for any periods that the student may be a non-resident, unless homeless. If student has an IEP I understand that an IEP team must determine student's placement. Pressing OK indicates your agreement and will submit the student registration information for the 2022-2023 Summer school year. From this point on you will not be able to make any further changes to the registration information in this portal; however, you may return to Online Enrollment to check the status of your submission.

OK Cancel

Registration Submitted Confirmation

After submitting Summer School Registration, parents see the final page. Parents may check the status of their child's registration using ParentVue.

Charles County Public Schools

2022-2023 Summer

School
Registration

2022-2023 Summer Summer School

Status

Your registration for Summer School 2022-2023 has been submitted. It will be reviewed by school staff and upon accepting, you will receive an email notification letting you know that the registration has been processed and that your student was enrolled.

The status of your registration(s) that are in progress can be found [on the status page](#)

ParentVue Status of Recent Registration Activity

STATUS OF RECENT REGISTRATION ACTIVITY

2022-2023 Summer School Registration

[Review](#) Submitted: 5/10/2023 3:15 PM

Status	Last Name	First Name	Grade	School Name	Comments
 Waiting	██████	██████	10	 Thomas Stone High School: Waiting	