

## Summer School Eligibility Coding (2025-2026) – Elementary

Once summer school eligibility letters have been generated and distributed to parents, you will need to enter summer school eligibility into FOCUS.

### ACCESSING SUMMER SCHOOL INFORMATION

From the Students Demographics screen:

1. Click Summer School in the sub-section on the left.
2. The Summer School screen will display.

- **Eligible** field – pre-coded
- **Parent Status** field = updated by Data Entry/Secondary staff
- **Summer School Site** field = auto-populates after selecting Save. The field can only be changed by the FTE team and Kate Drilling.
- **Parent Contact Language** = pre-populated
- **Transportation Requested** field = updated by Data Entry/Secondary staff
- **After School Programs** field = updated by Data Entry (Applies to Elementary only)
- **Needs SAT10?** field = pre-coded

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### ENTERING SUMMER SCHOOL ELIGIBILITY CODES

From the Students Demographics/Summer School screen:

1. Click the drop down in the Eligible field to select the summer school eligibility code.
2. Click Save.

Note: The Summer School Site field will default based on the eligibility code selected and the students home address. You must click SAVE for the field to auto-populate.

The screenshot shows a form titled "Summer School". It has three main fields: "Eligible" (a dropdown menu), "Parent Status" (a dropdown menu), and "Summer School Site" (a text field). The "Summer School Site" field is highlighted with a red box, and a red arrow points to it from the right.

Note: The Summer School Site field is read only. Consult with the Summer School Office about any discrepancies.

- You can add students to Elementary Intersession (grades 2, 3, 4)
  - You can only change students in Elementary Intersession
  - Do not change the Eligible field for ESY
    - Only switch a student from ESY to Elementary Intersession with admin approval
- Note: If a student switches to Elementary Intersession, they cannot attend ESY

**DO NOT SELECT ANY ADDITIONAL FIELDS UNLESS YOU ARE REFERENCING A FORM RETURNED BY THE PARENT.**

### ENTERING PARENT CONFIRMATION CODES

As registration forms are returned to the home school indicating whether the student will or will not attend summer school, you will need to enter the information in FOCUS.

**DO NOT code the parent status field until letters are returned.**

#### Parent Confirmed Attendance

Form was distributed/returned and parent confirmed attendance.

From the Students Demographics/Summer School screen:

1. Click the drop-down beside Parent Status and Select Parent Confirmation.
2. Click Save.

The screenshot shows the "Summer School" form. The "Parent Status" dropdown menu is open, showing a list of options: "Parent Confirmation", "Parent Declined", "Parent Letter Not Returned", and "Parent Said Yes Then No". The "Parent Status" field is highlighted with a red box.

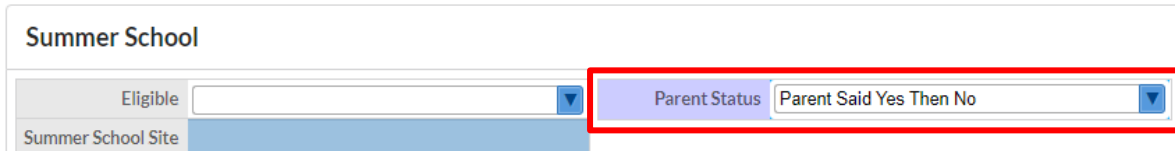
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### Parent Said Yes Then No

Parent confirmed attendance and later declined (changed his/her mind).

From the Students Demographics/Summer School screen:

1. Click the drop-down beside Parent Status and Select Parent Said Yes Then No.
2. Click Save.



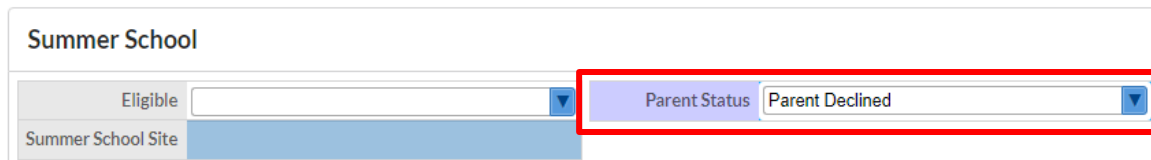
The screenshot shows the 'Summer School' section of the form. The 'Eligible' dropdown is set to 'Yes'. The 'Parent Status' dropdown is highlighted with a red box and set to 'Parent Said Yes Then No'. The 'Summer School Site' dropdown is set to 'Collier County Public Schools'.

### Parent Declined Attendance

Form was distributed/returned but the parent declined attendance.

From the Students Demographics/Summer School screen:

1. Click the drop-down beside Parent Status and Select Parent Declined.
2. Click Save.



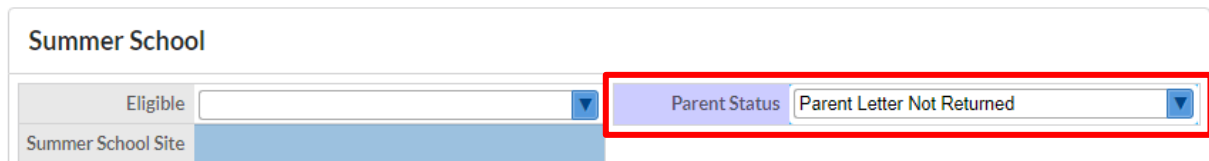
The screenshot shows the 'Summer School' section of the form. The 'Eligible' dropdown is set to 'Yes'. The 'Parent Status' dropdown is highlighted with a red box and set to 'Parent Declined'. The 'Summer School Site' dropdown is set to 'Collier County Public Schools'.

### Parent Letter Not Returned

Student is eligible for summer school and a letter was distributed to the parent but not returned.

Demographics/Summer School screen:

1. Click the drop-down beside Parent Status and Select Parent Letter Not Returned.
2. Click Save.

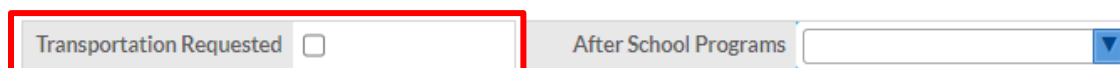


The screenshot shows the 'Summer School' section of the form. The 'Eligible' dropdown is set to 'Yes'. The 'Parent Status' dropdown is highlighted with a red box and set to 'Parent Letter Not Returned'. The 'Summer School Site' dropdown is set to 'Collier County Public Schools'.

## ENTERING TRANSPORTATION ELIGIBILITY

From the Students Demographics/Summer School screen:

1. Click the check box beside Transportation if the parent has requested transportation. (checked = YES; unchecked = NO)
2. Click Save.



The screenshot shows the 'Transportation Requested' checkbox, which is unchecked. It is highlighted with a red box. The 'After School Programs' dropdown is also visible.

Note: You must check the box beside Transportation, for bus routes to be created.

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### SELECTING AFTER SCHOOL PROGRAM

From the Students Demographics/Summer School screen:

1. Click the drop-down beside After School Programs.

Note: Pay attention to the approved location for the program.

2. Click Save.

Transportation Requested ☐

After School Programs

### GENERATING THE SUMMER SCHOOL ELIGIBILITY REPORT

As you enter summer school information you may want to generate a report to see where you are with entering data such as student eligibility, parent confirmation, and transportation requests.

The report will list all students eligible for the following programs:

- Elementary Intersession (Grades 2, 3, 4)
- Extended School Year (ESY)

*Please note: Migrant and VPK eligible students will be identified at a later date*

To access the Summer School Report:

1. Click the Reports tab.
2. Select District Reports.
3. Select the Summer School folder.
4. Locate the **SS - ALL FIELDS - by School** report.
5. Click the green Run button to the right of the report.
6. The report will display.

SS - ALL FIELDS - by School

1 Results Records: 65 Time: 12.11s

| student_id | last_name | first_name | gr_id | gender | ssn | ssn | el | 304 | exc | enrolled_school | zoned_school | oor | parent_contact_language | program                      | parent_status | ago0901 | transportation | pm |
|------------|-----------|------------|-------|--------|-----|-----|----|-----|-----|-----------------|--------------|-----|-------------------------|------------------------------|---------------|---------|----------------|----|
| 04         | M         |            |       |        |     |     | LF | Z   | K   |                 |              |     | EH                      | 02 - Elementary Intersession |               | 11      |                |    |
| 04         | F         |            |       |        |     |     | LY | Z   | K   |                 |              |     | SP                      | 02 - Elementary Intersession |               | 30      |                |    |
| 04         | M         |            |       |        |     |     | LC | Z   | K   |                 |              |     | SP                      | 02 - Elementary Intersession |               | 11      |                |    |
| 04         | F         |            |       |        |     |     | ZZ | Z   | K   |                 |              |     | EH                      | 02 - Elementary Intersession |               | 11      |                |    |
| 04         | M         |            |       |        |     |     | ZZ | Z   | K   |                 |              |     | EH                      | 02 - Elementary Intersession |               | 30      |                |    |
| 04         | M         |            |       |        |     |     | ZZ | Z   | K   |                 |              |     | EH                      | 02 - Elementary Intersession |               | 30      |                |    |
| 04         | M         |            |       |        |     |     | LY | Z   | K   |                 |              |     | SP                      | 02 - Elementary Intersession |               | 30      |                |    |
| 04         | F         |            |       |        |     |     | LF | Z   | K   |                 |              |     | HC                      | 02 - Elementary Intersession |               | 30      |                |    |