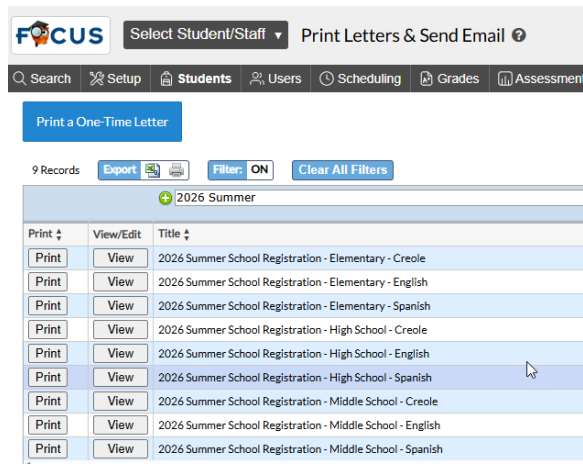
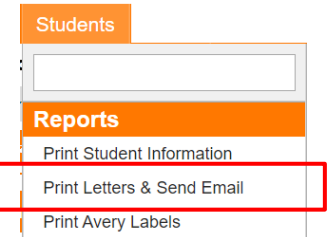


Summer School Eligibility Letters

Once the summer school eligibility has been entered, letters can be generated and distributed to the parent/guardian.

Accessing the Letters

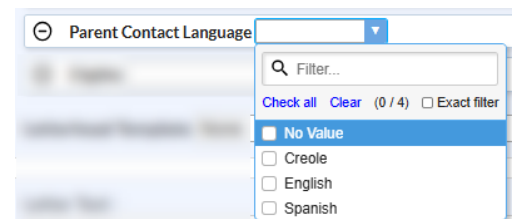
1. Click the Student tab.
2. Select **Print Letters & Send Email**
3. Locate the letter(s) named **Summer School Registration** (E) English, (S) Spanish, and (C) Creole.
4. Click the Print/Email button to the left of the letter you want to generate.



Select your Search Criteria

You will need to select search criteria based on the selected letter.

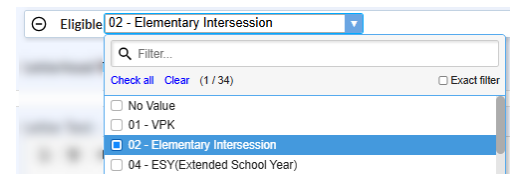
5. Select **More Search Options > Student Fields > Demographic > Parent Contact Language**. The parent contact language search option will be added.
 - a. Locate the Parent Contact Language search drop-down and choose the language that matches the selected letter.
 - i. **English:** Select No Value and English
 - ii. **Spanish:** Select Spanish only
 - iii. **Creole:** Select Creole only
6. Select **More Search Options > Student Fields > Summer School > Eligible**. The eligible search option will be added.



- a. Locate the Eligible drop-down and select the appropriate program(s) based on the selected letter.

Select the appropriate program:

- 02 – Elementary Intersession (grades 2, 3, 4)
- 07 – MSCR (Middle School Course Recovery)
- 10 – HSCR (Not Beacon)



Summer School Eligibility Letters

7. Using the “Sort Letters” drop-down, select Period 00 Teacher.
8. Click Continue.

Schedule Effective Date: March 19 2026
 Sort Letters Period 00 Teacher
☐ Display this Teacher on Each Letter

Generating Letters

9. The Print Letters & Send Email screen will display a student list based on your search criteria.

10. Method: Select Print Letters.
11. Recipient: Select Parents.
12. Select Add log entries for each student.
 Note: Only check this checkbox if you want the entry to be logged.
13. UNCHECK Include student name/id on each PDF page (Print Only) when printing letters that are more than one page.
 Note: Each letter is two pages.
14. Select the students (all or individuals) you would like to generate a letter for.
 - To select all students – Click the check box in the column title header.
 - To select individual students on the list – Click the boxes next to each student’s name.
15. Click Print Letters.
16. The FOCUS PDF screen will display the letter(s) generated based on your selection.
17. You will have the option to download or print your letters.

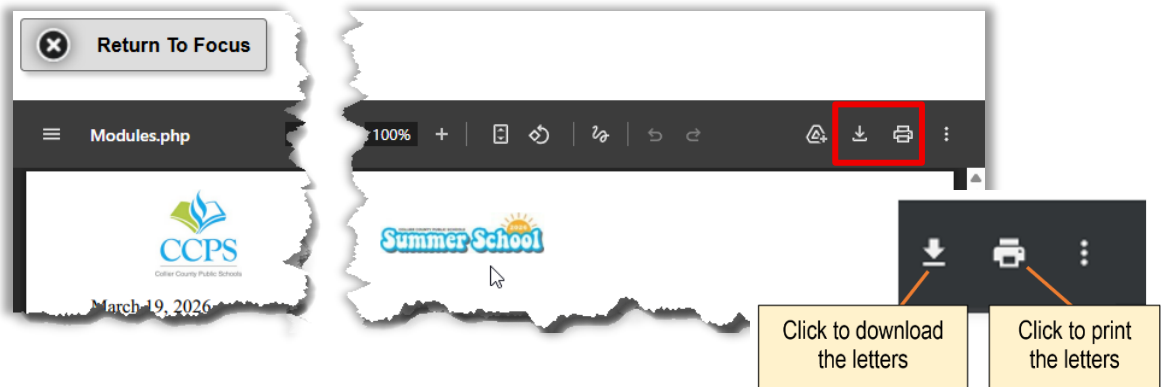
Method:
☒ Print Letters ☐ Send Emails

Recipient:
☐ Student Primary ☒ Parents ☐ One Per Family ☐ Student Primary & Parents

☒ Add log entries for each student
☐ Include student name/id on each PDF page (Print Only)

Select the print button in the upper right corner of the focus PDF screen to print the PDF file
 OR Select the download icon in the upper right to download the PDF.

Summer School Eligibility Letters



Printer Settings:

- Paper Size: Letter (8.5"X11")
- Orientation: Portrait
- Scale: Fit to paper
- Elementary Letters (*2 page double-sided*)
 - Print on both side of the paper
 - Flip on Long Edge
- Middle and High Letters (*1 page single-sided*)
 - UNCHECK Print on both side of the paper

**** You will need to complete these steps for each contact language (English, Spanish, Creole). ****

18. Click the "Return to Focus" button in the upper left corner of the screen to return to the Print Letters & Send Emails screen.

