

## Registering Secondary Students for Summer School in FOCUS (2023-2024) – High School

Enter the following fields on the Summer School tab in FOCUS:

### Step 1 Eligible

**High School:**

- Select #10 HSCR (Not Beacon)

**Alt Schools:**

- Please select the appropriate ALT location from the list. Be sure to pay attention to the N (for Naples) or I (for Immokalee)

### Step 2 Parent Status Option

- Parent Confirmation (Form was distributed/returned and parent confirmed attendance)
- Parent Declined (Form was distributed/returned but the parent declined attendance)
- Parent Letter Not Returned (Student is eligible for Summer School and a letter was distributed to the parent but not returned)
- Parent Said Yes Then No (Parent confirmed attendance and later declined)

*Completed Example:*

Eligible	18 - HSCR (Not Beacon) - I
Parent Status	Parent Confirmation
Summer School Site	SS - Palmetto Ridge High School (0493S)

**Hit SAVE in the top right after this step for the Summer School Site to populate.**



### Step 3 Transportation

- Check the box if the parent is requesting transportation
  - You must check the box beside transportation, for bus routes to be created.

*Completed Example:*

Transportation Requested

After School Programs

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### Step 4 Credit Recovery Courses

- Use the drop down choices to select **up to 2 credits (4 semester courses)** for students to recovery
- All courses SEM A is the full year
- Please choose them in order of importance
  - **PLEASE double, triple check the correct course and semester, the summer school staff will not be checking they are correct**

*Completed Example:*

Credit Recovery Course - 1st Choice	1001370 English 3 SEM A
Credit Recovery Course - 2nd Choice	1206300 Informal Geometry SEM A
Credit Recovery Course - 3rd Choice	1206300 Informal Geometry SEM B
Credit Recovery Course - 4th Choice	2003310 Physical Science SEM B

### Step 5 SAVE in the top right

