

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

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

Step 1 Eligible

Middle School:

- Select #07 MSCR (Middle School Course Recovery)

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	07 - MSCR (Middle School Course Recovery)
Parent Status	Parent Confirmation
Summer School Site	SS - Corkscrew Middle School (04425)

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 <input type="checkbox"/>	After School Programs ▼
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Step 4 Credit Recovery Courses

- Use the drop down choices to select **up to 4 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	1001010 M/J Lang Arts 1 SEM A
Credit Recovery Course - 2nd Choice	1205010 Grade 6 Math SEM A
Credit Recovery Course - 3rd Choice	2106010 M/J Civics SEM A
Credit Recovery Course - 4th Choice	

Step 5 SAVE in the top right

