The 2024 Summer Programs are an extension of the 2023-24 school year and therefore will be processed in the legacy systems, rather than Focus which goes live for the 2024-25 school year on August 12, 2024. This summer will be unique as we straddle both systems, however most activity will be contained within TERMS. The following scenarios outline withdrawal process for various summer scenarios.

Scenario 1

The parent/guardian initiates a withdrawal from the summer program for a student that has been in attendance.

- Process: Withdraw the student in TERMS according to standard district procedure.
    - The withdrawal will automatically migrate into Focus.
    - Summer program withdrawals will not impact the student's 2024-25 enrollment record in Focus.
- **DO NOT WITHDRAW STUDENT IN FOCUS**

Scenario 2

The parent/guardian initiates a withdrawal from the summer program for a student that has never been in attendance (i.e., no show).

- Process: Withdraw the student in TERMS according to standard district procedure.
    - The withdrawal will automatically migrate into Focus.
    - Summer program withdrawals will not impact the student's 2024-25 enrollment record in Focus.
    - There will be a one-time programmatic sweep in Focus prior to Go Live that will delete the summer program enrollment for no-shows.
    - This includes the PK students entering the district for the first time in summer that are rolling into kindergarten. The summer PK will be deleted and only the 2024-25 KG enrollment will remain.
- **DO NOT WITHDRAW STUDENT IN FOCUS**

Scenario 3

The student is enrolled in a summer program but does not attend (i.e., no show) but no withdraw is initiated.

- Process: **DO NOT** withdraw the student. No additional action is necessary.
    - Summer program no-show will not impact the student's 2024-25 enrollment record in Focus.
- **DO NOT WITHDRAW STUDENT IN FOCUS**

Scenario 4

A student in the summer program withdraws but intends to return in 2024-25 as an additional year student (FAPE).

- Process: Withdraw the student in TERMS according to the standard district procedure.
- Review and update as needed additional year coding in TERMS.
  - The withdrawal and additional year coding will automatically migrate into Focus.
  - Focus programming will automatically update the student's 2024-25 enrollment record.
- **DO NOT UPDATE THE ENROLLMENT IN FOCUS**

Scenario 5

A parent/guardian initiates summer withdrawal for a student attending School Choice next school year 2024-25.

- Process: Withdraw the student in TERMS according to the standard district procedure with the appropriate withdrawal code **AND** update the next school in TERMS if needed.
  - The withdrawal will automatically migrate into Focus.
  - Focus programming will automatically update the student's 2024-25 enrollment record.
- **DO NOT WITHDRAW STUDENT IN FOCUS**
- **VERIFY NEXT SCHOOL IN TERMS**

Scenario 6

A student in a summer program completes graduation requirements.

- Process: Withdraw the student in TERMS according to the standard district procedure using the appropriate graduation code.
  - The graduation withdrawal will automatically migrate into Focus.
  - Focus programming will automatically delete the graduated student's 2024-25 enrollment record in Focus.
- **DO NOT WITHDRAW/GRADUATE STUDENT IN FOCUS**

Scenario 7

A student in the summer program completes requirements to be promoted.

- Process: **Do Not** withdraw the student. In TERMS update the promotion coding **AND** Next School if appropriate.
  - The updated promotion coding will automatically migrate into Focus.
  - Focus programming will automatically update the student's 2024-25 enrollment record.
- **DO NOT UPDATE THE ENROLLMENT IN FOCUS**

Scenario 8

A parent/guardian of an Active student initiates a withdrawal <u>from the district</u> for the upcoming 2024-25 school year.

- Process: Withdraw the student in TERMS according to the standard district procedure with the appropriate withdrawal code **AND** remove the next school in TERMS.
    - o The withdrawal will automatically migrate into Focus.
    - o Focus programming will automatically delete the withdrawn student's 2024-25 enrollment record in Focus.
- **DO NOT WITHDRAW STUDENT IN FOCUS**
- **MUST REMOVE NEXT SCHOOL IN TERMS – A04 Panel**

Scenario 9

A parent/guardian initiates a withdrawal for an in-county transfer <u>to another BCPS District</u> school for the 2024-25 School Year.

- Process: Withdraw the student in TERMS according to the standard district procedure with the appropriate withdrawal code **AND** update the Next school in TERMS.
    - o The withdrawal will automatically migrate into Focus.
    - o Focus programming will automatically update the withdrawn student's 2024-25 enrollment record in Focus.
- **DO NOT WITHDRAW STUDENT IN FOCUS**
- **MUST UPDATE NEXT SCHOOL IN TERMS – A04 Panel**

Scenario 10

A new or returning student entered directly into Focus for the 2024-25 year must be withdrawn in order to be enrolled into a 2023-24 summer program in TERMS.

- Process: Use the Delete Student function on the Classified tab in Focus to delete the enrollment. Then enroll the student in TERMS with the appropriate entry code **AND** update the Next school in TERMS.
    - o The enrollment will automatically migrate into Focus with the TERMS issue student ID.
    - o Focus programming will automatically update the student's 2024-25 enrollment record in Focus.
- **DELETE 24/25 ENROLLMENT IN FOCUS TO BRING INTO TERMS**
- **MUST UPDATE NEXT SCHOOL IN TERMS – A04 Panel**

Scenario 11

A parent/guardian initiates a withdrawal from the upcoming 2024-25 school year for a **RETURNING** student with prior enrollments, that was enrolled **DIRECTLY** into Focus for 24/25 (not active in TERMS).

- Process: Delete the 2024-25 enrollment record in FOCUS.
  - o The student record will remain in the system without an active enrollment to be picked up by another school if they ever return to the district.
- **HOW TO DELETE AN ENROLLMENT**

Scenario 12

A parent/guardian initiates a withdrawal from the upcoming 2024-25 school year for a **NEW** student with no prior enrollments, that was enrolled **DIRECTLY** into Focus for the first time in 24/25 (never active in TERMS).

- Process: On the Enrollment screen, change the school in the dropdown to Applicant school, update the grade level and click **Save**.
  - o The student's demographics will be retained in the system until Applicant school is purged, if the student returns to the district.
  - o *Note*: changing the school on the Enrollment can **ONLY** be used prior to school starting.

Scenario 13

A student was enrolled directly in Focus (no active Terms enrollment) into the wrong school and the Focus school of enrollment needs to be corrected.

- Process: On the Enrollment screen, change the school in the dropdown to Applicant school, update the grade level and click **Save**.
  - o Permissions to the updated school are required to maintain access to the record after saving the update.
  - o *Note*: changing the school on the Enrollment can **ONLY** be used prior to school starting.