

Summer Programs Registration Form (Elementary) Customization Directions

The BCPS Summer Programs and Services Registration Form is intended to capture basic student and parent contact information, transportation needs, interest in before/after-school programs, and student support requests. Some programs may have additional paperwork for families to complete in order to be fully registered due to their grant funding requirements.

These directions will help schools personalize the form to only reflect the opportunities available for students in their summer programs site. If you need additional assistance to finalize the forms there will be an open lab on Wednesday, April 21st from 9:00am – 10:00am [Click here to join the meeting](#)

1. All elementary schools will use the following links to access a Microsoft Forms templates.

English

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclUMDQxWEhCWktLME01TzhDSVJNNEpHU0I2WC4u&sharetoken=v1ObaKV89HRYWKNcmbHr

Spanish

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclUQzY4TEIUVDhOSVdMREpOOEtFSENCtzZMOC4u&sharetoken=gm6w7ROkBjkpx9sDuScG

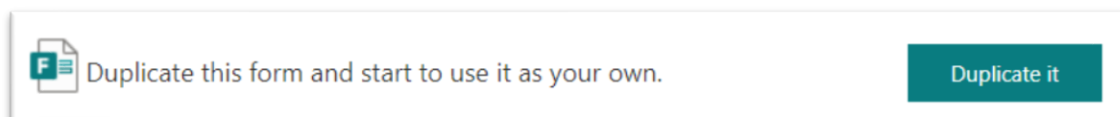
Portuguese

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclUREJSUTZWNkNIM0kwS1hRMzQ3U1FVM05QTi4u&sharetoken=oWEFbMioTY4iaruiLSgO


Haitian-Creole

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclUMIE1NzE3RTVVNIU3S01ETlg0UjNSQVcxVC4u&sharetoken=7MCOHDDctIT719QIJ4sa

2. Click the button at the top of the Forms templates for “DUPLICATE IT”



3. In the introductions section, delete (Copy) and (ES)

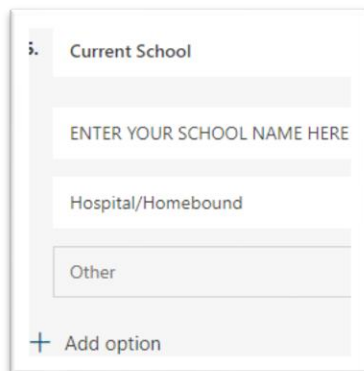
BCPS Summer Programs and Services
Request Form (ES) (Copy) 

4. In the introductions section there are three sentences based upon where your students will attend their summer program. Choose the one that is appropriate for your students and enter the school names where the ***NAME*** placeholders are located. Delete the other two.

Students from ***YOUR SCHOOL NAME HERE*** will attend the summer programs on our own campus.
Students from ***YOUR SCHOOL NAME HERE*** will attend the summer programs at ***SUMMER HOST SCHOOL NAME***
Students from ***YOUR SCHOOL NAME HERE*** will attend the summer programs at the school within boundary of their primary residence.

Example: “Students from Pines Lakes Elementary will attend the summer programs at Palm Cove Elementary.”

5. For Question #6 under Student Information, enter your school’s name in the answer choice.



3. Current School

ENTER YOUR SCHOOL NAME HERE

Hospital/Homebound

Other

+ Add option

6. Under the PROGRAMS, COURSES, and SUPPORT SERVICES section, you must customize the choices available for your students. The following are options for PK – 5 students:
- Summer Voluntary Prekindergarten (VPK) program
 - 3rd Grade Reading Academy
 - Grades K-5 Summer Learning Experience
 - Reclaim & Elevate
 - 21st Century/MECCA Community Learning Centers
 - Extended School Year (ESY) for Students with Disabilities (SWD)

If your summer site will not offer any of these options, then you will delete it from the form:

The screenshot shows a form item titled "11. Summer Voluntary Prekindergarten (VPK) program". It includes the following details:

- Dates:** Monday-Thursday, June 21 – August 3, 2021
- Hours:** 8:00 a.m. to 4:00 p.m.
- Eligibility:** Ages 4 and 5 entering kindergarten with an unused 2020-2021 VPK Certificate of Eligibility; or, 2020-2021 Re-enrollment VPK Certificate issued because your child used less than 70% (378 hours) of the VPK Certificate during the school year.

Below the details is a paragraph: "These full-day instructional programs and activities are fun, engaging, and aligned with the Florida Early Learning and Developmental Standards. They will help prepare your child for successful entry into Kindergarten in the Fall."

At the bottom, there are two radio button options: "Yes" and "No". Below these are links for "+ Add option" and "Add 'Other' option".

- Besides the VPK program, all others have variable dates, times, and or days of the week that are unique to the summer site. For all non-deleted program options, schools must enter the customized information where appropriate and indicated with three stars on either side (***)

The screenshot shows a form item titled "15. 21st Century/MECCA Community Learning Centers". It includes the following details:

- Dates:** ***ENTER START & END DAYS OF WEEK FOR HOST CAMPUS***
ENTER START & END DATES FOR HOST CAMPUS
- Hours:** ***ENTER START & END TIMES FOR HOST CAMPUS***
- Eligibility:** Open to all K-12 students in Broward County

Below the details is a paragraph: "Real-world applications and free weekly field trips engage students in hands-on academic and personal enrichment through Reading/ELA, Science, Technology, Engineering, Arts, Mathematics (STEAM), character education, health & nutrition, and physical activity."

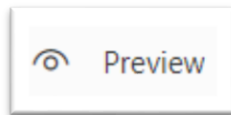
- Questions #17 and #18 about transportation require schools to enter the name of the summer host site where indicated with three stars (***):

The screenshot shows a form item titled "17. Will you need transportation to ***ENTER HOST SCHOOL NAME***? *". Below the title is a paragraph: "Transportation is available to students who live more than two miles from the summer program location or within a hazardous walking zone."

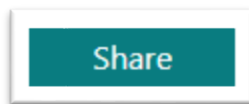
18. Will you need transportation home from *****ENTER HOST SCHOOL NAME***** at dismissal time? *

Transportation is available to students who live more than two miles from the summer program location or within a hazardous walking zone.

9. At this point, your English form should be fully customized, and you will repeat these steps for the other languages. To preview the final version of the form as it would appear to the parent, click the PREVIEW button in the top right corner. Schools should complete the preview survey as if they were the parent to make sure any customizable sections were not missed, checking for typos, and otherwise ensuring the form is ready for dissemination.

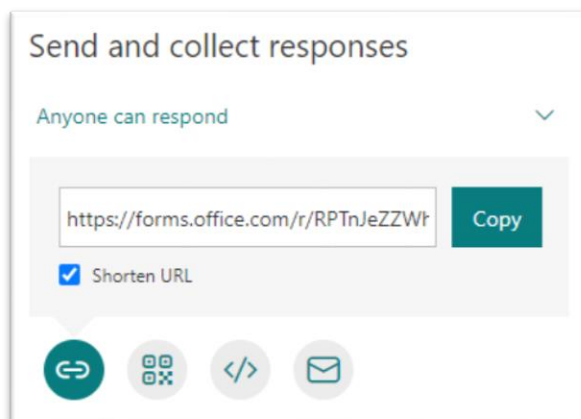



10. Once the form is verified as ready for dissemination, click the SHARE button in the top right corner:



11. Ensure the “Anyone can respond” option is selected in the dropdown and the “Shorten URL” box is checked.

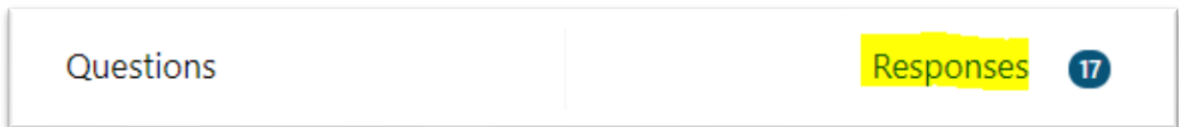
Click the “Copy” button and paste the URL into whichever communication tools you will use to send the link to parents, such as on websites, Twitter, email, text message, and other social media.



12. The  icon creates a QR code that can also be used in addition to or in lieu of the URL



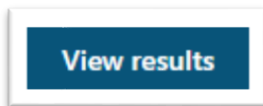
13. Schools must regularly review the results of the form. To view responses, click the “RESPONSES” tab at the top of the form:



The first view includes summative data for all students in the form of bar graphs, pie charts, etc.



To view individual responses, click the “View Results” button at the top of the page:



14. Feeder schools must communicate their results to the host site so they can compile them for a total view of the number of students intending to participate in each program. To export the result to an Excel spreadsheet, click the “Open in Excel” button at the top of the page:

