

Summer Programs Registration Form (Secondary) 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 secondary schools will use the following links to access a Microsoft Forms templates.

English

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclUQ0UySEZSM1dNQUxFnk1ER1YzM0hKVVVBZWS4u&sharetoken=SPuOrUvmTs9DsjOvXP3J

Spanish

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclUN1FDNks0S1hRQIU1VVZNMVBMU0RVRUIPVy4u&sharetoken=xoMFIONMUaIMtwu25VjZ

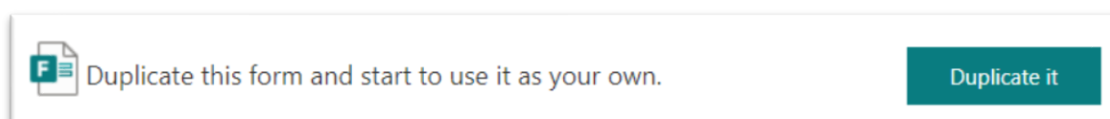
Portuguese

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclURDdNTFVUUUJLWVowS0cxQU1OUkZTNEgyTi4u&sharetoken=Qn1x1L4nucwf5xCRvpLv

Haitian-Creole

https://forms.office.com/Pages/ShareFormPage.aspx?id=y7Ws7nBTWEOpaqN4PJXUIoAf_IT2ZUFCvZH1WygVvclUODFDTE5TRkNBTERRTFPOVBQSThLSFQ0TS4u&sharetoken=VYmsgAqYPfkHdTZ2cUX3

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



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

BCPS Summer Programs and Services
Request Form (SEC) 

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.
- On your own campus
 - At assigned feeder host school's campus
 - At the summer campus assigned to the student's residential boundary.

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 Northeast High School will attend the summer programs at Fort Lauderdale High School.”

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

6. Under the PROGRAMS, COURSES, and SUPPORT SERVICES section, you must customize the choices available for your students. The following are options for 6 – 12 students:
- 21st Century/MECCA Community Learning Centers
 - Extended School Year (ESY) for Students with Disabilities (SWD)
 - Grades 6 - 12 Summer Learning Experience

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

7. All programs 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 as indicated with three stars on either side (***)

15. 21st Century/MECCA Community Learning Centers

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

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.

8. Question #15 requires schools to enter the Credit Recovery course options available at their summer site in the answer choices

15. For which subject areas do believe your student needs Credit Recovery? *

Select all that apply.

Enter Course

Enter Course 2

I don't know

Other

9. Question #16 requires schools to enter the ACCELERATION course options available at their summer site in the answer choices

16. in which courses would you like to get a head start for next year in our ACCELERATION program? *

Select all that apply.

ENTER COURSE

ENTER COURSE 2

ENTER COURSE 3

ENTER COURSE 4

None of the Above

Other

10. Question #17 requires schools to enter the ELECTIVE course options available at their summer site in the answer choices. The form is pre-populated with the core applied learning courses for the summer experience, which can be deleted with the

7. WITH WHICH ELECTIVE COURSE(S) IS YOUR STUDENT INTERESTED IN TAKING? *
Select all that apply. Not all courses may be available at your summer site

- Team Sports or Weight Training
- Debate
- Art
- Music
- STEM+CS (coding, robotics, Minecraft, etc.)
- **ENTER ELECTIVE OPTION**
- None of the Above
- Other

11. Questions #18 and #19 about transportation require schools to enter the name of the summer host site where indicated with three stars (***):

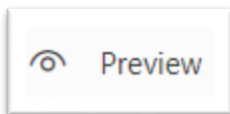
18. Will you need transportation to ***ENTER HOST SCHOOL NAME***? *
Transportation is available to students who live more than two miles from the summer program location or within a hazardous walking zone.
Magnet and reassignment students will not be provided transportation to the summer program unless attending the school based upon the home address.

Yes
 No

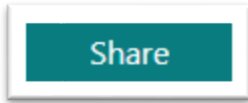
19. Will you need transportation home from ***ENTER HOST SCHOOL NAME*** at dismissal time? *
Transportation is available to students who live more than two miles from the summer program location or within a hazardous walking zone.
Magnet and reassignment students will not be provided transportation to the summer program unless attending the school based upon the home address.

Yes
 No

12. 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.

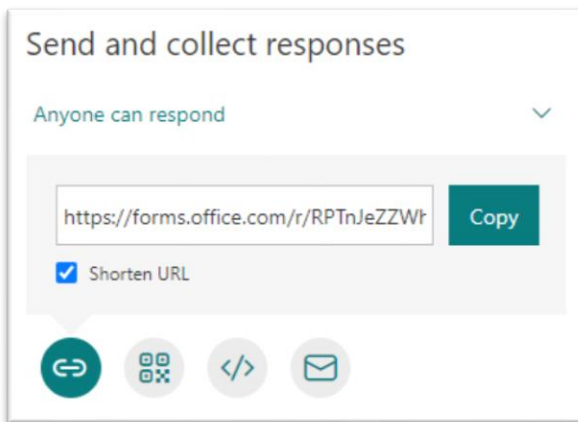



13. Once the form is verified as ready for dissemination, click the SHARE button in the top right corner:



14. 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 by Tuesday, April 20th.



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



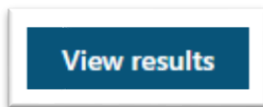
16. Schools must regularly review the results of the form. To view responses, click the “RESPONSES” tab at the top of the form:



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:



17. 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:

