

ELO/EPO Renewal Application Form

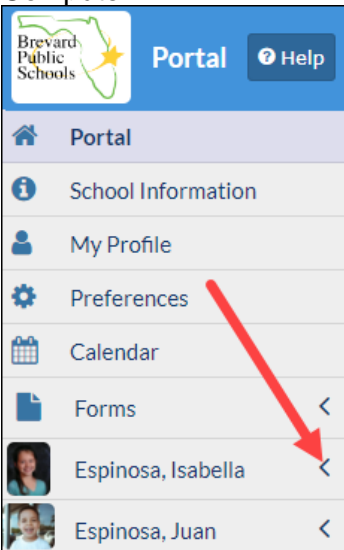
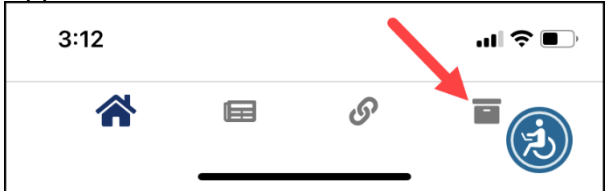
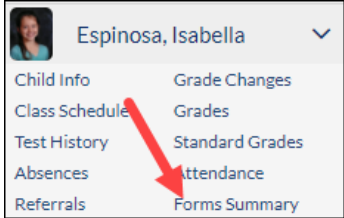
Link to this Document: <https://bit.ly/ELOEPORenewal>

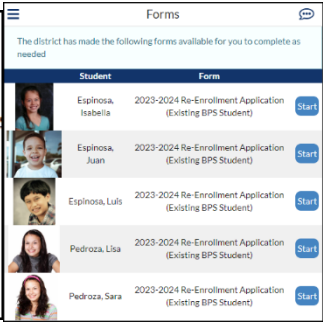
Link to the Student Data Systems website: <https://bit.ly/BPSStudentDataSystems>

Welcome to the new Focus online ELO/EPO Renewal process. Here is some important information as you get access and complete the ELO/EPO Renewal document in Focus


- ELO/EPO Renewal will be used for current BPS students that will be renewing at the same school as an ELO or EPO.
- You must complete separate forms for each child
- **This is NOT a NEW application. This is for CURRENT students**

How to Access the Re-enrollment form

<p>1.</p>	<ul style="list-style-type: none"> • If using a computer, log into your Focus portal and click the arrow next to your child's name to reveal a menu. • If using a mobile device web browser, log into your Focus portal and click the "hamburger" menu icon to see the list of students and then click the arrow next to your child's name to reveal a menu. • If using the mobile app, log in and click the folder at the bottom of the page. 	<p>Computer</p>  <p>Mobile app</p> 
<p>2.</p>	<p>If using a computer or a mobile device web browser, click the Forms Summary link.</p> <p>If using the mobile app, go to step 3.</p>	

<p>3. A list of available forms will display. Click on the link for the form you wish to complete.</p>	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 10px; width: 45%;"> <h3 style="text-align: center;">Available Forms</h3> <p>The district has made the following forms available for you to complete as needed</p> <p>Available forms for Aria Nicole Allen ELO/EPO RENEWAL FORM</p> <p>Available forms for Josslyn Marie Allen ELO/EPO RENEWAL FORM</p> <p style="text-align: center;">Browser view</p> </div> <div style="border: 1px solid black; padding: 10px; width: 45%;">  <p style="text-align: center;">Mobile App view</p> </div> </div>
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Signatures

<p>14. Once all questions are answered, a signature is required to complete the renewal. Click the words Click to Sign.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Parent Signature ELO/EPO Renewal*</p> <p>Click to Sign</p> </div>
<p>Sign your name and then click the word Sign.</p>	<div style="border: 1px solid black; padding: 10px;"> <p>Sign Below</p>  </div>
<p>15. When finished, click Submit and Finish.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Submit and Finish</p> </div>
<p>When the form is submitted to the school, you will receive a "Thank You" message.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Thank you.</p> <p>Your information has been submitted for review.</p> <p>Click here to return to the Portal.</p> </div>

Alerts

<p>16 After the application is processed, you will receive an alert message on your Focus portal page. Clicking the link will display the completed form and the approved/denied fields.</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="background-color: #f4a460; padding: 5px;">District & School Announcements</h3> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> News Events </div> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Alerts</p> <p>🔔 A form you submitted has been recently processed. Click here for details.</p> </div> </div>
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You may also view any changes by clicking the **View Changes** button

Completed Forms

1 Records [Filter: OFF](#)

Student	Form	Completed Date	Processed Date	# of Changes			View Changes
				Approved	Denied	Pending	
ESPINOSA, ISABELLA	2023-2024 Re-Enrollment Application (Existing EPS Student)	02/24/2023	02/24/2023	95	6	0	