

# ELO/EPO Renewal Application Form

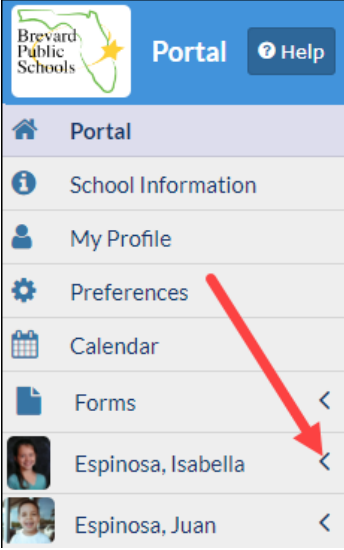
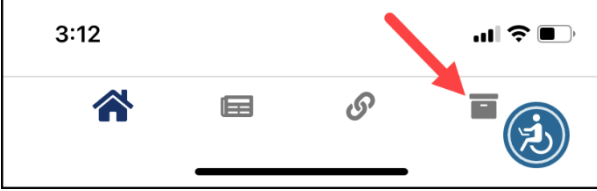
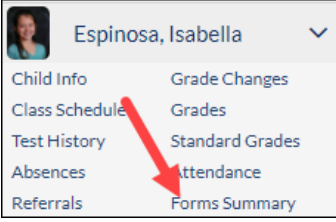
Link to this Document: <https://bit.ly/ELOEPORenewal>

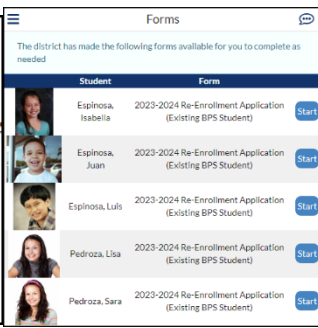
Link to the Student Data Systems website: <https://bit.ly/BPSStudentDataSystems>

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



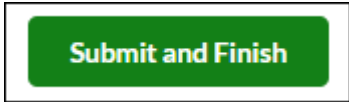
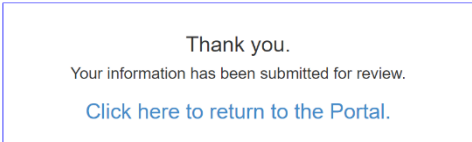
- ELO/EPO Renewal will be used for current BPS students that will be renewing at the same school as an ELO or EPO.
- You must complete separate forms for each child
- **This is NOT a NEW application. This is for CURRENT students**

## How to Access the Re-enrollment form

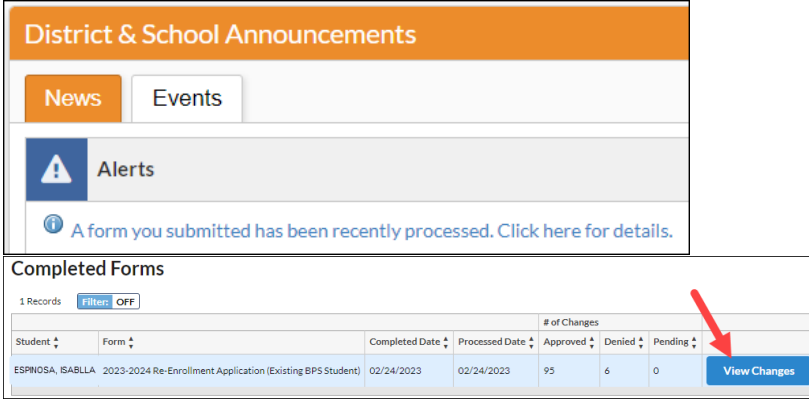
<p>1.</p>	<ul style="list-style-type: none"> <li>• If using a <b>computer</b>, log into your Focus portal and click the arrow next to your child's name to reveal a menu.</li> <li>• If using a <b>mobile device web browser</b>, log into your Focus portal and click the "hamburger" menu icon to see the list of students and then click the arrow next to your child's name to reveal a menu.</li> <li>• If using the <b>mobile app</b>, log in and click the folder at the bottom of the page.</li> </ul>	<p><b>Computer</b></p>  <p><b>Mobile app</b></p> 
<p>2.</p>	<p>If using a computer or a mobile device web browser, click the <b>Forms Summary</b> 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-between;"> <div style="width: 60%;"> <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  <a href="#">ELO/EPO RENEWAL FORM</a></p> <p>Available forms for Josslyn Marie Allen  <a href="#">ELO/EPO RENEWAL FORM</a></p> <p style="text-align: center;">Browser view</p> </div> <div style="width: 35%;">  <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 <b>Click to Sign</b>.</p>	
<p>Sign your name and then click the word <b>Sign</b>.</p>	
<p>15. When finished, click <b>Submit and Finish</b>.</p>	
<p>When the form is submitted to the school, you will receive a "Thank You" message.</p>	

## 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> <p>You may also view any changes by clicking the <b>View Changes</b> button</p>	 <p>The screenshot shows an alert: "A form you submitted has been recently processed. Click here for details." Below it is a table of completed forms with a "View Changes" button highlighted by a red arrow.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="8">Completed Forms</th> </tr> <tr> <th colspan="8">1 Records <span style="float: right;">Filter: OFF</span></th> </tr> <tr> <th>Student</th> <th>Form</th> <th>Completed Date</th> <th>Processed Date</th> <th colspan="4"># of Changes</th> </tr> <tr> <th></th> <th></th> <th></th> <th></th> <th>Approved</th> <th>Denied</th> <th>Pending</th> <th></th> </tr> </thead> <tbody> <tr> <td>ESPINOSA, ISABELLA</td> <td>2023-2024 Re-Enrollment Application (Existing BPS Student)</td> <td>02/24/2023</td> <td>02/24/2023</td> <td>95</td> <td>6</td> <td>0</td> <td style="text-align: right;"><a href="#">View Changes</a></td> </tr> </tbody> </table>	Completed Forms								1 Records <span style="float: right;">Filter: OFF</span>								Student	Form	Completed Date	Processed Date	# of Changes								Approved	Denied	Pending		ESPINOSA, ISABELLA	2023-2024 Re-Enrollment Application (Existing BPS Student)	02/24/2023	02/24/2023	95	6	0	<a href="#">View Changes</a>
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