



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. 	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Computer</p> </div> <div style="width: 45%;"> <p>Mobile device web browser</p> </div> </div> <div style="margin-top: 10px;"> <p>Mobile app</p> </div>
<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 style="text-align: center;">The district has made the following form available for you to complete.</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. There are several signatures required. Signatures are required to move forward through the application. Click the words Click to Sign.</p> <p>Sign your name and then click the word 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> <hr/> <div style="border: 1px solid black; padding: 10px; text-align: center;"> <p>Sign Below</p>  <div style="display: flex; justify-content: center; gap: 10px; margin-top: 5px;"> Cancel Clear Sign </div> </div>
<p>15. When finished, click Submit and Finish.</p>	<div style="border: 1px solid black; padding: 10px; text-align: center;"> <div style="background-color: #444; color: white; padding: 5px 20px; border-radius: 5px; display: inline-block;"> Submit and Finish </div> </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 school processes your application, 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 View Changes button</p>	<div style="border: 1px solid black; padding: 10px;"> <h3 style="text-align: center; background-color: #ccc; padding: 5px;">District & School Announcements</h3> <div style="display: flex; justify-content: space-between; margin-bottom: 10px;"> News Events </div> <div style="display: flex; align-items: center; margin-bottom: 10px;"> <div style="background-color: #ccc; padding: 5px; margin-right: 5px;"></div> <div>Alerts</div> </div> <p> A form you submitted has been recently processed. Click here for details.</p> <hr/> <h4>Completed Forms</h4> <p>1 Form(s) Filter Off</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>Student</th> <th>Form</th> <th>Completed Date</th> <th>Processed Date</th> <th>Approved</th> <th>Denied</th> <th>Pending</th> <th># of Changes</th> </tr> </thead> <tbody> <tr> <td>ESBINOZA, ISABELLA</td> <td>2023-2024 Re-Enrollment Application (Existing EPS Students)</td> <td>02/24/2023</td> <td>02/24/2023</td> <td>PS</td> <td>0</td> <td>0</td> <td>4</td> </tr> </tbody> </table> <p style="text-align: right;">View Changes </p> </div>	Student	Form	Completed Date	Processed Date	Approved	Denied	Pending	# of Changes	ESBINOZA, ISABELLA	2023-2024 Re-Enrollment Application (Existing EPS Students)	02/24/2023	02/24/2023	PS	0	0	4
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