



STUDENT INFORMATION SYSTEM RECOVERY AUDIT

JUNE 2, 2022

Board of Education of Baltimore County Public Schools

Office of Internal Audit

The purpose of the audit is to determine the process used to populate the new student information system and to verify the accuracy of recovered student information after the November 24, 2020 cyber-attack on Baltimore County Public Schools.

Refer to Exhibit A for the report distribution list.

BACKGROUND

Baltimore County Public Schools (BCPS) experienced a cyber-attack on November 24, 2020. As a result, BCPS permanently lost access to the primary student information system (SIS) used to track student information.

Prior to the cyber-attack, BCPS used multiple systems to track student information:

1. **BCPS One SIS** - the primary SIS used by BCPS. It was developed and maintained by BCPS staff. BCPS One SIS stored student information for enrollment (e.g., name, date of birth, parents, address, phone number), attendance, and grades/transcripts on BCPS servers.
2. **Focus** - a secondary SIS used by BCPS. Although the full Focus software package includes multiple modules, BCPS only purchased the scheduling module to assist with class scheduling for secondary students. Focus obtained its information via a real-time sync process with BCPS One SIS. Although the module was used only for secondary student scheduling prior to the cyber-attack, the enrollment information for current secondary and elementary students was also synced to Focus and stored externally with the vendor.
3. **Health Office Anywhere** - used by BCPS for student health records. This system synced with BCPS One SIS daily and maintained student information that was not sent to Focus, such as student addresses, parent information, and restraining orders. Information was stored externally with the vendor.
4. **Schoology** - a Learning Management System used by teachers to track students' grades by individual assignments. The students' overall grades were uploaded into BCPS One SIS after the end of each quarter. Schoology information was stored externally with the vendor.
5. **SPS by Powerschool** - a special programs software used to manage and access critical information and documentation related to students with special education needs. Information was stored on a local file server and was synced nightly.

Although BCPS permanently lost access to the BCPS One SIS and all current information, a back-up file dated October 26, 2020 was recovered.¹ A back-up file was also available for the SPS by Powerschool system.²

Information maintained by the external student information vendors was not lost.

AUDIT OBJECTIVE

The purpose of the audit is to determine the process used to recover student information and validate the accuracy of the information in the areas of enrollment, attendance, and grades in the primary SIS (Focus).

AUDIT PERIOD

Internal Audit compared the information from the BCPS One SIS back-up file and Schoology to information in the current primary SIS (Focus).

¹ The BCPS One SIS system was no longer available to restore the back-up, therefore, an outside vendor was contracted to convert the back-up file to a useable format for transfer of information to the new primary SIS (Focus).

² After the cyber-attack, the recovered special education information was restored to the cloud, not a local server.

METHOD

We completed our review through:

a. Inquiry of BCPS personnel:

- Executive Director, Department of Technology (DoIT)
- Director, Office of Enterprise Applications
- Supervisor, Student Data and Reporting
- Manager, Enterprise Systems Management
- Supervisor of Educational Technology

b. Review of documentation:

A random sample of 60 students (30 elementary and 30 secondary) were selected for review. The current primary SIS records for these students were compared to information recovered from the BCPS One SIS back-up file and from historical information in Schoology:

- Enrollment information, including the student's name, ID, school, address, city, zip/postal code, primary contact, birthdate, and race code,
- Attendance information for the period of September 8, 2020 through October 26, 2020,
- Final grades for SY 2019-2020, and
- First quarter marking period grades for SY 2020-2021, for fourth through twelfth grade.

SUMMARY OF RESULTS

Recovery Process

The Director, Office of Enterprise Applications, contacted the Focus vendor to gain access to additional modules for the student information system to replace the defunct BCPS One SIS system. The Board of Education of Baltimore County approved an emergency contract, and the additional modules were made available to BCPS. The DoIT developed the Focus SIS Functionality Rollout Plan to prioritize the implementation. The rollout plan consists of three phases:

- Phase 1 – Restoration of Basic Operations for the 2020-2021 School Year (SY)
 - Enrollment
 - Attendance
 - Grades/Transcripts
 - Graduation
 - State Reports
 - Summer Programs
 - Basic functionality for discipline
- Phase 2 – Essential Functionality for the 2021-2022 SY
- Phase 3 – New Functionality

See **Exhibit B** for a copy of the complete plan. Currently, the recovery team is completing Phase 2 recovery tasks and preparing for Phase 3.

Internal Audit determined the process used for the restoration and validation of the first three areas for Phase 1: enrollment, attendance, and grades.

Enrollment:

After the cyber-attack, student demographic information (e.g., birthday, gender, race) were not immediately available from the BCPS One SIS the back-up file. BCPS initially retrieved this information from the external providers to populate missing information in Focus. The information received from the external providers was cross referenced to the proper fields in Focus to update the student information. Additionally, in late December 2020, BCPS was able to restore the information from the BCPS One SIS back-up file with the information as of October 26, 2020.³

Attendance:

Attendance information from BCPS One SIS was recovered from the back-up file through October 26, 2020. Attendance between October 27, 2020 and the cyber-attack on November 24, 2020 was not recovered. Attendance was tracked in Schoology from the date of the cyber-attack until the Focus system was operational. The recovered BCPS One SIS attendance information was uploaded into Focus on April 26, 2021.

Grades:

Grades for school years prior to 2020-2021 were recovered from the BCPS One SIS back-up file and transferred to Focus. For 2020-2021 SY grades, the first quarter marking period ended on November 13, 2020. Although this date occurred prior to the cyber-attack, it occurred after the October 26, 2020 back-up, therefore, the grades had not yet been uploaded to BCPS One SIS and were not available on the back-up file. Consequently, student grades for the first quarter marking period, for students in 4th through 12th grades, were recovered from Schoology. Students in kindergarten through third grade are not tracked in Schoology, therefore, those grades could not be pulled from Schoology.

Validation:

Several steps were taken during the restoration process to ensure the validity of the recovered student information:

1. Staff in the Department of Research, Accountability & Assessment (DRAA) were used to verify the accuracy of the information restoration process.
2. Staff cross referenced/checked relevant information to the SPS by Powerschool system.
3. Process owners were contacted to ensure that processes were not excluded from the restoration.
4. School staff were asked to complete quality assurance checks.
5. The SIS Governance Committee met monthly and oversaw the rollout plan.

³ Information that was uploaded from other sources or manually entered was not overwritten during this process.

Accuracy of Recovered Information

Internal Audit's review of enrollment, attendance, and grade information for a sample of 60 students indicates that the recovered student information in Focus agrees to the student information that was available prior to the November 24, 2020 cyber-attack.

Exhibit A

Student Information System Recovery Audit

Report Distribution

Title	Location
Chief Information Officer	DoIT
Executive Director	DoIT
Director	Office of Enterprise Applications, DoIT
Superintendent	BCPS
General Counsel	Office of Law
Chief Auditor	Office of Internal Audit

Exhibit B

Student Information System Recovery Audit


Focus SIS Functionality Rollout Plan

Focus SIS Functionality Rollout Plan

 Restoration of Basic Operations for the 2020-2021 SY


Phase 1

- Enrollment
- Attendance
- Grades/Transcripts
- Graduation
- State Reports
- Summer Programs

 Essential Functionality for the 2021-2022 SY

Phase 2

- Expand Phase 1 Functionality
- PPW
- Title 1
- SSLH
- ESOL
- Transportation

 New Functionality 2022-2023 SY and beyond

Phase 3

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
<p>Enrollment (Director of Student Support Services)</p>	<ul style="list-style-type: none"> • Enable Traditional Enrollments • Enable Special Enrollments - Create the schools in FOCUS to feed SPS and other applications: <ul style="list-style-type: none"> ○ 5958 - A Brandwine Center ○ 5952 - Child Find Referrals ○ 5953 - Parentally Placed Private ○ 5951 - Non-Pub Placements ○ 5700 - ESOL Welcome Center/Ellevation ○ 5954 - SSIEP Team ○ 5955 - PSFALS College Outreach Program • Implement Duplicate/Merge Process • Load recovered enrollment history into Focus • Load recovered sibling connections • Provide instructions on how users can link siblings • Load Legal Name • Load birth gender • Load state id • Configure Focus to support student cohorts for hybrid learning • Capture data elements for Discipline state reporting • Generate Student ID numbers • Return to School Cohort Configuration (Gingerbread People) • Establish Address Catalog and Establish School Boundaries • Establish the roll over process • Load Preferred Name • Load Preferred Gender (including a non-binary option) 	<ul style="list-style-type: none"> • Set School Boundaries (alerts for out of zone enrollments) • Implement the process for Planning Year Enrollment • Implement Summer Programs Enrollment • Implement ELL, ESOL Functionality • Add KG Prior Care Forms (KRA) • Add PK Qualifications • Support Spring 2021 ("Round-up") • Add Special Permission Reasons/Approvals • Transportation – ability to enter alternate addresses • Add Student Photos • Add Spanish version of the online application • Support for Non-Traditional Residency Enrollments (PPW tab) • September 30 Enrollment Reports • Added support for Judy Centers • SR-1 Card • Ability to print the Emergency Card • Additional Transportation Functionality – Please see the Transportation section below. • Add Do Not Contact attributes • Enrollment Discrepancy Cleanup <ul style="list-style-type: none"> ○ Second School flag corrections ○ Duplicate student records • Creation of Enrollment District Reports • ESOL Welcome Center Intake • PPW Foster Care State Report • PPW Kinship Care State Report • Create a process to end-date applications in the Applicant School 	<ul style="list-style-type: none"> • Automate Residency/Shared Domicile Renewals • Other schools/programs: <ul style="list-style-type: none"> ○ 5900 - Summer School Private School Students, ○ 5956 - Transportation Services, (No longer needed due to Focus built-in functionality) ○ 5957 - Designee Intake, (No longer needed due to Focus built-in functionality) ○ 5959 - Home Schooling (No longer needed due to Focus built-in functionality) ○ Special Permission Transfer Forms Available in Parent Portal (Rule 5140) ○ Special Permission Transfer automated workflow for approval ○ Add indicator of Special Permission Transfer ○ Implement Parent/School Initiated Transfer Functionality • Create Prior Care Audit Reports (July 2022) • New Student Health History Form • PPW Case Management – Please see the Case Management section below. • Add functionality to assist with rollover for ESOL students as they transition from one ESOL program to another. • Universal Fee Waivers Eligibility • Additional Functionality to Support Non-Traditional Residency Enrollments (PPW tab)

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
	<ul style="list-style-type: none"> Creation of a Magnet enrollment process 	<ul style="list-style-type: none"> Load Historic Birth Date Verification Data for SR-1 Card. 	
Co-enrollment (Executive Director of Educational Options)	<ul style="list-style-type: none"> Establish the functional process for EDLP staff to co-enroll a student in Focus (enroll students into more than 1 school/program) Institute an interim manual process for co-enrolling students for the 2021 semester 2. (Ed Op group) 	<ul style="list-style-type: none"> Create Co-enrollment reporting (specific reports TBD) 	<ul style="list-style-type: none"> Addition of Workflows and incorporate BCPS Rules/Warnings in the process. Expand functionality to allow all appropriate school staff to co-enroll students into EDLP and e-Learning.
Magnet Programs (Executive Director of Educational Options)			
Gifted and Talented (GT) (Executive Director of Academic Support Services)		<ul style="list-style-type: none"> Extract Universal – Gifted and Talented GT Screening Data from Focus 	
Home Schooling (Executive Director of Educational Options)			<ul style="list-style-type: none"> TBD
Home and Hospital (Executive Director of Educational Options)			<ul style="list-style-type: none"> Update configuration for Home and Hospital Courses to prevent from appearing on Transcripts. Create a Home and Hospital Workflow
Virtual Learning Program (Executive Director of Educational Options)		<ul style="list-style-type: none"> VLP Configuration VLP Setup VLP Reporting 	<ul style="list-style-type: none"> TBD
Attendance (Coordinator of Pupil Personnel Services &	<ul style="list-style-type: none"> Enable Early Dismissal/Late Return functionality Add Additional Tardy Codes 	<ul style="list-style-type: none"> Enable Early Dismissal/Late Arrival functionality 	<ul style="list-style-type: none"> Advanced Attendance Reporting <ul style="list-style-type: none"> Explore removing extraneous data (such as data for services)

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
Responsive Student Programming	<ul style="list-style-type: none"> • Enable all Teachers the ability to apply basic attendance codes • Enabled Basic Attendance Reporting at the school level. 	<ul style="list-style-type: none"> • Enable all Teachers the ability to apply all attendance codes* • Additional configuration <ul style="list-style-type: none"> ○ Daily Attendance Period for secondary schools. ○ Added RQ – Required Quarantine Attendance Code for required quarantine. ○ New sort order for teacher entry screen. • End of Year Attendance Report • Early Attendance Report 	<p>only students) from Focus canned attendance reports for accurate state reporting.</p>
Grading and Report Cards (Executive Director of Academics)	<ul style="list-style-type: none"> • Enable Grading & Reporting functionality to include: <ul style="list-style-type: none"> ○ Data Pulls from Schoology ○ Teacher Grade Entry ○ Grade Calculations (Mid-Year & Final) ○ Grade Admin Override functionality ○ Audit Grade Overrides. ○ Report Cards - printed and published to the Student Portal • MP4 Report Cards • Senior Grade Reporting Window • Grade Reporting Window (PS - 11) 	<ul style="list-style-type: none"> • Interims (No longer needed; parents are directed to view interim grades in Schoology) • Update Grading & Reporting features based on 21-22 SY • Honor Roll Lists/Report – High School (specified in the Grading and Reporting Manual) • Honor Roll List/Report – Middle School (specified in the Grading and Reporting Manual) • Implement the Focus Grade Change Form • Implement Parent Teacher Conference Functionality • Report card template updates <ul style="list-style-type: none"> ○ Addition of attendance data ○ Removal of SSLH data ○ Revised the High School Assessment section • Requirements Gathering For <ul style="list-style-type: none"> ○ Modified Program English Learner checkbox ○ Grading Comments for ESOL K-5 	<ul style="list-style-type: none"> • National Junior Honor Society Eligibility Report • Allow Elementary Special Area Teachers Access to [KG] Report Cards

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
		<ul style="list-style-type: none"> ○ Printing report cards for VLP students ○ All teachers printing report cards 	
<p>Student Portal Access (Director of Communications)</p>	<ul style="list-style-type: none"> ● Enable student portal access ● Enable student course requests for secondary schools ● View current schedule ● Enabled viewing of report cards ● Display student cohort information for hybrid learning ● Enable students to view attendance 	<ul style="list-style-type: none"> ● Student access to report cards (all marking period report cards retained) ● Student access to prior year report cards (after January 2021) ● Add the ability to view Attendance ● Add the ability to view Transportation information ● Add the ability to view SSLH Data ● Add the ability to view High School Assessment (HSA) data for ELA, Science, Government, and Algebra highest scores and status indicators ● Add the ability to set Accessibility Options ● Add the ability to view the BCPS System Calendar ● Add the ability to access Focus chat features 	<ul style="list-style-type: none"> ● Add additional messaging functionality TBD
<p>Parent Portal Access (Director of Communications)</p>	<ul style="list-style-type: none"> ● No Items Identified 	<ul style="list-style-type: none"> ● Grant all parents access to the Focus Portal (new and existing) ● Determine how to activate existing accounts in the Focus Portal (Invite existing parents to create a new account or automatically turn on accounts for existing parents. This will need to include a communication plan to notify parents.) ● Add Enrollment Application Functionality ● Add the ability to view Report Cards ● Add the ability to view Attendance ● Add the ability to view the current schedule 	<ul style="list-style-type: none"> ● Add additional messaging functionality TBD ● Add various self-service options for different functions. Options to be defined. ● Include app/mobile component?

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
		<ul style="list-style-type: none"> • Add the ability to view Transportation information • Add the ability to view SSLH Data • Add the ability to view High School Assessment (HSA) data for ELA, Science, Government, and Algebra highest scores and status indicators • Add the ability to set Accessibility Options • Add the ability to view the BCPS System Calendar • Configuring/Restricting Parent Access: <ul style="list-style-type: none"> ○ Custody Flag: Update parent contacts to set the custody flag. Restrict access for a non-custodial parent. Apply settings to existing accounts. ○ Decide if the View-Only account is needed. (Non-custodial contacts) • Add the ability for parents to complete the Annual Review Student Information Forms • Add the ability for parents to complete the Parental Privacy Preferences Forms • Disable Parent Accounts for withdrawn students (yearly process) • Add the ability to access Focus chat features 	
<p>Elementary Schedules (Executive Director of School Support and Achievement)</p>	<ul style="list-style-type: none"> • Establish elementary scheduling procedures in Focus • Enable elementary scheduling functionality • Build Scheduling Packages • Train elementary school secretaries on how to add packages to student records 	<ul style="list-style-type: none"> • Enable elementary schools to create their own packages 	

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
	<ul style="list-style-type: none"> Confirm who can view student schedules (ask process owners to confirm) Ensure ES Master Scheduler role is assigned to the correct end-users. Automate the ES Master Scheduler role in Focus. 		
<p><u>Secondary Schedules</u> (Executive Director of School Support and Achievement)</p>	<ul style="list-style-type: none"> Fully operational Confirm who can view student schedules (ask process owners to confirm) Confirm MP3 schedules are sent to Schoology by the morning of Jan 25. (OEA Rostering Team) 		
<p><u>Course Catalog-</u> formerly the Master Course File (Executive Director of Academics)</p>	<ul style="list-style-type: none"> Determine what is required for MSDE Focus completed the extract for state reporting. Add additional data columns to support usage and state reporting-Focus. 	<ul style="list-style-type: none"> Transition maintenance to C&I Rollover the course catalog for the 2022-2023 school year. (This task is needed for schools to work on schedules for the next school year.) 	
<p><u>Integrations</u> (Director of Enterprise Applications)</p>	<ul style="list-style-type: none"> Initial Integrations: <ul style="list-style-type: none"> Schoology Route Finder Pro (Outbound from Focus) July 1 HOA (Student Demographics, Student Contacts, Faculty) HR System (all employees) June 1 Demographic details School Messenger - May 21 Destiny - Student Information SIS Integration Database - Integration Hub (to support other integrations/rosters) 	<ul style="list-style-type: none"> Food Services <ul style="list-style-type: none"> Mosaic Food Services My School Bucks EHR <ul style="list-style-type: none"> Attendance Transportation <ul style="list-style-type: none"> Route Finder Pro (Inbound from Focus) Ellevation <ul style="list-style-type: none"> Student Demographics EL information Test scores SPS <ul style="list-style-type: none"> Outbound from Focus to SPS <ul style="list-style-type: none"> Non-Public Placement Parentally Placed Private 	<ul style="list-style-type: none"> SPS <ul style="list-style-type: none"> Inbound to Focus <ul style="list-style-type: none"> SSLH Exemption EHR

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
		<ul style="list-style-type: none"> ▪ Child Find ▪ PSFALS ▪ SSIEP Teams • HR System <ul style="list-style-type: none"> ○ Staff Information ○ API interface - End Date • Destiny <ul style="list-style-type: none"> ○ Staff Information ○ Student Barcode information • SIS Integration Database - Expanding fields to support additional applications: <ul style="list-style-type: none"> ○ DIBLES ○ HMH Sam ○ Equal Opportunity Schools • Performance Matters <ul style="list-style-type: none"> ○ Core Data Files (Courses, Staff, Students) • School Messenger • ScribOrder <ul style="list-style-type: none"> ○ Import Focus generated transcripts into ScribOrder Online 	
<p>Transcripts (Coordinator of School Counseling)</p>	<ul style="list-style-type: none"> • Create BCPS Transcripts & populate with existing course history (immediate need is for current students) • Reestablish approval from process owners • Recover and Display Assessment Status • Recover SSLH Status • Display SSLH Status • Recover Seal of Biliteracy Data • Addition of SSLH fields in Focus • Upload Cleaned data • Display Seal of Biliteracy Awards on Transcript - June 7 	<ul style="list-style-type: none"> • Seal of Biliteracy <ul style="list-style-type: none"> ○ Data entry and capture of data for Seal of Biliteracy • SSLH <ul style="list-style-type: none"> ○ <i>See Student Service-Learning Hours (SSLH) below.</i> • Create BCPS Transcripts & populate with existing course history for former students. 	<ul style="list-style-type: none"> • Add attendance data to transcript • Seal of Biliteracy <ul style="list-style-type: none"> ○ Automate Seal of Biliteracy Awards Process

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
	<ul style="list-style-type: none"> Display CEEB Code - June 7 Display Principal Signature - June 7 Certificate/Diploma Checkbox - June 7 		
<p>Discipline (Coordinator of Pupil Personnel Services & Responsive Student Programming)</p>	<ul style="list-style-type: none"> Research available functionality in Focus. Determine what is needed for state reporting - The first report is due Feb 1, 2021. Will attempt to load data into Focus to generate the report. Capturing data elements for Discipline state reporting Enable referrals to be entered by school administrators Enable school administrators to capture arrest data. Provide the ability for school administrators to document suspensions. 	<ul style="list-style-type: none"> Create a Monthly Suspension Report (system-wide report) - Completed by DRAA Refine entry for capturing data elements for Discipline state reporting Provide functionality for referrals to be removed from a student record (Expungements) – Revisit the need with the process owner Develop the Extended Suspensions and Expulsions (Outside of the School) Workflow Develop the Program Review Process 	<ul style="list-style-type: none"> Add Mental Health Consultations for Suspensions (PS - 02) Load Historical Discipline Data Implement Positive Behavior functionality Add Board Suspensions/Expulsions/ Appeals/Drug Related Letters Arrest data sync from the Baltimore County Police Department (BCPD) – Revisit the need with the process owner Create the BHI Reporting Form and BHI Investigation Form Automating Bullying & Harassment Reporting (MSDE report)
<p>Staff Access & Permissions (Director of Enterprise Applications)</p>	<ul style="list-style-type: none"> Initial creation of user roles in Focus based on the BCPS User Matrix and the Enrollment, Attendance and Grade Reporting modules. Establish access for: <ul style="list-style-type: none"> DoIT/OEA personnel School-Based Staff (Based on HR Job Titles) PPW Roles and Residency Liaisons User role matrix analysis for future access (refer to the User access matrix) 	<ul style="list-style-type: none"> Establish automated HR feeds to include: <ul style="list-style-type: none"> Teacher Demographics Qualifications Certifications Add access for Central Office Users 	<ul style="list-style-type: none"> Advanced user access management at the school level (to accommodate the ability to assign permissions based on additional responsibilities assigned to them not just by job titles)
<p>Graduation Requirements (Executive Director of Performance Management and Assessments)</p>	<ul style="list-style-type: none"> Establish a process and implement features to designate graduates (certify graduates). Schools were provided with tools to certify graduates. 	<ul style="list-style-type: none"> Configure the Focus Graduation Requirements Module Update new requirements for current 9th graders 	<ul style="list-style-type: none"> Create Additional Senior Warning Letters <ul style="list-style-type: none"> Parent Version Student Service Learning Assessment Credit

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
	<ul style="list-style-type: none"> Provide supports to assist schools with generating communication to students at risk of not graduating: A letter template and reports to determine eligibility. Create a Senior Warning Letter – Student Version 	<ul style="list-style-type: none"> Create Career and College Readiness (CCR) Letters – On hold per MSDE updates Update Senior Warning Letter – Student Version 	<ul style="list-style-type: none"> Waiver
State Reporting (Various Data Owners)	<ul style="list-style-type: none"> Student/Course/Grade/Teacher (SSGT) Report Creation of Gifted and Talented (GT) for state reporting FY21 Pre-K Enhancement Grant MSDE Data Request End of Year Attendance Report Kindergarten Readiness Assessment (KRA Report) Early Learning Assessment (ELA Report) Annual Title 1 Participation Report Annual Discipline Report 	<ul style="list-style-type: none"> Arrest Data Report September 30 Report Bullying, Harassment, and Intimidation (BHI Report) High School Data Collection (HSDC Report) Student Service-Learning Hours (SSLH) (June 2022) 	
Student Service-Learning Hours (SSLH) (Program Specialist of Communications)	<ul style="list-style-type: none"> Recover existing data Provide the ability to save current data Reset the SSLH flag to set at Met - June 7 	<ul style="list-style-type: none"> Automate recording and awarding SSLH hours Implement recording activity-based and infused Service-Learning Hours Report Service-Learning Hours for graduation requirement. Central Office Service-Learning Coordinator maintain list of infused projects School-Based Coordinator entering student projects/hours School-Based users entering student projects/hours 	<ul style="list-style-type: none"> Implement functionality to support students entering SSLH for coordinator verification
Athletics (Coordinator of Athletics)	<ul style="list-style-type: none"> Academic Eligibility calculated on the report card. 	<ul style="list-style-type: none"> Create an Eligibility Report for Middle Schools Add Athletics Tab for data entry to: <ul style="list-style-type: none"> Establish Rosters: 	<ul style="list-style-type: none"> Additional Athletics Reporting: <ul style="list-style-type: none"> Lost Eligibility Report Academic Honors Report

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
		<ul style="list-style-type: none"> ▪ Teams ▪ Participants ▪ Staff ○ Capture Eligibility: Grades / Physicals / Parent Authorizations ● Athletic Reports: <ul style="list-style-type: none"> ○ Students Not Eligible – Normal Criteria Report ○ Interscholastic Athletics Eligibility Report Form ○ Tryout Roster Report ○ Team Roster Report 	<ul style="list-style-type: none"> ○ Interscholastic Participation Survey Report ○ Athletic Participation Summary (State Association Summary) Report ○ Athletic Participation by Gender (By County and By School) Report ● Conversion of Forms used by Athletics: <ul style="list-style-type: none"> ○ Heat and Hydration Health and Safety MPSSAA ○ Sudden Cardiac Arrest Health and Safety MPSSAA ○ Parent Permit ○ Pre-Participation Paperwork – Concussion ○ Modified Physical Evaluation Form
Transportation (Director of Transportation)	<ul style="list-style-type: none"> ● Provide cohort information 	<ul style="list-style-type: none"> ● Provide the ability to enter transportation requests at time of enrollment ● Import student bus assignments from Office of Transportation ● Display Transportation Information in the Parent and Student Portals. ● Record non-BCPS Transportation ● Elementary Schools/Early Childhood (KG and below) transportation tags/bus cards 	<ul style="list-style-type: none"> ● Record distribution and use of tokens/MTA bus cards
Case Management		<ul style="list-style-type: none"> ● Recreate the “Schoolology Advisor” access for Case Management in Focus (December 2021). 	<ul style="list-style-type: none"> ● Special Services Case Management ● PPW Case Management – Provide additional functionality for PPWs to manage interactions with assigned students including items such as workflow, supporting forms, and letters.

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
Graduation Status (Coordinator of the Office of School Counseling)	<ul style="list-style-type: none"> Focus Graduation Requirements Report 		<ul style="list-style-type: none"> Enable Graduation Status functionality to support the projection and planning components of graduation. Reporting to determine if students are on track to graduate. Explore 6 year plan.
School Boundaries	<ul style="list-style-type: none"> Recover data and load into Focus. Add Baltimore County Addresses & Address Verifications upon registration and transfers. Apply zoning for BCPS Schools Apply the ability for Focus to identify addresses out of boundary for enrolling school. Add zoning override reasons. 	<ul style="list-style-type: none"> Update School Zone Structure and Assignments 	
Calendars	<ul style="list-style-type: none"> Add SY 20-21 calendar 	<ul style="list-style-type: none"> Implement Calendar functionality to track (system-wide and school level): Add SY 21-22 calendar Add Non-School Days 	
Custom Forms and Letters		<ul style="list-style-type: none"> Parent Portal <ul style="list-style-type: none"> Add Parental Privacy Preferences Form Add Elementary Annual Student Info Review Form Add Secondary Annual Student Info Review Form 	<ul style="list-style-type: none"> Add Student Handbook Acceptance Form Capture student applications and forms to include: <ul style="list-style-type: none"> Magnet Programs Sports Permission Slips Waivers Student Portal: <ul style="list-style-type: none"> Add Student Technology Acceptance Use Policy (TAUP)
Annual Rollover (Director of Enterprise Applications)	<ul style="list-style-type: none"> Learn about Focus rollover process Create an automated process to programmatically set the Next School Assignment 	<ul style="list-style-type: none"> Perform Annual Rollover Process 	

Functionality	Phase 1 (by end of SY 20-21)	Phase 2 (SY 21-22)	Phase 3
Other		<ul style="list-style-type: none"> Universal Screening Letters for GT (Requested March 2022) – Executive Director of Academic Support Services Extract Universal Screening Data from Focus 	<ul style="list-style-type: none"> *Mobile App – Executive Director of Communication
Student Account Management (Director of Enterprise Applications)	<ul style="list-style-type: none"> Basic Account Setup - Automatic generation of username and password for new student account creations - June 30 Develop a process/workflow for provisioning student accounts. - June 30 		
Summer Programs (Executive Director of Educational Options)	<ul style="list-style-type: none"> Task by Spring 2021: <ul style="list-style-type: none"> Transportation table Courses tables Rostering - June 25 SPS Integration for Summer Programs - May 28 	<ul style="list-style-type: none"> Grades / Report Cards (Summer 2021) New Report: Students Missing Primary Enrollment Add Summer Programs Transportation 	<ul style="list-style-type: none"> Add recommendation letters
Assessments (Executive Director of Performance Management and Assessments)	<ul style="list-style-type: none"> Set the flag to “met” - June 7 	<ul style="list-style-type: none"> Develop a process to import Assessment Data Load historical assessment data <ul style="list-style-type: none"> AP Test Results Status on State Assessments for Students (displayed on report cards) 	
Support (Director of Enterprise Applications)	<ul style="list-style-type: none"> Set up Schoology Group Establish Walk-In Wednesdays Establish Focus Fridays Support Documentation Established the Support Process for End-Users Developed support scripts for TSS HelpDesk 		