Manage Student: HOPE Event

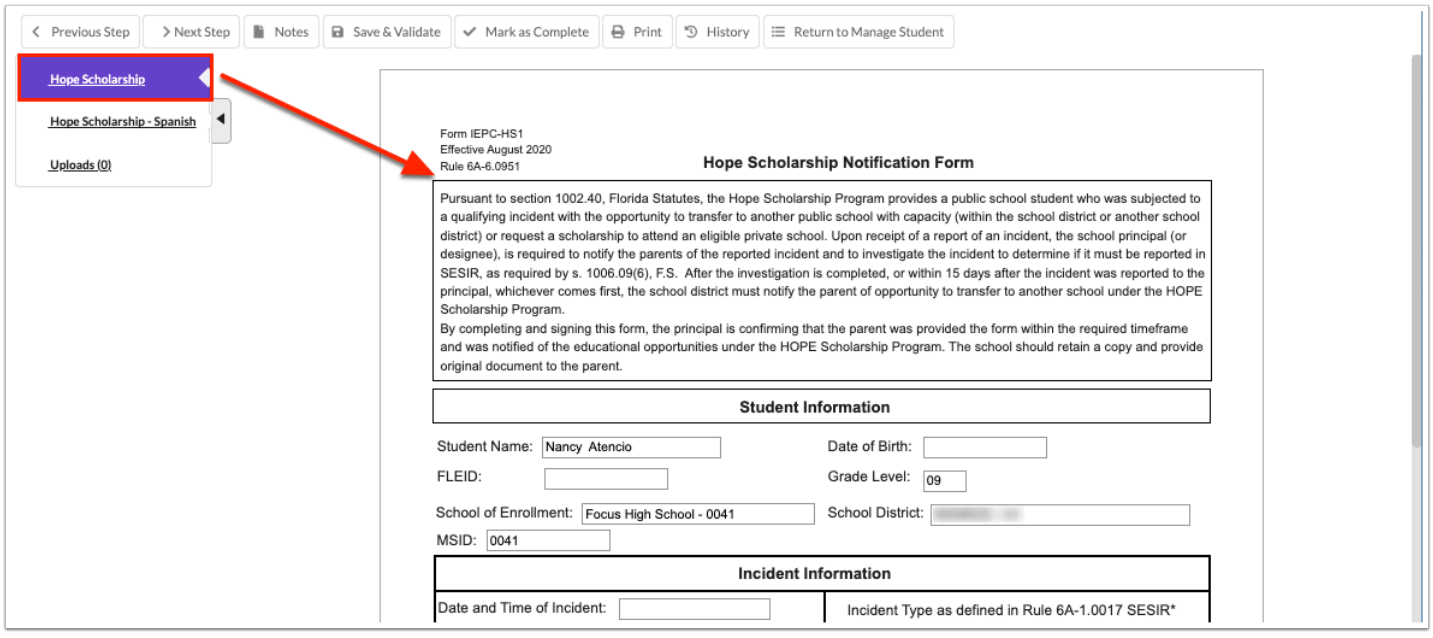
The HOPE program tab houses the Hope Scholarship Notification event. When the "Create Hope Event" field is enabled and included on discipline referrals in Discipline > Referral Fields, users can click the link within a student's referral to open the Manage Student program in SSS and initiate the Hope Scholarship Notification event.

Navigating a HOPE Event

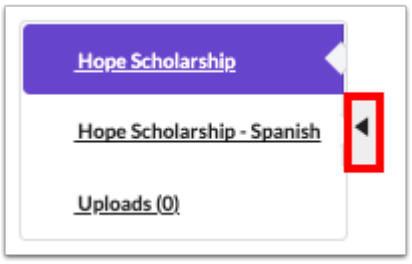
Once the Hope Scholarship Notification event has been initiated, the event will open.

Navigation Menu - Down the left of the screen are all the steps (forms) for the event. Required steps are indicated by a red asterisk.

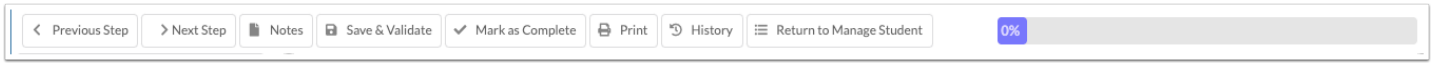
1. Click on the desired step to open the associated form.



2. Click on the arrow to collapse or expand the steps list.

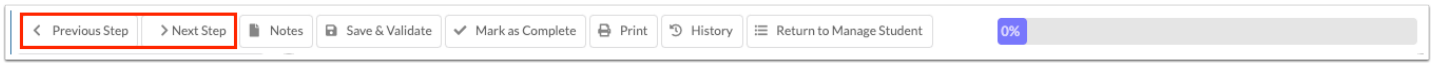


Navigation tools display at the top to facilitate movement from one step (form) to another, to save and validate the current form, to print the form, and to return to the student's event screen.

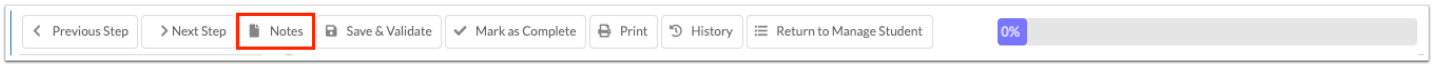


3. Click **Previous Step** to go back to the previous form.

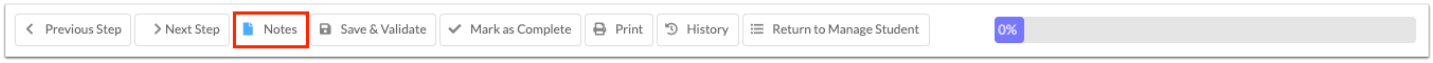
4. Click **Next Step** to move forward to the next step displayed in the navigation menu.



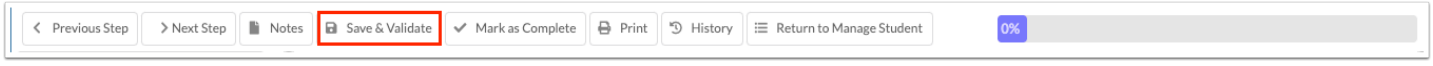
5. Click **Notes** to type notes that are important to the event that is open.



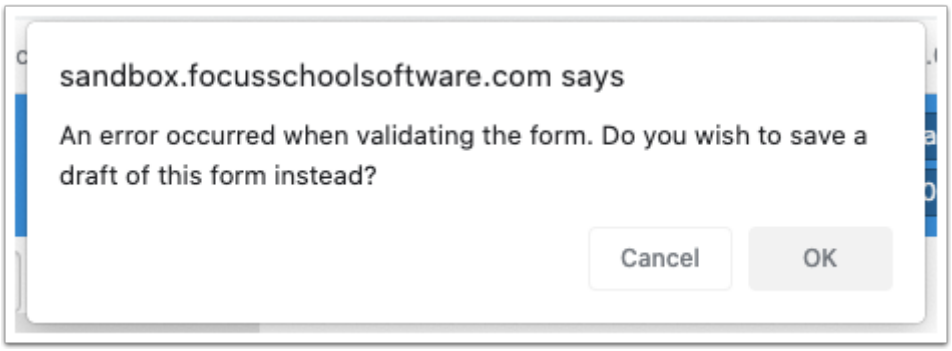
The Notes icon turns blue when there are notes present on the selected event instance. Notes cannot be printed.



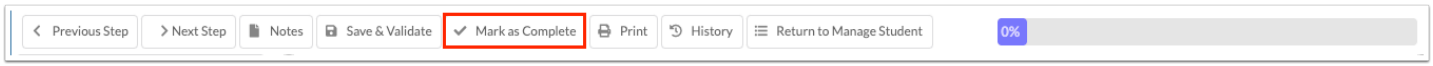
6. Click **Save & Validate** to save the entered data and to validate that all required fields on the step (form) have been completed.



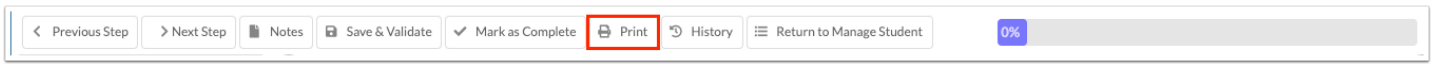
Clicking Save & Validate before completing all required fields saves the entered data as a draft. A pop-up message will display. Click OK to save a draft.



7. When the "Override Mark as Complete" system permission is enabled for the profile in User Profile Permissions, the **Mark as Complete** button is available. When clicked, it marks the step as complete and saves the step, even when all the step requirements have not been completed.



8. Click **Print** to print the current step (form) or any step in the process. Forms print with a DRAFT watermark until ready to be finalized, unless the watermark is deselected on the print screen. See Printing an Event for more information.

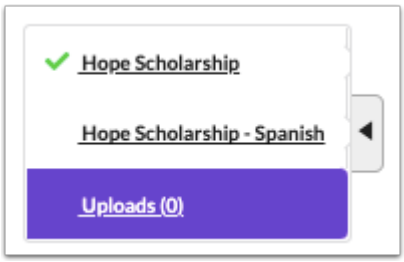


9. Click **History** to see the history of changes made to a form. See Viewing Form History for more information.

10. Click **Return to Manage Student** to return to the Manage Student event screen.

As required steps are saved and validated, the progress bar will update to show the percentage completed.

Completed steps will display a green check mark as they are saved and validated.

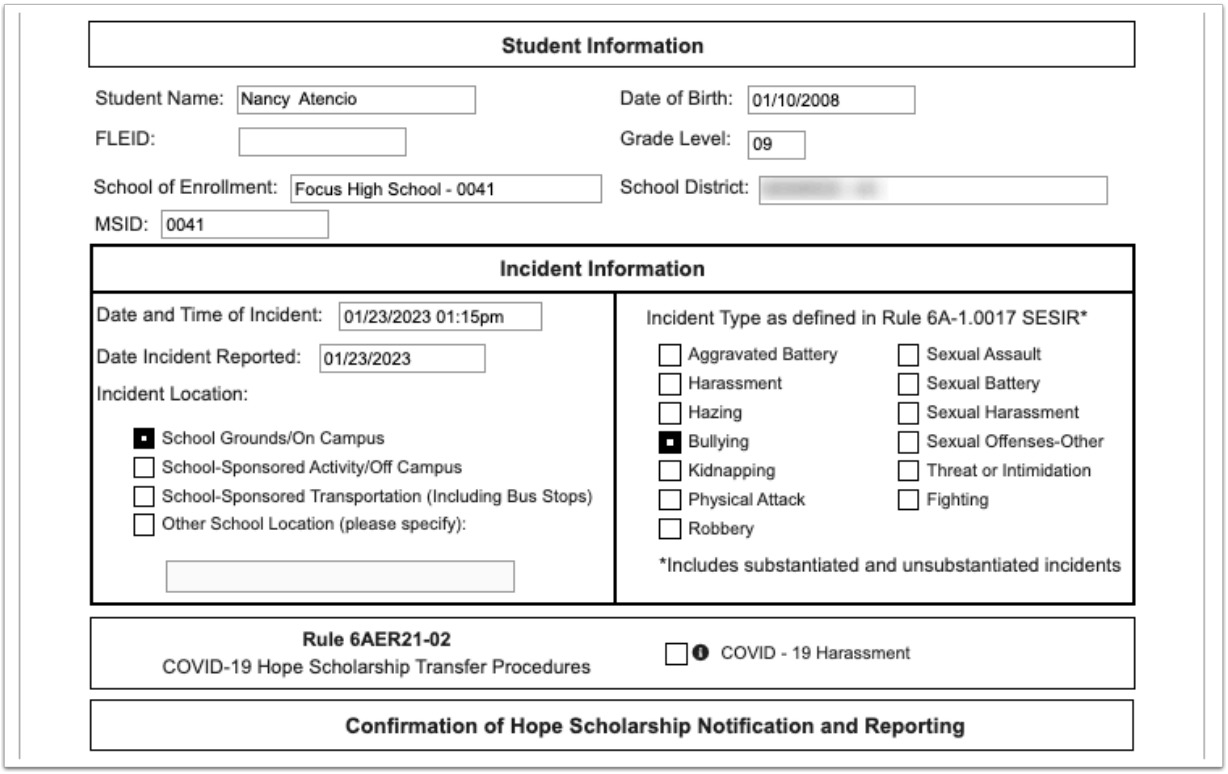


Hope Scholarship Notification

Hope Scholarship

If needed, the Hope Scholarship - Spanish form is provided in the steps list at the left side of the screen.

1. Complete all of the relevant fields in the **Student Information** and **Incident Information** sections; some fields in the Student Information section may populate from the student's record.



Student Information

Student Name: Nancy Atencio
Date of Birth: 01/10/2008
FLEID:
Grade Level: 09
School of Enrollment: Focus High School - 0041
School District:
MSID: 0041

Incident Information

Date and Time of Incident: 01/23/2023 01:15pm
Date Incident Reported: 01/23/2023
Incident Location:

- [x] School Grounds/On Campus
- [ ] School-Sponsored Activity/Off Campus
- [ ] School-Sponsored Transportation (Including Bus Stops)
- [ ] Other School Location (please specify):

Incident Type as defined in Rule 6A-1.0017 SESIR*

- [ ] Aggravated Battery
- [ ] Harassment
- [ ] Hazing
- [x] Bullying
- [ ] Kidnapping
- [ ] Physical Attack
- [ ] Robbery
- [ ] Sexual Assault
- [ ] Sexual Battery
- [ ] Sexual Harassment
- [ ] Sexual Offenses-Other
- [ ] Threat or Intimidation
- [ ] Fighting

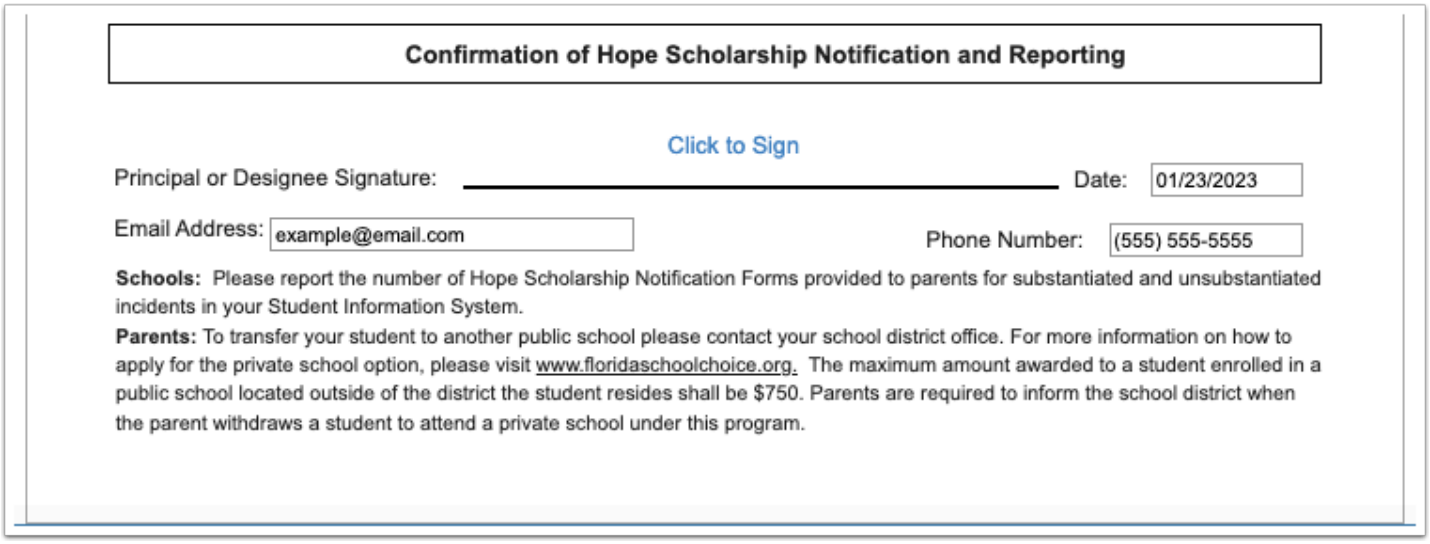
*Includes substantiated and unsubstantiated incidents

Rule 6AER21-02
COVID-19 Hope Scholarship Transfer Procedures

- [ ] COVID - 19 Harassment

Confirmation of Hope Scholarship Notification and Reporting

2. Click the e-signature box to sign electronically, or manually sign the form after printing.



3. Click **Save & Validate** when finished.

Uploads

Uploads can be used to add documentation to an event. In order to print with the event, uploads must be in the PDF format.

1. Drag a file into the box, click **Select** and select a file from your computer, or click the scan icon and follow prompts to scan the document.

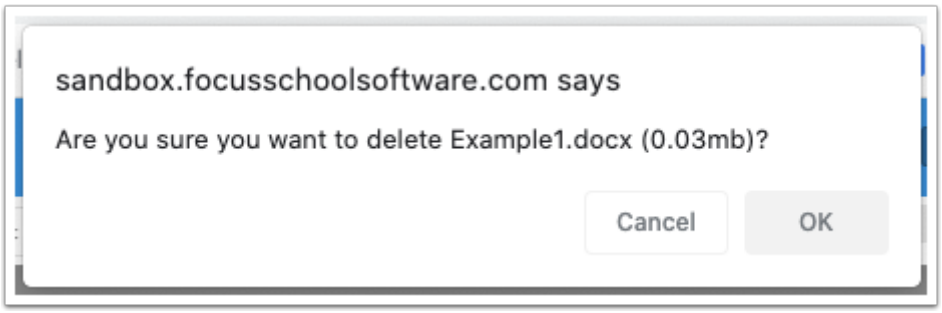
2. Once documentation is scanned or uploaded it will populate in the upload field with edit/ delete options.

3. The number of uploads will display in parenthesis on the side menu.

4. Click the pencil icon to edit the title of the file.

5. Click the red minus sign to delete the upload.

6. Click **OK** to confirm deletion.


sandbox.focusschoolsoftware.com says
Are you sure you want to delete Example1.docx (0.03mb)?
Cancel
OK