

Add a Student (Enrollment)

Focus enables school registrars to search for a student within the district (to prevent duplicated students) and re-enroll inactive students. Registrars are also able to enroll brand new students using required fields from the enrollment form. Registrars can co-enroll, withdraw, or view a student on an enrollment report. Withdrawal forms can be printed within Focus after a student has been withdrawn.

General Information

When enrolling a new student, a search for possible district matches must first be done using the student's name, birthdate, and/or SSN (or any fields set as required by the district).

- 1. Go to the **Students** menu and select **Add a Student**.
- 2. To determine if the student has been previously or is currently enrolled in the district, enter a combination of the student's First Name, Last Name, Gender, Birthdate or Birth Year, or any other fields.
- 3. Click **Search**.

Lizette		Garcia	
* First Name	Middle Name	* Last Name	Suffix
F - Female	2009		
* Gender	* Birth Year Birth Date	TERMS ID	Social Security ?
AKA	Username	Password	Profile

Reset Fields

Enroll as New Student


Search


⚠ If a future birthdate is entered on this screen, enrollment cannot be saved. On the last enrollment screen, the Save button will not become active until birthdate is changed to a date in the past.

The student matches are displayed at the bottom of the screen in Exact Matches and Partial Matches. Exact Matches display students based on exact SSN, Local ID or Student ID matches. Partial Matches display based on matching first names, last names and exact birthdate or birth year matches.


Exact Matches

Export







Filter: OFF

	Photo	Name	Username	Birthdate	Local ID	School	Enrollment Date	Enrollment Code	Drop Date	Drop Code
<div><div>View</div><div>Enroll</div></div>		Magan		05/01/2000	7120001	Elementary - 0251	08/20/2007	E01	08/01/2022	W3A

Partial Matches


Export





Filter: OFF

Toggle Columns

		Photo	Relevance	Name	Username	Birthdate	Local ID	School	Enrollment Date	Enrollment Code	Drop Date	Drop Code
<div><div>View</div><div>Enroll</div></div>			100%	Garcia, Lizette	lgarcia5	03/11/2009	0088076	Focus High School - 0041	08/01/2022	E01		

Focus prevents the duplication of student enrollment records by pulling existing students whose criteria matches regardless of any other criteria entered:


- Student's SSN exactly
- First Name, Last Name (if both match student)
- Last Name, Birthdate (if both match student)
- Student ID number

If one or more students are returned, check the birthdate and other given information to verify if the student being registered is one of these students.

4. If unable to determine that this is the correct student, click **View** to view the Student's Info page. The student record will open in a new window if the student was enrolled at the school or if the profile has permission to Allow withdrawing students from other schools.

If the viewed student is the correct student, close the window and follow the instructions for adding an active or inactive student. This will only work if the Allow withdrawing students from other schools is turned on.

If none of the students in the list is the correct student, follow the instructions for adding a new student.

 Based on System Preferences, search results can be ordered on the Add a Student screen by Student ID in addition to Name and Birthdate. Search results will display

according to the saved preference. Alert icons can display regardless of the student's school of enrollment.

! If the student is currently enrolled in another school in the district, the student cannot be enrolled unless the permission Allow withdrawing students from other schools is turned on. Do not try to enroll the student from the same window that opened from the View button.

Results of search:

- No Records Found, go to the **New Student Enrollment** section.
- Student matched and inactive, go to the **Inactive Student Enrollment** section.
- Student matched and enrolled at another school, go to the **Active Student Enrollment** section.

New Student Enrollment

1. Once it has been verified that no records exist for the student, complete the search fields for any other required or optional fields.
2. Click **Enroll as New Student**.

FOCUS Writers02

Select Student/Staff Add a Student

Lizette Garcia Focus High School - 0041 SIS
Admin 2022-2023 4th 9 Weeks ERP

Continue Save

* First Name	Justin	Preferred Name	
Middle Name		* Last Name	Smith
Suffix		Student ID	
* Gender	M - Male	Birth Year	* Birthdate 09/12/2007 15 years 12 months
TERMS ID		?	Social Security
Preferred First Name			Preferred Last Name
Force Password Change	<input type="checkbox"/>		Username
Password			Profile
UUID			

Exact Matches

Reset Fields Enroll as New Student Search



3. Enter the **Physical Address** for the student being enrolled.

 There is a system preference that allows for validating the address if the Address Catalog is enabled.

If the address is valid, a list of zoned schools will display based on the entered address.

Validate Address

Zoned Schools

Export:   Filters: OFF

Title	Type	Code	Phone Number
Focus Elementary School	Elementary School	0060	(727) 388-6000
Focus High School	High School	0125	(727) 388-6000
Focus Middle School	Middle School	0053	(727) 388-6000

If the address is invalid or not recognized in the system, and if edit rights have been granted to override the Zoned Address Restrictions and/or to Enroll Out of District students, a notification will appear at the top of the page.

Return To Search

The address is not in the address catalog

Override Reason

Z - Not Applicable

Enroll in Applicants

Override

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

13190 Short Lane

Address Line 2

New Port RicheyFL34654+4

Options

Primary Residence

Mailing Address

Bus Pickup

Bus Dropoff

If the address is correct and one or both of the above permissions has been granted:

- Select the appropriate override code from the **Override Reason** pull-down.
- Click **Override** and a green check mark will display.

Return To Search

The address is not in the address catalog

Override Reason
A - Controlled Open Enrollment

Enroll in Applicants

Physical Address

If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

1234 Lovers Lane

Address Line 2

Owl City
FL
34678
+4

Options

Primary Residence

Mailing Address

Bus Pickup

Bus Dropoff

Mailing Address

If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

If the address is invalid or not recognized in the system and permission has not been granted to override Zoned Address Restrictions or to Enroll out-of-district students but permission has been granted to Enroll in Applicants school, a button will display to select that option.

The address is not in the address catalog


Enroll in Applicants

If this option is selected, the following message displays: Follow district procedure for completion of the enrollment process at this point.

If able to successfully add the student's address:

Use the sliders on the right to set this address for Primary Residence, Bus Pickup, and/or Bus Drop-off:

- **Primary Residence** refers to the student's primary residence, not the parents.
- If the student is not picked up and/or dropped off at the Primary Residence, click the **Bus Pickup/Bus Dropoff** sliders to turn those fields off. A separate address card will need to be created if a student is picked up or dropped off at a different address.
- The **Mailing Address** toggle should always be left on.
- Leave the fields blank if the Primary Residence is the same as the Mailing address. This will automatically pull the Primary Residence when pulling Mailing Address fields into letters and/or labels.



Select Student/Staff ▾
Add a Student

Return To Search

The address is not in the address catalog
Override Reason A - Controlled Open Enrollment ▾

Physical Address
If the physical address is also the mailing address, ensure the Mailing Address toggle is on.

1234 Lovers Lane

Address Line 2

Owl City
FL
34678
+4

Mailing Address
If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

- If the Mailing Address is different from the Physical Address, the Mailing Address toggle will need to be on in order to edit these fields.
- Enter the information below in the **Mailing Address** field (example: PO Box 123, City, ST, Zip).

Mailing Address
If the mailing address is different than the address above, enter the information below (example: PO Box 123, City, ST Zip). Note: the mailing address toggle must be turned on in order to edit these fields.

Address Line 1

Address Line 2

City
State
Zip Code
+4

Phone Number
Phone Number

4. Click + **Add Contact** to add the Parent/Guardian's contact details for the address entered for the student.

The screenshot shows the FOCUS Writers02 interface. At the top, there is a blue header with the FOCUS logo and a red 'Writers02' badge. To the right of the header, there is a 'Select Student/Staff' dropdown menu and an 'Add a Student' button. Below the header, there is a red 'Return To Search' button. The main content area is divided into two sections: 'Contacts at this Address' and 'Other Contacts'. Each section contains a 'New Contact' box with a green '+ Add Contact' button. The 'Add Contact' button in the 'Contacts at this Address' section is highlighted with a red border.

A pop-up window opens where the parent/guardian's contact details are entered.

The screenshot shows the 'New Contact' form. It has several input fields: 'Title (Mr, Ms, etc.)', 'First Name', 'Middle Name', 'Last Name', 'None' (a dropdown menu), 'Email', and 'Notes'. To the right of these fields is an 'Options' section with four toggle switches: 'Custody' (checked), 'Emergency', 'Pick Up', and 'Volunteer'. Below the 'Options' section is a 'Contact's Priority' section with a minus sign, the number '1', and a plus sign. Below the 'Options' section is a 'Phone & Contact Details' section with a text area for entering phone numbers and other details. Below the 'Phone & Contact Details' section is a table with columns: 'Contact Type', 'Phone Number / Value', 'Detail Priority', and 'Options'. Below the table is a 'Contact Address' section with a text area for entering the address and a 'No Address' button with a red 'X' icon.

- Enter the contact's name details.
- Select the contact's relationship to the student.



c. Use the sliders to select the contact's designations for Custody, Emergency, & Pick Up status, if applicable.

d. Select a **Contact Type** (phone title) from the pull-down and enter the Phone Number/ Value text box. Make sure to press **Enter/Return** to save the phone number.

Detail Priority: If more than one phone number is entered for a contact, enter the priority for each phone number.

Options: Once a number has been entered, fields will display to select if the number should be used for the phone dialer (call out) and if it is the preferred number for the contact.


Phone & Contact Details: Enter phone number(s) and other details for this contact. Multiple entries can be saved by pressing the ENTER key on your computer.

Export   Filter: OFF

Contact Type	Phone Number / Value	Detail Priority	Options
<input type="text"/>	<input type="text"/>	- +	
Cell Phone	(727) 677-8270	- 1 +	<input type="checkbox"/> Unlisted <input checked="" type="checkbox"/> Callout <input type="checkbox"/> Blocked <input type="checkbox"/> SMS <input type="checkbox"/> UNSUBSCRIBE

e. Click on the applicable address card.




Contacts at this Address [Click to edit a contact](#)

 **Contact**

Brown, Jody
jodybrown@gmail.com

Contact Details:

Cell Phone	(727) 565-0908
------------	----------------

Mother   

New Contact
[Click here to add a contact.](#)

+ Add Contact

f. Click **Save** and the entered information will display. Options to add additional contacts at the student's address will display.

To add a contact not living at the student's residence, click **+ Add Contact** under **Other Contacts** and follow the same steps as above, except select the No Address card when done.

Contacts at this Address

New Contact

Click here to add a contact.

+ Add Contact

Other Contacts

New Contact

Click here to add a contact.

+ Add Contact

Enrollment Options

An Errors text box on the right of the enrollment screen may indicate required fields for Grade Level, Enrollment Code, Prior District, Prior State, and Prior Country.

Select Student/Staff

Add a Student

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Return To Search

Continue Save

New Contact

Click here to add a contact.

+ Add Contact

Enrollment Options

Year	2022-2023
* Grade Level	
* Enrollment Date	09/01/2023
* Enrollment Code	(E4A) From Home School out of St,Tr
* Calendar	Standard District Calendar
Rolling/Retention Options	
Next Grade	Automatic
Include in Class Rank	Yes
Graduation Requirement Program	
Team	
Progression Plan	

Enrollment Date

Grade Level

Prior 27 If Entry Code is E2A;E3A;E4A then Prior District Must be 99 and Prior State must be (State or Commonwealth Code) and Prior Country must be US.

- A red error with an x displays for users without permission to skip required fields.
- A yellow error with an exclamation mark displays for those with skip required fields.

Click **Continue**. This will not be available until all required fields are completed. A second screen may now appear with additional required fields (some may have default values set) as well as optional fields to complete upon enrollment. Required fields to update may include:

- Ethnicity: Must select Yes or No.
- Race: At least one field must be Yes.
- Home Language Survey: All three questions are required. Use the filter field to begin typing a language to reduce the need for scrolling through the list.
- Multi Birth for Faster: Select N- Not a Multiple, Y - A Multiple or Z- Not Known.
- Country of Birth: May be defaulted to United States.
- Residence County: May be defaulted to county of enrollment.
- Resident Status: May be defaulted to PK-12 In-County Resident [3].
- Immunization Status: May be defaulted to Enrolled less than 31 days [0].
- Graduation Option: May be defaulted based on grade level of enrolled student (PK-8 = [Z] and 9-12 = [1]).

The screenshot shows a web form for student enrollment. At the top left are buttons for 'Return To Search' and 'Back'. At the top right are 'Continue' and 'Save' buttons. The form contains several sections: 'Preferred Name' and 'Generation' at the top; a 'Race' section with multiple radio button options (Hispanic or Latino, Black or African American, White, Asian, American Indian or Alaska Native, Native Hawaiian or Other Pacific Islander) and a 'Possible/Prior ESE or 504 Student' checkbox; a 'Home Language Survey' section with 'Language', 'Native Parent Language', and 'Primary Home Lang' dropdowns; and 'Date Entered, United States' and 'Immigrant Student' fields. On the right side, an 'Errors' panel lists several items with yellow warning icons and red 'X' marks: 'Multi Birth for Faster', 'Ethnicity: Hispanic or Latino', 'Native Parent Language', 'Primary Home Lang', 'Residence County', and a summary message 'At least one race field must be Yes.'.

i If you don't have permission to skip required fields, you will see some errors display in yellow in addition to those displayed in red.

Once all have been completed, the save button turns red becoming active.

Click **Save** to enroll the student.

Focus Writers02

Select Student/Staff ▾ Add a Student

Lizette Garcia Focus High School - 0041 SIS
2022-2023 ▾ 4th 9 Weeks ▾ ERP

Return To Search Back Continue Save

* Primary Student Language English [EN] ▾
 * Primary Lang Spoken in the Home English [EN] ▾
 Proof Of Residence No Files
 Medicaid Consent ▾
 Exceptional Student, 60-Day Exception ▾
 Reading Fluency ▾
 Math Remediation No Mathematics remediation [Z] ▾
 PE Waiver Not applicable [Z] ▾
 Immunization Status Enrolled in a Juvenile Justice program fewer than 31 days per section 1003.22 (5)(e), F.S. [X] ▾
 * Birth State Alaska ▾
 * Country of Birth United States [US] ▾
 * Birthdate 04/15/2008

Click **Go To Student** to go to the student information page to view, add, or edit info.

Click **Transfer/Enroll Another Student** to continue to transfer or enroll another student.

* Primary Lang Spoken in the Home Achumawi [AD]

Enrollment Complete

The student has been enrolled: Garcia, Lizette (0088076)

Go To Student or Transfer/Enroll Another Student

Activity

Enroll yourself or favorite fictional character as a new student at your school. Be sure to update demographic information and enter grade level, the Enrollment Date and Code.

Inactive Student Enrollment

When searching for possible matches in Add a Student, if a match is found in search results and the student is NOT enrolled in another school, the student is recognized as Inactive because of the existence of a Drop Date and Drop Code.

Partial Matches													
Export		Filter: OFF		Toggle Columns									
		Photo	Relevance	Name	Username	Birthdate	Local ID	School	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Grade Lev
			100%	Munson, Gabriel	gmunson	07/18/2005	38082	Focus High School - 0041	08/01/2022	E01	08/05/2022	W02	10

Scroll to the right to view the address information, if available. If there is insufficient information to determine if this is the student being enrolled:

Click **View** to verify more information. The student record will open in a new window if the student was enrolled at the school or if the profile has permission to Allow withdrawing students from other schools.

If the student listed is not the correct student, follow the the steps described in the **New Student Enrollment** section.

If the student listed is the correct student to enroll, click the green **Enroll** button. There will only be one screen to complete.

Partial Matches													
Export		Filter: OFF		Toggle Columns									
		Photo	Relevance	Name	Username	Birthdate	Local ID	School	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Grade Lev
			100%	Munson, Gabriel	gmunson	07/18/2005	38082	Focus High School - 0041	08/01/2022	E01	08/05/2022	W02	10

- Update and validate the **Address**. Choose an override code, if applicable.
- Set **Bus Pickup/Bus Dropoff** sliders if a student receives door-to-door pickup.
- The **Mailing address** slider should remain selected even if mailing address and primary address are the same.
- Update the phone number, if applicable.
- Select the **Grade Level**.
- Update the **Enrollment Start Date**, if applicable. The field defaults to the current date.
- Select the appropriate **Enrollment Code**.
- Click **Save**.

Select Student/Staff ▾
Add a Student

Lizette Garcia
Focus High School - 0041 ▾
SIS
2022-2023 ▾
4th 9 Weeks ▾
ERP

Return To Search
Continue
Save

Enrollment Options

Year	2022-2023	▾
* Grade Level		▾
* Enrollment Date	04/28/2023	
* Enrollment Code		▾
Drop Date		
Drop Code		▾
* Calendar	Standard District Calendar	▾
Rolling/Retention Options		▾
Next Grade	Automatic	▾
Include in Class Rank	Yes	▾
Graduation Requirement Program		▾

! Enrollment Code ✕
! Grade Level ✕

Click **Go To Student** or **Transfer/Enroll Another Student** in the pop-up window that notifies that the student was successfully enrolled.

Transfer Complete

The student has been transferred: Munson, Gabriel (0088082)

Go To Student
or
Transfer/Enroll Another Student

Active Student Enrollment

An active student is one that displays with an Enrollment Date and Enrollment Code and has no Withdrawal date or code.

Currently Active Student


Contact the current school of enrollment and request for the student to be withdrawn.

- Only after the student is withdrawn from the previous school can the student be enrolled at a new school following the instructions for **Enrolling Inactive Student**.
- The only exception to this rule is if the user has the permission to **Allow Withdrawing a student from another school** explained below.

Reset Fields
Enroll as New Student
or
Search

Exact Matches

Export
Filter: OFF
Toggle Columns

		Photo	Name	Username	Birthdate	Local ID	School	Enrollment Date	Enrollment Code	Drop
	<div>View</div> <div>Enroll</div>		Munson, Gabriel	gmunson	07/18/2005	0088082	Focus High School - 0041	08/01/2022	E01	

Partial Matches

Currently Active Student with “Allow Withdrawing a student from another school”


If you have permission to **Allow withdrawing a student from another school**, the task of enrolling a currently active student becomes easier.

1. Click the green **Enroll** button to Withdraw and Enroll the student without having to contact the current school.

Reset Fields
Enroll as New Student
or
Search

Exact Matches

Export
Filter: OFF
Toggle Columns

		Photo	Name	Username	Birthdate	Local ID	School	Enrollment Date	Enrollment Code	Drop
	<div>View</div> <div>Enroll</div>		Munson, Gabriel	gmunson	07/18/2005	0088082	Focus High School - 0041	08/01/2022	E01	

Partial Matches

2. Select the **Withdraw from [School Name]** check box, add an **End Date** and a **Drop Code**.

Select Student/Staff

Add a Student

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Return To Search

Continue

Save

Enrollment Options

☒ Withdraw from Focus High School - 0041

End Date

Drop Code

04/27/2023

(W01) In School Transfer

Year	2022-2023
* Grade Level	10
* Enrollment Date	04/28/2023
* Enrollment Code	(E04) From Home School
Drop Date	
Drop Code	
* Calendar	Standard District Calendar
Rolling/Retention Options	

3. Enter the **Enrollment Date** and **Enrollment Code** as well as any other required fields to actively enroll the student.

Select Student/Staff

Add a Student

Lizette Garcia

Focus High School - 0041

SIS

2022-2023

4th 9 Weeks

ERP

Return To Search

Continue

Save

Enrollment Options

☒ Withdraw from Focus High School - 0041

End Date

Drop Code

04/27/2023

(W01) In School Transfer

Year	2022-2023
* Grade Level	10
* Enrollment Date	04/28/2023
* Enrollment Code	(E04) From Home School
Drop Date	
Drop Code	
* Calendar	Standard District Calendar
Rolling/Retention Options	

Co-Enrollment

There are times that a student will be attending two schools during the same school year. Focus has a Second School feature that allows the two schools to view the student's schedule, attendance and grades from both schools.

For example, a student is enrolled in a High School (primary school) and a Technical School (secondary school). There are two methods for co-enrolling a student. The first method of Co-Enrolling a student must be completed by the home/primary campus.

Co-Enrolling: Option 1

1. Go to the student's **Enrollment** record.

Focus Writers02 Student Info

Enrollment

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School
2022-2023	Adult Education - 9103	30	09/06/2023				<input checked="" type="checkbox"/>
2023-2024	Focus High School - 0041	10	08/10/2023	(E01) In Dist...			<input type="checkbox"/>
2022-2023	Focus High School - 0041	10	08/01/2022	(E01) In Dist...	05/01/2023	(W02) ...	<input type="checkbox"/>
2021-2022	Focus High School - 0041	10	08/13/2021	(E01) In Dist...	05/28/2022	(W02) ...	<input type="checkbox"/>
2020-2021	Focus High School - 0041	10	08/13/2020	(E01) In Dist...	05/28/2021	(W02) ...	<input type="checkbox"/>
2019-2020	Focus High School - 0041	10	08/14/2019	(E01) In Dist...	05/29/2020	(W01) ...	<input type="checkbox"/>

2. Set the correct **Year**.
3. Select the correct **School**.
4. Set the correct **Grade Level**.
5. Enter a new **Enrollment Date** (start date) and **Enrollment Code**.
6. Select the **Second School** check box.
7. Click **Save**.

Co-Enrolling: Option 2

Option 2 allows the second school to add the enrollment record.


1. Go to the **Students** menu and select **Add a Student**.
2. Search for the student.
3. Click **Enroll**.
4. Select the **Second School** check box.
5. Click **Save**.

The second school can now add the enrollment record.

The screenshot shows the 'Focus Writers02' interface. At the top, there's a navigation bar with 'Select Student/Staff' and 'Add a Student' buttons. The user is logged in as 'Lizette Garcia' at 'Focus High School - 0041'. The current session is for '2022-2023', '4th 9 Weeks', and 'ERP'. Below the navigation bar, there's a 'Return To Search' button. The main section is titled 'Enrollment Options' and contains a form with various fields. The 'Second School' checkbox is checked and highlighted with a red box. Other fields include 'Year' (2022-2023), 'Grade Level', 'Enrollment Date' (09/06/2023), 'Enrollment Code', 'Calendar' (Standard District Calendar), 'Rolling/Retention Options', 'Next Grade' (Automatic), 'Include in Class Rank' (Yes), 'Graduation Requirement Program', 'Team', 'Progression Plan', 'Prior District', and 'Prior State' (FL - Florida). On the right side, there's a sidebar with 'Continue' and 'Save' buttons, and a list of fields with warning icons: 'Enrollment Date', 'Enrollment Code', and 'Grade Level'.

Withdrawing a Student

When a student is withdrawn from a school, the student's status becomes Inactive in the district's database. The proper way to withdraw a student is to complete the withdrawal fields on the student's enrollment record.

 The withdraw process will not delete the student's record.

It is important that the withdraw date is DIFFERENT from the enrollment date if the student is transferring schools.

The withdraw date is when the student becomes inactive in the system.

The withdraw date is inclusive, so the student will stay active through that withdraw date.

If School A withdraws the student on Wednesday, School B will not be able to enroll the student until Thursday.

If School B must enroll the student on Wednesday then School A can backdate the withdraw date to Tuesday, but this is NOT recommended by Focus because the records will be inaccurate.

The first day of school is the only exception. On the first day of school the Enroll Date can be the same as the Drop Date.

1. Enter the student's name in the Find a Student text box on the Portal page and select Enrollment from the pull-down.

The screenshot shows the Focus Writers02 Portal interface. At the top, there is a blue header with the Focus logo and a 'Select Student/Staff' dropdown menu. Below the header, the 'Find a Student/User' section is highlighted with a red border. It contains a search box with the text 'charlie' and a dropdown menu set to 'Enrollment'. Below the search box, there are checkboxes for 'Search All Schools' and 'Include Inactive Students', and a 'More Search Options' link. A red box highlights the 'Search' button. At the bottom, there are two sections: 'District Reports' showing '26 Records - 180 School Calendar Count' and 'Favorites/Recent Programs'.

2. Click **Search**.

Withdraw from Enrollment Chart View - Option 1

Ensure the current enrollment record logging field is selected in order to withdraw the student.

1. Set the appropriate **Drop Date** and **Drop Code** from the pull-down. Notice the changed fields are in yellow.
2. Click **Save**.

Student Info: Lizette Garcia, Focus High School - 0041, SIS, Admin, 2022-2023, 4th 9 Weeks, ERP

Enrollment

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School
2022-2023	Focus High School - 0041		09/06/2023				
2023-2024	Focus High School - 0041	11	08/10/2023	(E01) In Dist...	09/06/2023	(W02) ...	
2022-2023	Focus High School - 0041	11	08/01/2022	(E01) In Dist...	05/17/2023	(W01) ...	
2021-2022	Focus High School - 0041	11	08/13/2021	(E01) In Dist...	05/28/2022	(W02) ...	
2020-2021	Focus High School - 0041	11	08/13/2020	(E01) In Dist...	05/28/2021	(W02) ...	

⚠ The schedule can be dropped in case the student returns to the school; this prevents automatically rescheduling the student into the same sections. Enter the **Drop Date** on each course on the student's schedule.

Withdraw through View Details Screen - Option 2

Another way to edit the student's enrollment record is through the view screen.

1. Find the correct **Enrollment** record.
2. Click **View**.

Student Info: Lizette Garcia, Focus High School - 0041, SIS, Admin, 2022-2023, 4th 9 Weeks, ERP

Enrollment

Year	School	Grade Level	Enrollment Date	Enrollment Code	Drop Date	Drop Code	Second School
2022-2023	Focus High School - 0041		09/06/2023				
2023-2024	Focus High School - 0041	11	08/10/2023	(E01) In Dist...			
2022-2023	Focus High School - 0041	11	08/01/2022	(E01) In Dist...	05/17/2023	(W01) ...	
2021-2022	Focus High School - 0041	11	08/13/2021	(E01) In Dist...	05/28/2022	(W02) ...	
2020-2021	Focus High School - 0041	11	08/13/2020	(E01) In Dist...	05/28/2021	(W02) ...	
2019-2020	Focus High School - 0041	10	08/14/2019	(E01) In Dist...	05/29/2020	(W01) ...	

3. Enter the **Drop Date** and **Drop Code**.

Focus Writers02 Student Info

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice **Save**

Filter fields... **Enrollment** [Return to Enrollment](#)

Year	2023-2024
School	Focus High School - 0041
*Grade Level	11
*Enrollment Date	08/10/2023
*Enrollment Code	(E01) In District Previous Year
Drop Date	09/06/2023
Drop Code	(W02) In District Transfer
*Calendar	Standard District Calendar
Rolling/Retention Options	
Next Grade	Automatic
Include in Class Rank	Yes

4. Click **Save**.

Withdrawal Forms through Student Menu

A Withdrawal Form may be required when withdrawing a student.

1. Select the **Demographic** tab for the withdrawing student; in this case, the General Demographics tab.

Focus Writers02 Student Info

Enrollment Schedule Requests Grades Absences Activities Referrals Test History Audit Trail Grad Files SSS Choice **Save**

Filter fields... **General Demographics** [Print a Form/Letter](#)



Laptop Issue Date		Laptop Serial Number	
Acknowledgement of Admissions...	<input type="checkbox"/>	Application Complete	<input type="checkbox"/>
Parent Requirements Understood?	<input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes	Parent Notes to Admissions	
I understand that I am responsible for...	<input type="checkbox"/>	Social Security	
Is your child currently being Homeschooled?	<input type="radio"/> N/A <input type="radio"/> Yes	Will your child be attending Focus...	<input type="radio"/> N/A <input type="radio"/> No <input type="radio"/> Yes
Grade-levels		Previously Retained	<input type="checkbox"/>
Previously Retained			

Violation of the Law Explanation:

Has your child ever ☐ N/A ☐ No ☐ Yes

2. From the **Print a Form/Letter** pull-down, select the **Withdrawal Form**.

Preview the letter to ensure accuracy.

Audit Trail Grad Files SSS Choice **Save**  

Print a Form/Letter ▼

Filter...

Print a Form/Letter

No School Reminder (Communication)

Withdrawal Form

Withdrawal Form (Communication)

Laptop Serial Number

Application Complete ☐

Parent Notes to Admissions




Social Security

Will your child be attending Focus... ☐ N/A ☐ No ☐ Yes

Previously Retained ☐

3. Select the **Send to Student Log** check box each time the student or parent is sent a letter.

Print Letter: Withdrawal Form

wDWzJCxZW5kc3RyZWZ... 1 / 1 | 98% + |   

Wed, 6 Sep 2023

STUDENT WITHDRAWAL FORM

555 Focus Drive St. Petersburg
555-555-1267

Student Name: Charlie L. Bukowski
Student ID : 59207
Physical Address: Zsi Zjwxx, UZ 11111
Mailing Address:
Primary Contact: Parent Parent
Secondary Contact: Parent Parent

Birthdate: Mon, 20 Nov 2006
Grade: 11
Gender: M - Male
Race: White, Non-Hispanic
Phone:
Phone:

FLEID:
Drop Out:
504 Eligible: Not 504 Eligible[Z]
ESE:
Primary
No
ELL: Not applicable [ZZ]

Lunch: Applied Not Eligible [1]
Migrant: Not Applicable/Not Migrant [Z]
Home Lang Survey Date: Mon, 20 Aug 2007

Enroll Date: Mon, 1 Aug 2022 Enroll Code: (E01) In District Previous Year Withdraw Date: Wed, 17 May 2023 Withdraw Code: (W01) In School Transfer

Days Enrolled: 208 Days Absent: 0 Tardy Excused: 0 Tardy Unexcused: 0

Health Exam: School entry health examination certified (Y) Vaccine Expiration Date:

SCHEDULE

Homeroom Teacher:

Period - Teacher - Room	Course ID	Sec	Course Description	Posted Grades	Gradebook Grades	UnAbs	Book	Fee
Block: Fridays 5:109	1001370	1004	ENG 3		85% R			

Send Letter

☐ Email Student
☐ Email Student Personal Email
☐ Email Linked Users
☐ Email Custodial Contacts
☒ **Send to Student Log**

Additional email addresses...

Send Letter

☐ Include Student Name/ID on Each PDF Page (Print Only)

Done

4. Select the **Print** icon to print the Withdrawal Form.

Print Letter: Withdrawal Form

Wed, 6 Sep 2023

STUDENT WITHDRAWAL FORM

555 Focus Drive St. Petersburg
555-555-1267

Student Name: Charlie L. Bukowski
Student ID: 59207
Physical Address: Zxi Zjwks, UZ 11111
Mailing Address:
Primary Contact: Parent Parent
Secondary Contact: Parent Parent

Birthdate: Mon, 20 Nov 2006
Grade: 11
Gender: M - Male
Race: White, Non-Hispanic
Phone:
Phone:

FLEID:
Drop Out:
504 Eligible: Not 504 Eligible[Z]
FSE:
Primary
No
ELL: Not applicable [ZZ]
Migrant: Not Applicable/Not Migrant [Z]
Home Lang Survey Date: Mon, 20 Aug 2007

Enroll Date: Mon, 1 Aug 2022 Enroll Code: (E01) In District Previous Year Withdraw Date: Wed, 17 May 2023 Withdraw Code: (W01) In School Transfer
Days Enrolled: 208 Days Absent: 0 Tardy Excused: 0 Tardy Unexcused: 0

Health Exam: School entry health examination certified (Y) Vaccine Expiration Date:

SCHEDULE
Homeroom Teacher:

Period - Teacher - Room	Course ID	Sec	Course Description	Posted Grades	Gradebook Grades	UnAbs	Book	Fee
Brace: Fridays 5 109	1001370	004	ENG 3		85% R			

Send Letter

☐ Email Student
☐ Email Student Personal Email
☐ Email Linked Users
☐ Email Custodial Contacts
☒ Send to Student Log

Additional email addresses...

Send Letter

☐ Include Student Name/ID on Each PDF Page (Print Only)

Done

Activity

Working with a partner from a different school, withdraw any student from your school, then enroll the student your partner withdrew. Be sure to include Start/End Dates and Enroll/Drop Codes.

Delete/Merge Students

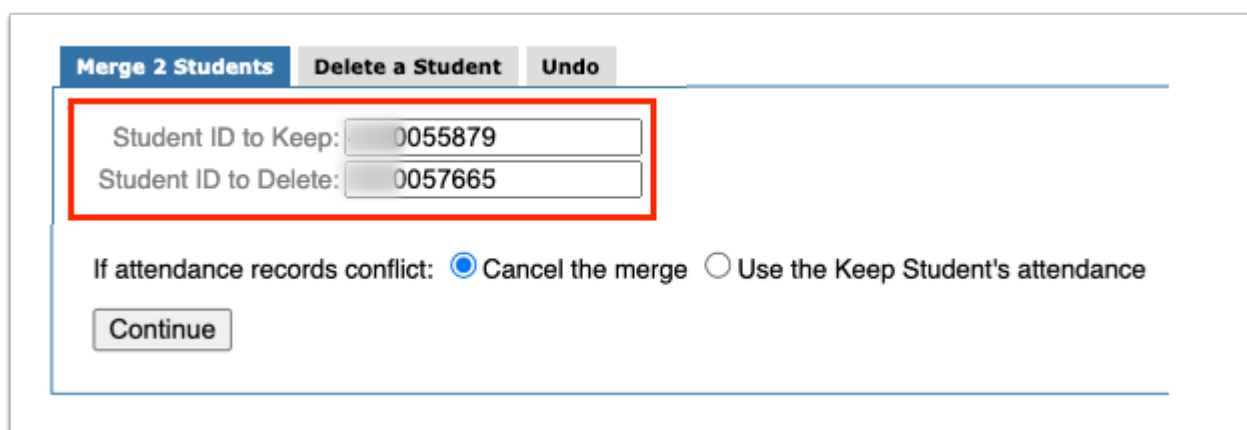
The Delete a Student module allows administrative users to delete specific students or merge two students together, which is useful if two student IDs have been created for the same student. Users can also undo student merges and deletions, if needed.

Merging Students

You can merge two students together, which is useful if two student IDs have been created for the same student.

1. Go to the **Students** menu and select **Delete a Student**.

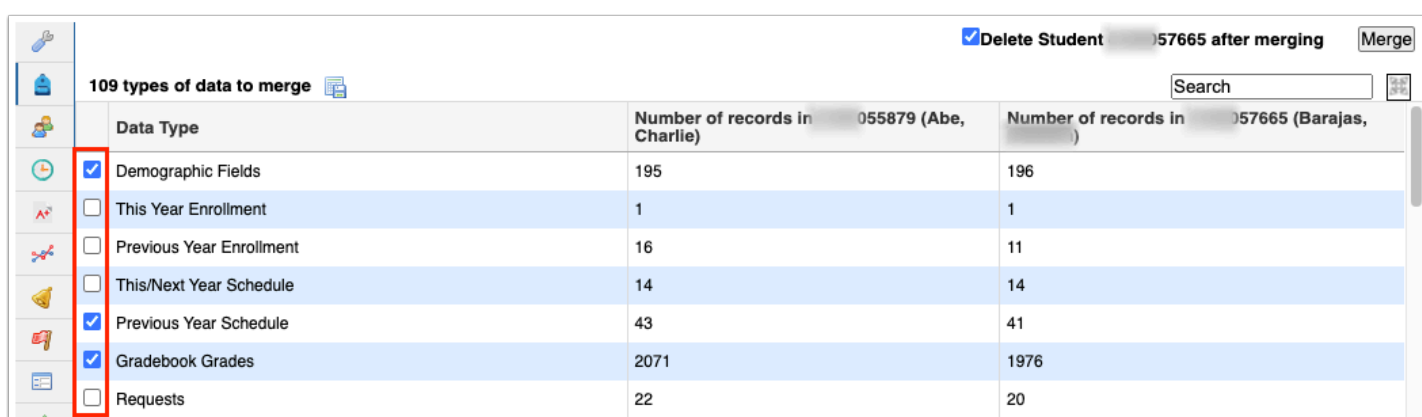
2. Click the **Merge 2 Students** tab.




3. Select the radio button to determine what happens If attendance records conflict; you can select to **Cancel the merge** or **Use the Keep Student's attendance**.

4. Click **Continue**. All records linked to the two student IDs are listed for selection.

5. All records linked to the two student IDs entered are listed for selection. In this case, there are 109 types of data to merge. Review each **Data Type** for the two selected student IDs. Select the corresponding check boxes to merge the listed data.



109 types of data to merge		
Data Type	Number of records in 055879 (Abe, Charlie)	Number of records in 057665 (Barajas,)
<input checked="" type="checkbox"/> Demographic Fields	195	196
<input type="checkbox"/> This Year Enrollment	1	1
<input type="checkbox"/> Previous Year Enrollment	16	11
<input type="checkbox"/> This/Next Year Schedule	14	14
<input checked="" type="checkbox"/> Previous Year Schedule	43	41
<input checked="" type="checkbox"/> Gradebook Grades	2071	1976
<input type="checkbox"/> Requests	22	20

 Student Referrals are school year specific. The number of student referrals that display on this screen are specific to the school year the user has selected at the top-right of the screen. If the students being merged have historical referral entries, this may not be reflected in the total and should be considered for merge.

6. Be sure the **Delete Student [Student ID] after merging** check box is selected before continuing to merge the students.

☒ Delete Student 0057665 after merging
 Merge

109 types of data to merge Search

Data Type	Number of records in 055879 (Abe, Charlie)	Number of records in 0057665 (Barajas,)
<input checked="" type="checkbox"/> Demographic Fields	195	196
<input type="checkbox"/> This Year Enrollment	1	1
<input type="checkbox"/> Previous Year Enrollment	16	11
<input type="checkbox"/> This/Next Year Schedule	14	14
<input checked="" type="checkbox"/> Previous Year Schedule	43	41
<input checked="" type="checkbox"/> Gradebook Grades	2071	1976

7. Click **Merge**.

i When the demographics option is included, Focus does not copy the following fields from the student being deleted into the student being kept unless the field is null in the student being kept: FLEID, Student Number Identifier, Florida Alias, and Social Security Number.

When the merge is complete, a verification message displays: **[Student ID] has been merged into [Student ID]**.

005501 has been merged into 055879

[View the Student](#)

Merge 2 Students
Delete a Student
Undo

Student ID to Keep:

Student ID to Delete:

10. Click **View the Student** to open the student's record via [Student Info](#).

005501 has been merged into 055879

[View the Student](#)

Merge 2 Students
Delete a Student
Undo

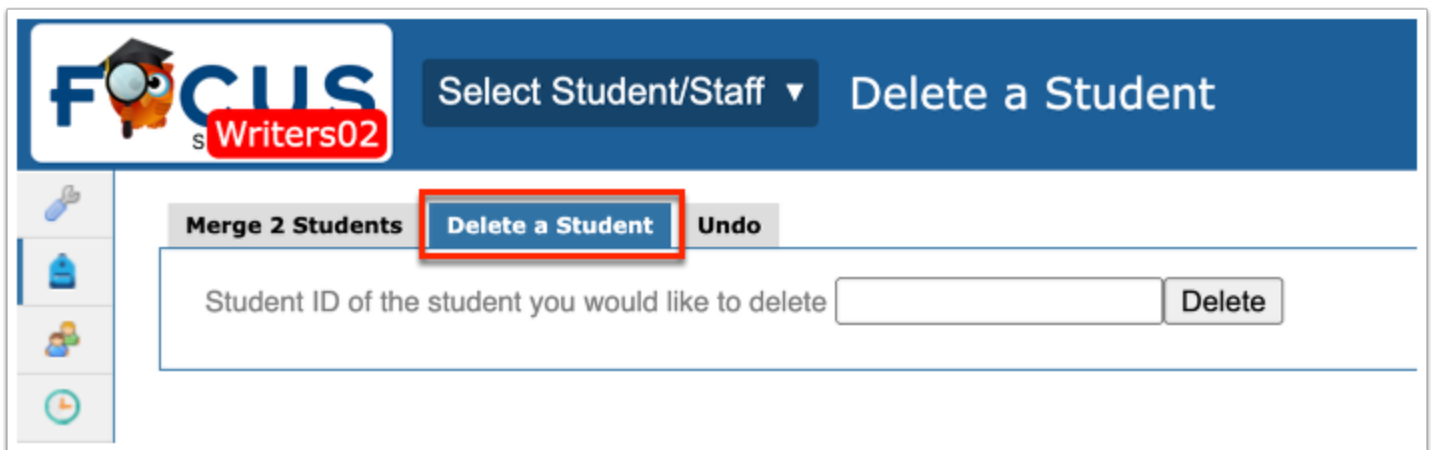
Student ID to Keep:

Student ID to Delete:

Deleting Students

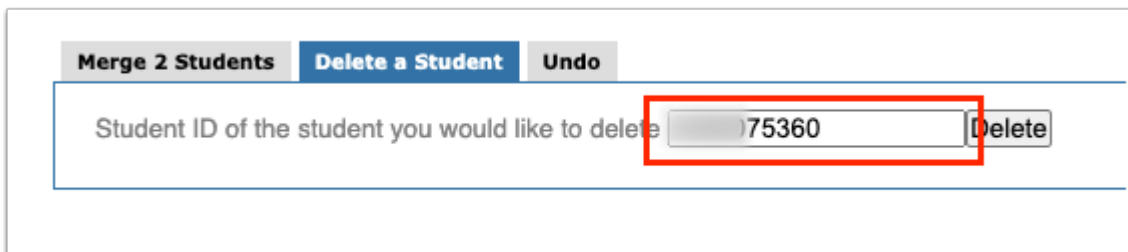
If a student record was created in error and the student does not yet have any attendance or gradebook records, the student record(s) may be deleted.

1. Go to the **Students** menu and select **Delete a Student**.
2. Click the **Delete a Student** tab.



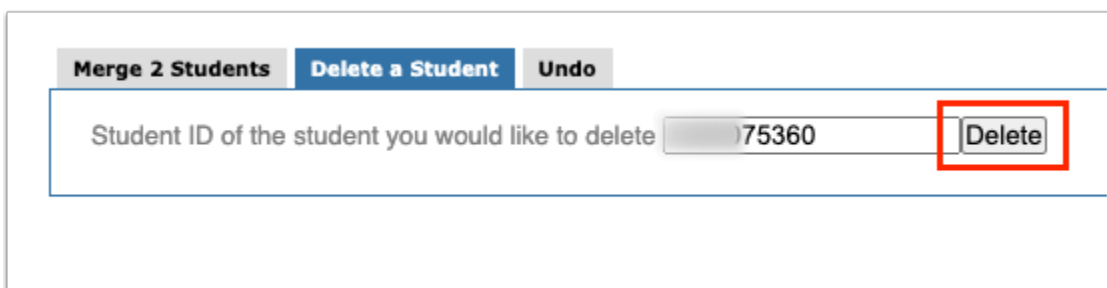
The screenshot shows the FOCUS Writers02 interface. At the top, there is a blue header bar with the FOCUS logo on the left, a dropdown menu labeled 'Select Student/Staff', and a button labeled 'Delete a Student'. Below the header, there is a sidebar with several icons. The main content area has three tabs: 'Merge 2 Students', 'Delete a Student' (which is highlighted with a red box), and 'Undo'. Below the tabs, there is a text input field labeled 'Student ID of the student you would like to delete' and a 'Delete' button.

3. Enter the **Student ID of the student you would like to delete** in the provided text box.



This screenshot shows the 'Delete a Student' tab selected. The text input field now contains the number '75360', which is highlighted with a red box. The 'Delete' button is still visible to the right of the input field.

4. Click **Delete**.



This screenshot shows the 'Delete a Student' tab selected. The text input field contains the number '75360'. The 'Delete' button is now highlighted with a red box, indicating it should be clicked.

 Notice that you cannot delete a student that has attendance data and/or grades.

demo.focusschoolsoftware.com says

You cannot delete that student since there are attendance data or grades already associated with the student. Try un-enrolling the student instead.

OK

A confirmation window displays: **Are you sure you want to permanently delete that student: [Student Name]?**

5. To proceed and make the deletion complete, click **Permanently Delete**.

Confirm

Are you sure you want to permanently delete that student: Lizette Garcia?

Permanently Delete

Cancel

To **Cancel** and return to the main Delete a Student screen, click the corresponding button. When the student has been deleted, a verification message displays: **That student has been deleted.**

Merge 2 Students

Delete a Student

Undo



That student has been deleted.

Student ID of the student you would like to delete

Delete

Undoing Student Merges and Deletions

1. In the **Students** menu, click **Delete a Student**.

2. Click the **Undo** tab.

Focus High School - 0041 | 2022-2023 | 4th 9 Weeks | SIS ERP

Select Student/Staff ▾ Delete a Student Lizette Garcia

Merge 2 Students Delete a Student **Undo**

Filter: OFF

Restore	By	Date	Comments	Restored	Deleted Student ID	Merged Into Student
	Garcia, Lizette	04/14/2022 2:42pm	Wrong student del	Yes	0088076	
Restore	Garcia, Lizette	04/14/2022 2:37pm		No	005501	0055879
Restore	Garcia, Lizette	04/14/2022 2:36pm		No	0057665	0055879

Save

The Undo tab displays the user responsible for making the change, the Date the change was made, Comments entered, if the student was Restored, Deleted Student ID, and the Merged Into Student ID.

3. Click **Restore** to restore the merged or deleted student.

Merge 2 Students Delete a Student **Undo**

Filter: OFF

Restore	By	Date	Comments	Restored	Deleted Student ID	Merged Into Student
Restore	Garcia, Lizette	04/14/2022 2:42pm		No	0088076	
Restore	Garcia, Lizette	04/14/2022 2:37pm		No	005501	0055879
Restore	Garcia, Lizette	04/14/2022 2:36pm		No	0057665	0055879

Save

4. Click **Yes** in the confirmation pop-up window to restore the student.

Please confirm you would like to un-delete this student:
Are you sure you want to continue?

Cancel Yes

A confirmation message displays that the student has been restored. The Restored column updates to Yes and the Restore button is removed.

Merge 2 Students
Delete a Student
Undo

Student Restored.
Save

Filter: OFF

Restore	By	Date	Comments	Restored	Deleted Student ID	Merged Into Student
	Garcia, Lizette	04/14/2022 2:42pm		Yes	088076	
Restore	Garcia, Lizette	04/14/2022 2:37pm		No	005501	0055879
Restore	Garcia, Lizette	04/14/2022 2:36pm		No	057665	0055879

5. Click the **Comments** text box to add comments, such as the reason the student was restored.

Merge 2 Students
Delete a Student
Undo

Student Restored.
Save

Filter: OFF

Restore	By	Date	Comments	Restored	Deleted Student ID	Merged Into Student
	Garcia, Lizette	04/14/2022 2:42pm	Wrong student d	Yes	0088076	
Restore	Garcia, Lizette	04/14/2022 2:37pm		No	0005501	00055879
Restore	Garcia, Lizette	04/14/2022 2:36pm		No	0057665	00055879

a. Click **Save** to save the comments added.

Merge 2 Students
Delete a Student
Undo

Student Restored.
Save

Filter: OFF

Restore	By	Date	Comments	Restored	Deleted Student ID	Merged Into Student
	Garcia, Lizette	04/14/2022 2:42pm	Wrong student d	Yes	0088076	
Restore	Garcia, Lizette	04/14/2022 2:37pm		No	0005501	00055879
Restore	Garcia, Lizette	04/14/2022 2:36pm		No	0057665	00055879

Add/Drop Report

1. In the **Students** menu, click **Add / Drop Report**.
2. From the Add / Drop Report screen, set a time frame by clicking the **month**, **day**, and **year** pull-downs. You can also click the **calendar** icon to select a date.

FOCUS Writers02 Select Student/Staff ▾ Add / Drop Report Lizette Garcia Focus High School - 0041 ▾ SIS 2022-2023 ▾ 4th 9 Weeks ▾ ERP

May ▾ 1 ▾ 2023 ▾ - May ▾ 12 ▾ 2023 ▾ ☐ All Schools Go

2 Enrollment Records Filter Search Print

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer

3. If you have access to multiple schools, you can select the **All Schools** check box to pull data from all accessible schools.

FOCUS Writers02 Select Student/Staff ▾ Add / Drop Report Lizette Garcia Focus High School - 0041 ▾ SIS 2022-2023 ▾ 4th 9 Weeks ▾ ERP

February ▾ 1 ▾ 2023 ▾ - May ▾ 12 ▾ 2023 ▾ ☒ All Schools Go

3 Enrollment Records Filter Search Print

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	0061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

4. Click **Go**.

The Add / Drop Report displays the Student name, Student ID, School, Grade Level, Enrolled date and/or Dropped date, and the Reason for the add or drop, such as (E02) Transferring from a public school out of district but in the state.


FOCUS Writers02 Select Student/Staff ▾ Add / Drop Report Lizette Garcia Focus High School - 0041 ▾ SIS 2022-2023 ▾ 4th 9 Weeks ▾ ERP

February ▾ 1 ▾ 2023 ▾ - May ▾ 12 ▾ 2023 ▾ ☒ All Schools Go

3 Enrollment Records Filter Search Print

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

5. For detailed information about a specific student, click the name in the **Student** column.



Select Student/Staff ▾

Add / Drop Report

Lizette Garcia

Focus High School - 0041 ▾

2022-2023 ▾

4th 9 Weeks ▾

SIS


ERP

February ▾1 ▾2023 ▾

- May ▾12 ▾2023 ▾


☒ All Schools




Go

3 Enrollment Records 

Filter


Search



Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
<div> Abe, Charlie</div>	055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
<div> Abe, Charlie</div>	055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
<div> Harper, Eddie</div>	061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled


a. Clicking the student's name opens Student Info; for information pertaining specifically to the student's enrollment, click the **Enrollment** tab.



To export the list to a spreadsheet, click the **Excel** icon located next to the number of Enrollment Records.




Select Student/Staff ▾


Add / Drop Report




February ▾ 1 ▾ 2023 ▾  - May ▾ 12 ▾ 2023 ▾ 


☒ All Schools





3 Enrollment Records 




Student	Student ID	School	Grade Level
<u>Abe, Charlie</u>	055879	Focus High School - 0041	10
<u>Abe, Charlie</u>	055879	Focus High School - 0041	10
<u>Harper, Eddie</u>	061968	Focus High School - 0041	09









To retrieve the report in PDF or to print, click **Print** at the bottom of the screen.

Select Student/Staff ▼ Add / Drop Report

Lizette Garcia Focus High School - 0041 SIS
Admin ▼ 2022-2023 ▼ 4th 9 Weeks ▼ ERP

1 ▼ August ▼ 2023 ▼ - 6 ▼ September ▼ 2023 ▼ ☒ All Schools Go

1268 Enrollment Records
Go to Page 1, 2 Show All
Displaying 1 through 1000

Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	55879	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Abolt-Martinez, Charlie	82221	Focus High School - 0041	09	Thu, 10 Aug 2023		(E01) In District Previous Year
Abregan, Kenna	61843	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acevedo, Emerald	56443	Focus High School - 0041	12	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Dexter	86685	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Harry	58780	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Harry	58780	Garcia High School - 0131	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Jerry	81751	Focus Elementary School - 0311	01	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Samantha	86498	Focus Elementary School - 0311	KG	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Sandra	86684	Focus Elementary School - 0311	PK	Thu, 10 Aug 2023		(E01) In District Previous Year
Adams, Argento	23897	Focus Elementary School - 0311	03	Thu, 10 Aug 2023		(E01) In District Previous Year
Adams, Peter	20236	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year

Print ▼

Help Logout

To Display Enrolled records only:

Click the **Filter** button.

Set the Filter Rules to Dropped > Less Than > 1.

Click **Run Filter**.

Select Student/Staff ▼ Add / Drop Report

Lizette Garcia Focus High School - 0041 SIS
Admin ▼ 2022-2023 ▼ 4th 9 Weeks ▼ ERP

1 ▼ August ▼ 2023 ▼ - 6 ▼ September ▼ 2023 ▼ ☒ All Schools Go

1268 Enrollment Records
Go to Page 1, 2 Show All
Displaying 1 through 1000

FILTER RULES

Dropped ▼ Less Than ▼ 1

Run Filter

Add Rule Clear Rules

Filter Search


Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	879	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Abolt-Martinez, Charlie	2221	Focus High School - 0041	09	Thu, 10 Aug 2023		(E01) In District Previous Year
Abregan, Kenna	1843	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acevedo, Emerald	3443	Focus High School - 0041	12	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Dexter	3685	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Harry	3780	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year

To Display Dropped records only:

Click the **Filter** button.

Set the Filter Rules to Enrolled > Less Than > 1.

Click **Run Filter**.



Select Student/Staff ▾
Add / Drop Report

Lizette Garcia
Focus High School - 0041 ▾
SIS

Admin ▾
2022-2023 ▾
4th 9 Weeks ▾
ERP

1 ▾
April ▾
2023 ▾
-
6 ▾
September ▾
2023 ▾
☒ All Schools
Go

FILTER RULES

Enrolled ▾
Less Than ▾
1


Run Filter

Add Rule
Clear Rules

3 Enrollment Records

Filter

Search



Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	55879	Focus High School - 0041	10		Mon, 1 May 2023	(W02) In District Transfer
Abott-Martinez, Charlie	32221	Focus High School - 0041	09		Thu, 25 May 2023	(W01) In School Transfer
Bukowski, Charlie	59207	Focus High School - 0041	11		Wed, 17 May 2023	(W01) In School Transfer

Activity

Create an Add/Drop Report for last month.

Practice saving the report to your computer.

Add a Filter to view the Dropped students only.