

Counselor

Focus has several features designed to assist with tracking and monitoring the academic progress and graduation readiness of students. The Graduation Requirements Report is the most widely used and can be used to track an individual or group of students. Student grades, attendance, and referrals can all be monitored by counselors through various reports.

Student Info Sub-Menus

Grad Tab

The Grad tab is associated with the Graduation Requirements Report. In order for this report to display, the Graduation Requirement Program field must be specified on the Enrollment tab (not to be confused with the state reportable Graduation Plan field on the Graduation category).

1. Click the **Students** menu, and select **Student Info**.
2. Conduct a student search, and select the applicable student.
3. Click the **Grad** tab at the top of the screen.

FOCUS Writers02 Abe, Charlie Noel 5879 - 10 Graduation Requirements Report Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 2nd 9 Weeks ERP

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

Search screen | Full-year Grades Semester Grades Quarter Grades Course History Effective date: 08/25/2023 Change

[Show Simplified Report](#)

Abe, Charlie Noel - 5879 - Grade: 10
Program: 24 Credit ([Evaluate other programs](#))

Cumulative GPA: 3.000 Total Credits Earned: 18.50 Preferred Name: Chan
Cumulative Weighted GPA: 3.115 Total Credits Attempted: 19.50 Algebra I EOC Pass Date: (Y) 09/09/2019
Current Year Middle School GPA: 2.714 Quality Points: 58.50
Class Rank: N/A Cohort Year: 2018-2019

As of:

Biology I EOC Pass Date: Geometry EOC Pass Date: Met Online Course Req: Met
US History EOC Pass Date: Graduation Reading Requirement Pass Date:

2018-19 2019-20 2020-21 2021-22 **2022-23** 2023-24 2024-25 Graduation

6 graduation requirements

Export

Requirements	Credits required to promote	Credits remaining for promotion	Currently enrolled credits
Science	2	1	1

4. Select the appropriate **Marking Period**, which defaults to **Course History**.

FOCUS Writers02 Abe, Charlie Noel 5879 - 10 Graduation Requirements Report Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 2nd 9 Weeks ERP

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

Search screen | **Full-year Grades** Semester Grades Quarter Grades Course History Effective date: 08/25/2023 Change

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2018-19 2019-20 2020-21 2021-22 **2022-23** 2023-24 2024-25 Graduation

6 graduation requirements

Export

Requirements	Credits required to promote	Credits remaining for promotion	Currently enrolled credits
Science	2	1	1

5. Select the **Effective Date**, which defaults to the current date.

6. Click **Evaluate other programs** to see if the student would benefit from a different program.

The screen displays the GPA, Class Rank, Cohort information, and information about whether the student has met assessment and community designations.

The Grad tab displays which Graduation Subjects the student has completed, is in the process of completing, or has yet to attempt.

The last sections display the student’s eligibility for Merit, Scholar, and Biliteracy Seal.

Counselor Notes

Counselors can track any contact with students via these logging fields as well as upload student-specific files to the student’s record. These are viewable by administrators and counselors only.

- 1. Click the **Students** menu, and select **Student Info**.
- 2. Conduct a student search, and select the applicable student.
- 3. Click the **Counselor Notes** category.

The screenshot shows the Focus Writers02 interface. At the top, there's a header with the Focus logo, a student profile for 'Abe, Charlie Noel' (ID 5879), and user information for 'Lizette Garcia' at 'Focus High School - 0041'. Below the header is a navigation bar with tabs: Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, Files, SSS, and a Save button. The 'Counselor Notes' tab is selected. On the left is a sidebar with a 'Filter fields...' dropdown and a list of categories: BS (Behavior Screening), C (Classified), CN (Counselor Notes - highlighted with a red box), CI (Crisis Intervention), D (DOP), Document Management, E (ELL), ESE, ERW (Edit Rules & Workflow), Enrollment, F (FASTER), and FS (Fed State). The main content area is titled 'Counselor Notes' and contains fields for 'Homeroom Teacher', 'Administrator Name', and 'Counselor Name'. Below these is a 'Notes' section with an 'Export' button and a 'Filter: OFF' dropdown. A table displays the notes:

	Date	Topic	Notes/Outcome	Time	Contact Code	Service(s) Provided	Counselor
				Schedulin	Student/Staff	Academic	Liddell, Jos...
	01/22/2020		AA- advised parent of c	2:33	Parent & Studen...		
	04/14/2020		No working phone num		Student/Staff	Telephone conference	Elam, Ama...
	05/29/2020		Student did not return		Student/Staff	Scheduling	Elam, Ama...

- 4. Enter data in the top row to submit new information.
- 5. Press the **Enter/Return** key and/or **Save**.

Graduation Category

Community Service Hours

This allows for student community service hours to be recorded within Focus.

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

Choice Billing

Filter fields...

- F FASTER
- FS Fed State
- FC Federal/State Compensatory
- FS Food Service
- F Forms
- GD General Demographics
- G Gifted
- G Graduation**
- Health Daily Health Screener
- Health Daily Visit Log
- Health Immunizations
- Health Medical
- Health Medication Administ...

Graduation Print a Form/Letter

National Hispanic Scholar ☐ N/A ☐ Z

Number of Community Service Hours 28.00

Community Service

Export Filter: OFF

	Community Service School	Community Service Date	Community Service Hours	Community Service Activity
	Transfer Hours	01/31/2020	28	

FSA ELA Reading/Writing and Mathematics Testing Grades

Export Filter: OFF

	School Year	Old School Year (Don't Use)	Test Part	Testing Grade
	2022-2023			

1. Enter/Select the **Community Service School**, **Community Service Date**, **Community Service Hours**, and **Community Service Activity** that the student has accumulated.

There is a process to calculate the Number of Community Service Hours based on the Community Service Hours column in the logging field.

2. Press the **Enter/Return** key and/or **Save**.

Other Graduation Options

Graduation Print a Form/Letter

18 Credit Permission Form No Files

Graduation Plan 24 Credit Standard HS Options [1]

Post Secondary Educational Plans None of the above [08]

Early Admission to College Flag ☐ N/A ☐ Y ☒ Z

Diploma Type Not applicable [ZZZ]

Diploma Date

Certificate of Completion Not applicable [ZZZ]

Certificate of Completion Date

English/Language Arts Assessment Met

Performance Based Exit Option Results Not applicable [Z]

Diploma Biliteracy Seal Designation

Graduation Plan Year 20212022

Year Entered Ninth Grade 20182019

Interscholastic Sports/DE Waiver

Verify the **Year Entered Ninth Grade** as the cohort year of the student. This field may auto-populate based on the student's enrollment record.

Verify the **Graduation Plan**, which is the state reportable field that designates the diploma the student will receive. This is a local field and is not associated with the Graduation Requirement Program field on the Enrollment record.

Most of these fields are view-only and will populate as other data on the student's record is entered or updated via any processes that run in the background.

Activity

- Record a student meeting in the Counselor Notes.
- Fill in community service hours for a student.

Grade Reports

These reports help to analyze grades.

Honor Roll

The Honor Roll Report displays the students who have earned placement on the Honor Roll, based upon their grading period grades and according to the Honor Roll criteria. The honor roll types entered in the Honor Roll Setup will populate in the Honor Roll report under the Grades menu.

1. Go to the **Grades** menu and select the **Honor Roll** report.
2. Use the **Marking Period** pull-down to select the semester, quarter, or full year honor roll report.
3. To include additional student fields in the report, select the desired field(s) from the **Additional Fields** pull-down. The fields available in the pull-down are determined by your profile permissions.
4. The **Active Students Only** check box is selected by default. When selected, only students active as of the end date of the selected marking period are included on the report. Deselect the check box to include all students.

Select Student/Staff ▾
Honor Roll

Lizette Garcia
Focus High School - 0041 ▾
SIS

Admin ▾
2022-2023 ▾
2nd 9 Weeks ▾
ERP

Marking Period: 3rd 9 Weeks ▾

Additional Fields:
Media Permission

Active Students Only ☒

Run Report

5 Records
Export
Filter: OFF
Page Size: 35

Student ▾	Student # ▾	Grade ▾	Honor Roll Type ▾	Media Permission ▾
Abe, Charlie	55879	10	Straight A Honor Roll	Yes
Abregan, Kenna	61843	10	Straight A Honor Roll	
Acosta, Harry	58780	10	Honor Roll	
Adams, Peter	20236	10	Honor Roll	
Acedo, Emerald	56443	12	Honor Roll	

5. Click **Run Report**.

Turn on the **Filter** to find a specific student, grade, or honor roll type.

Sort the columns by clicking on the column headers.

The **Excel** icon can be used to download the report to an Excel spreadsheet.

Click the **Printer** icon to print or save a pdf of the report.

Use the **Page Size** to adjust the number of records that display per page.

Final Grades, GPA, & Class Rank

There are several options for viewing this report. When viewed for multiple students, the report will display columns with the weighted and unweighted GPAs and class ranks of each student in the report. When viewed for an individual student, the report displays the student's academic (course) history of grades and earned credits in addition to GPA, class rank and assessment status for State Assessments/Progress Monitoring, EOCs and online course requirements.

1. Go to the **Grades** menu, and select **Final Grades, GPA, & Class Rank**.

2. Conduct a student search.

The screen defaults to the Course History marking period tab. Counselors can select to view the report by the current marking period, semester or full year.

FOCUS Writers02 Select Student/Staff ▾ Final Grades, GPA, & Class Rank Lizette Garcia Focus High School - 0041 ▾ SIS Admin ▾ 2022-2023 ▾ 2nd 9 Weeks ▾ ERP

2nd 9 Weeks Semester 1 Full Year **Course History**

Search Screen Simple List Customized List

Student: ab

9 Students Search

Photo	Student	Grade	Cumulative GPA	Cumulative Weighted GPA	Current Year Middle School GPA	Class Rank	Weighted Class Rank	Unweighted Class Rank	Cumulative Credits	Status
	Abe, Charlie Noel	10	3.000	3.115	2.714	N/A	N/A	N/A	18.5	Active
	Abott-Martinez, Charlie Christopher	09	N/A	N/A	N/A	N/A	N/A	N/A		Inactive
	Abregan, Kenna Joy	10	2.667	3.048	0.750	N/A	N/A	N/A	10.0	Active
	Agregor, Abe Sebastian	12	3.273	3.477	N/A	N/A	N/A	N/A	22.00	Active
	Cannon, Abad Taylor	09	N/A	N/A	N/A	N/A	N/A	N/A		Active
	Carvajal, Abancuy	11	N/A	N/A	N/A	N/A	N/A	N/A		Active
	Hollandsworth, Abdallah Marie	09	N/A	N/A	N/A	N/A	N/A	N/A		Active

3. Click on any student's name to view the individual student's Course History.

The report will default to the Grade Summary which shows any posted or current gradebook grades or the Detailed Report, whichever was the last screen most recently viewed.

FOCUS Writers02 Abe, Charlie Noel ▾ Final Grades, GPA, & Class Rank Lizette Garcia Focus High School - 0041 ▾ SIS Admin ▾ 2022-2023 ▾ 2nd 9 Weeks ▾ ERP

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

Cumulative GPA	3.000	As of		Cohort Year	2018-2019
Cumulative Weighted GPA	3.115	Total Credits Earned	18.50		
Current Year Middle School GPA	2.714	Total Credits Attempted	19.50		
Class Rank	N/A	Quality Points	58.50		

Preferred Name	Chan	Algebra I EOC Pass Date	(Y) 09/09/2019
Biology I EOC Pass Date		US History EOC Pass Date	
Geometry EOC Pass Date		Graduation Reading Requirement Pass Date	
Met Online Course Req	Met		

☒ Show All Years
 ☐ Show All Schools
 ☐ Show Exams
 ☐ Show Inactive Courses
 ☒ Group By Course
 Update
View Detailed Report
Print Assignment Grades
Print Transcripts

Prev Page: 1 / 2 Next 38 Records
 Export
Filter: OFF
Toggle Columns

Year	Pd	Course #	Course	Teacher	Flags	Ex	Unx	Tardy	Q1	Q2	S1	Q3	Q4	S2	4	5	S	FY	Credits
2022-2023	04	1700410	AVID 3	Huxley, A		2	3	0	NG	92% A		97% A	NG						0
2022-2023	02	1001370	ENG 3	Roxy, F		1	4	1	A	A	A	A	B	D				F	0
2018-2019	05	1700390	AVID 1	Huxley, A		1	11	0	99% A	98% A	95% A	97% A	91% A	90% A					1.0
2022-2023	03	0708400	AP SPANISH LANG & CU	Carson, D		2	3	0	99% A	NG	F	92% A	NG	C				D	0.5

The Grades Summary displays GPA stats, Class Rank, Total Credits Earned/Attempted, and Cohort Year.

The Grades Summary displays dates for EOC and FSA assessments if passed and whether the Online Course requirement has been met along with any other custom district information.

4. Click **View Detailed Report** view the student's actual Course History record.

00	Civics EOC Pass Date	04/18/2016	Algebra I EOC Pass Date	04/16/2018
7-2018	Biology I EOC Pass Date	04/16/2018	US History EOC Pass Date	
	Geometry EOC Pass Date	05/01/2019	Graduation Reading Requirement Pass Date	042019
	FCAT Math Pass			

Group By Course
[View Detailed Report](#)

	Ex ▲	Unx ▲	Tardy ▲	Q1 ▲	Q2 ▲	S1 ▲	Q3 ▲	Q4 ▲	S2 ▲	FY ▲	Credits ▲
	0	1	0	80% B							0
	0	1	0	81% B							0
	0	0	0								0

The Detailed Report displays the following information:

- Marking Period tabs allow for viewing posted grade history by the selected tab, such as Course History, Semester 1, Full Year, etc.
- **As of** date is the last date the grades record was updated.
- Total number of grades in the report displays below the GPA information box.
- **View Grades Summary** link returns to the class schedule view with posted and/or current gradebook grades.
- **Transcript** pull-down allows for printing an unofficial transcript using district letterhead for the student whose record is open. Official transcripts are submitted via FASTER.
- **Show [State] Fields** displays additional state fields applicable to the district.

FOCUS Writers02 Abe, Charlie Noel Final Grades, GPA, & Class Rank Lizette Garcia Focus High School - 0041 SIS

Admin 2022-20... 2nd 9 Wee... ERP

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

2nd 9 Weeks Semester 1 Semester 1 Exams Full 2022 Year Full 2022 Year Exams All Quarters All Semesters All Semester Exams All Years All Year Exams

Course History

Cumulative GPA: 3.000 As of: Cohort 2018-Year: 2019 Preferred Name: Chan US History EOC Pass Date: Met Online Course Req: Met

Cumulative Weighted GPA: 3.115 Total Credits Earned: 18.50 Algebra I EOC Pass (Y) Date: 09/09/2019 Geometry EOC Pass Date:

Current Year Middle School GPA 2.714 Total Credits Attempted: 19.50 Biology I EOC Pass Date: Graduation Reading Requirement Pass Date:

Class Rank: N/A Quality Points: 58.50

85 Grades [View Grades Summary](#) [Comment Codes](#) Transcripts [Print](#) [Hide Florida fields](#) [Save](#)

[Export](#) [Filter: OFF](#) [Toggle Columns](#) [Page Size: 100](#)

	Year	Marking Period	Course	Course Number	Percent	Grade	Grade Scale	Cred. Attempted	Cred. Earned	GPA P
	2022-2023	2nd 9 Weeks					Unweighted	0.5		
	2022-2023	4th 9 Weeks	3-D STUDIO ART 3 HON 01...	0101350	95	A	Honors	0.50	0.50	4.00
	2022-2023	4th 9 Weeks	BIOMEDICAL SCIENCES 87...	8708100		B	Unweighted	0.50	0.50	3.00
	2022-2023	4th 9 Weeks	ENG 3 CR 1001375	1001375		B	Unweighted	0.50	0.50	3.00
	2022-2023	4th 9 Weeks	ALG 1 HON 1200320	1200320		A	Honors	0.50	0.50	4.00
	2022-2023	4th 9 Weeks	NATIONAL GOVERN POS10...	POS1041		A	AP/DE	0.50	0.50	4.00

Focus Transcript

Sometimes it is necessary to download or print transcripts for a group of students. The transcript can be printed from Course History or there is a default one-page transcript that can be created. Transcripts can include Test History and/or the Graduation Requirements Report.

1. Go to the **Grades menu** and select **Transcripts**.
2. Use **More Search Options** to select the group or paste student IDs from an excel spreadsheet into the search bar.
3. Users with edit permission may have the ability to select from multiple lists of printing options from the right side of the screen. Most users will only see a limited number of options to **Include on the Transcript** that affect appearance.

The screenshot shows the 'Transcripts' section of the Focus Writers02 application. On the left is a 'Student Search' panel with a text input field and a 'More Search Options' link. On the right, a 'Letterhead Template' pull-down menu is set to 'Transcripts'. Below this, the 'Include on Transcripts' section contains a list of 'Transcript Options' with checkboxes. The 'All Test History' option is checked. Other options include Letter Grade, Comments, School, Credits Attempted, Subject, Test History, GPA, Cumulative GPA, Credits, Average Percent Grade, Exclude Second School, Year and Term, Industry Certifications, Percent, Teacher, Grade Level, Credits Earned, Course Number, Courses In Progress, Weighted GPA, Cumulative Weighted GPA, Cumulative Credits, Graduation Requirements Report, and Course Flags.

4. Select a **Letterhead Template** from the pull-down.

5. Click **Continue**.

6. On the search results screen, check the box in the header to select all students or check relevant students individually.

7. Click **Generate Transcripts**.

The screenshot shows the search results screen in the Focus Writers02 application. At the top, there are tabs for 'Search Screen', 'Simple List', and 'Customized List'. Below the tabs, it says '748 Students' and '5 Selected'. A search bar is on the right. The main area is a table with columns: 'Photo', 'Student', 'Student ID', and 'Grade'. The first four rows are highlighted in blue, indicating they are selected. The 'Generate Transcripts' button is highlighted with a red box in the top right corner.

	Photo	Student	Student ID	Grade
<input checked="" type="checkbox"/>		Abe, Charlie Noel	5879	10
<input checked="" type="checkbox"/>		Abbott, Charlie Christopher	2221	09
<input checked="" type="checkbox"/>		Abregan, Kenna Joy	1843	10
<input type="checkbox"/>		Acevedo, Diem Donna	3057	09

8. Click the **download arrow** to save the group of transcripts to a file.

Return To Focus

Modules.php
1 / 5
100%

Download
Print

Live Demo - Focus Transcript
Abe, Charlie Noel
School - 0291

0055879

GPA: 3.129
Weighted GPA: 3.177
Current Year Middle School GPA: 3.500
Class rank: N/A
Total credits: 15.50
Cohort year: 2018-2019

Preferred Name: Chan
Algebra I EOC Pass Date: (Y) 09/09/2019
Biology I EOC Pass Date:
US History EOC Pass Date:
Geometry EOC Pass Date:
Graduation Reading Requirement Pass Date:
District Community/Volunteer Service Requirement Met: Not applicable [Z]
Met Online Course Req: Met

14 graduation requirements

Requirements	Credits required to graduate	Credits remaining to be taken	Currently enrolled credits
Math [MA]	2.00	2.00	1.50
Science [SC]	3.00	2.00	1.50
World History [WH]	1.00	0.00	0.00
US History [AH]	1.00	1.00	1.00
American Government [AG]	0.50	0.50	0.00
Economics [EC]	0.50	0.50	0.00
Algebra 1 [A1]	1.00	0.00	0.00

Graduation Requirements Report

The Graduation Requirements Report provides an overview of student progress towards satisfying graduation requirements based upon their cohort year and/or assigned graduation requirement program. The report can be viewed for multiple students at one time or for an individual student.

1. Go to the **Grades** menu and select **Graduation Requirements Report**.
2. Click **More Search Options** to select a grade level or other criteria to identify a group of students, paste a list of student IDs from an excel spreadsheet in the **Search** bar or use the **Student Groups** pull-down if groups are in use.
3. Click **Search** after selecting criteria.
4. Click **Search Screen** to return to enter new search criteria.

Search screen	Full-year Grades	Semester Grades	Quarter Grades	Course History	Effective date: 06/21/2023	Change
---------------	------------------	-----------------	----------------	----------------	----------------------------	--------

Grade: 12	24 Credit
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09	10	11	12	08
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Prev	Page: 1 / 7	Next	Export	Filter: OFF	Toggle Columns	Page Size: 25	Total students: 161
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	Student	Student ID	Grade	Cohort	Graduation Met	English (4)	Math (2)	Science (3)	World History (1)	US History (1)	American Government (0.5)	Economics (0.5)	Algebra 1 (1)	Geometry (1)	Biology (1)	Approved Practical/Performing Fine Arts (1)	Hope (1)	Electives (7)	Social Studies Electives (1)	Community Service Hours Met	Passed Math Assessment
<input type="checkbox"/>	Acevedo, Emarald Vonn	0005 6443	12	2017	✗	1	1	1	✓	✓	0.5	0.5	✓	✓	✓	✓	✓	✓	✓	Not applicable [Z]	
<input type="checkbox"/>	Agregor, Abe Sebastian	0006 0059	12	2017	✗	1	1	1	✓	✓	0.5	0.5	✓	✓	✓	✓	✓	✓	✓	Not applicable [Z]	
<input type="checkbox"/>	Aguilar, Emily Dickinson	0002 2481	12	2017	✗	1	✓	✓	✓	✓	0.5	0.5	✓	✓	✓	✓	✓	✓	✓	Not applicable [Z]	
<input type="checkbox"/>	Ahrens, Edgar Allan	0005 7390	12	2017	✗	1	✓	✓	✓	✓	0.5	0.5	✓	✓	✓	✓	✓	✓	✓	Not applicable [Z]	

5. Select the desired **Marking Period**, such as Full-year Grades, Semester Grades, etc. The default marking period is the Course History tab.
6. Change the **Effective date**, if applicable.
7. Select a different **Graduation Program** to see the students' progress towards a different program.
8. Required subjects and the number of credits display as column headers. **Math, Reading**, and **EOC Assessment Status** shows the dates the requirement was met.
9. Green check marks, hourglass, and numbers all represent the student's progress within the **Graduation Subject** in the column header.

As of: 06/03/2020		Algebra I EOC Pass Date: (Y) 04/17/2017		Biology I EOC Pass Date: (Y) 04/16/2018		Graduation Reading Requirement Pass Date: 04/2019		Civics EOC Pass Date: 04/18/2016	
-------------------	--	---	--	---	--	---	--	----------------------------------	--

Courses Meeting this Requirement						
Completed						
Course	Grade	Credits	Term	Content Term		
SPANISH 1 (0708340)	A	0.5	S1			
SPANISH 1 (0708340)	A	0.5	S2			
SPANISH 2 (0708350)	A	0.5	S1			
SPANISH 2 (0708350)	A	0.5	S2			
Enrolled						
None						

Progress in other graduation programs						
✗ CL 18 Credit College Prep	English (4)	Science (3)		Algebra 2 (3)	Social Studies Electives (3)	
	✓	✓	✓	3	1	
✗ CP 18 Credit College/Career Prep	English (4)	Math (3)	Science (3)	World Languages (2)	Electives (3)	Social Studies Electives (3)
	✓	✓	✓	✓	✓	1
✗ CR 18 Credit Career Prep	English (4)	Math (2)	Science (3)	Algebra 1 (1)	World Languages (2)	Electives (3)
	✓	✓	✓	✓	✓	1
✗ L1 Special Diploma	English (4)	Math (3)	Science (2)	Hope (0.5)	Electives (11.5)	Life Management Skill (1)
	✓	✓	✓	✓	✓	1
✓ L3 Special Diploma Based on Employment	Electives (24)					
	✓					

An **integer** indicates the number of required credits remaining to earn. Hover over the integer to see if the student is currently enrolled in an applicable course.

A **green check** means the student has met the credit requirement for that subject. Hover over a green check to see the course(s), grade(s), term and credit(s) earned in the subject.

A **green check with an hourglass** indicates the student is currently enrolled in a course that, if passed, will fulfill the credit requirements for that subject. Hover over the cell with the hourglass to view the course in progress as well as the completed courses.

Alert icons will appear beside student names while in the list view.

10. Check the relevant students and select **Print** at the bottom of the screen to print this report for the selected students.

Middle School Promotion Requirements Report

The Promotion Requirements Report provides an overview of middle school student progress towards satisfying promotion requirements based upon their middle school class credits. The report can be viewed for multiple students at one time or for an individual student.

1. Go to the **Grades** menu and select **Promotion Requirements Report**.
2. Click on **More Search Options** to select a grade level or other criteria to identify a group of students, paste a list of student IDs from an excel spreadsheet in the **Search** bar or use the **Student Groups** pull-down if groups are in use.
3. Click **Search** after selecting criteria.

FOCUS Dev

Select Student/Staff Promotion Requirements Report

Lizette Garcia

Hobbs Middle School

SIS

2023-2024

Quarter 1

ERP

Search screen

Full-year Grades

Semester Grades

Quarter Grades

Course History

Effective date: 08/31/2023

Change

Middle School Promotion

< Prev

Page: 1 / 20

Next >












Export

Filter: OFF

Toggle Columns

Page Size: 25

Total students: 480

<input type="checkbox"/>	Student	Student ID	Grade	Cohort	ELA (3)	MA (3)	SC (3)	SS (3)	PE (1.5)	Community Service Hours Met	Passed Math Assessment	Passed Reading Assessment	Passed Biology I EOC	Passed US History EOC	Passed Algebra I EOC	Passed Geometry EOC	Passed Civics EOC	Online Course Requirement Met	
<input type="checkbox"/>	Adams, 	571608 3794	06		3	3	3	3	1.5	Not applicable [Z]								Not Met	
<input type="checkbox"/>	Adams, 	572400 1536	06		3	3	3	3	1.5									Not Met	
<input type="checkbox"/>	Adams, 	571105 7415	07		2	1.5	2	2		Not applicable [Z]								Not Met	
<input type="checkbox"/>	Adams, 	572400 1539	08		3	3	3	3	1.5									Not Met	
<input type="checkbox"/>	Allen, 	572200 5142	08															05/09/2023	Not Met
		571708								Not									

4. Click **Search Screen** to return to enter new search criteria.

5. Select the desired **Marking Period**, such as Full-year Grades, Semester Grades, etc. The default marking period is the Course History tab.

6. Change the **Effective date**, if applicable.

7. Check the relevant students and select **Print** at the bottom of the screen to print this report for the selected students.

Search screen

Full-year Grades

Semester Grades

Quarter Grades

Course History

Effective date: 08/31/2023

Change

Middle School Promotion

◀ Prev

Page: 1 / 20

Next ▶

Export

Filter: OFF

Toggle Columns

Page Size: 25

Total students: 480

<input type="checkbox"/>	Student	Student ID	Grade	Cohort	ELA (3)	MA (3)	SC (3)	SS (3)	PE (1.5)	Community Service Hours Met	Passed Math Assessment	Passed Reading Assessment	Passed Biology I EOC	Passed US History EOC	Passed Algebra I EOC	Passed Geometry EOC	Passed Civics EOC	Online Course Requirement Met
<input checked="" type="checkbox"/>	Adams	5716083794	06		3	3	3	3	1.5	Not applicable [Z]								Not Met
<input type="checkbox"/>	Adams	5724001536	06		3	3	3	3	1.5									Not Met
<input checked="" type="checkbox"/>	Adam	5711057415	07		2	1.5	2	2		Not applicable [Z]								Not Met
<input type="checkbox"/>	Adams	5724001539	08		3	3	3	3	1.5									Not Met
<input type="checkbox"/>	Allen, C	5722005142	08														05/09/2023	Not Met
		571708								Not								

Print

Help

Logout

Alert icons will appear beside student names while in the list view.

The numbers displayed represent the number of courses/subjects required for Middle School Promotion.

If students took High School credit courses and the applicable EOC exams, the assessment pass date will populate in addition to a total number of credits.

Test History Report

This report tracks the name, date of administration, school year, grade level and scores earned on every test logged in Focus. The Test History Report allows counselors to compare groups of students based on a single test's performance data.

1. Go to **Assessments** menu and select **Test History Report**.
2. On the Test History Report search screen, select a specific assessment.
3. Use **More Search Options**, enter a list of student IDs or select from the **Student Groups** (if enabled) pull-down to locate the group of students then click **Search**.
4. On the resultant screen, select **Show Most Recent Administrations** to reduce the number of records returned per student.

Focus

Writers02

Test History Report

☆

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Focus High School - 0041

SIS

2020-2021

4th 9 Weeks

ERP

7. Select the applicable **Display Score Types** check boxes to determine the scores displayed.



The report automatically refreshes after a box is deselected. Deselect one box at a time.

8. Click on the student name to view individual Test History records.

9. Click **Create Report** to save the selected settings and results as an Advanced Report.

Activity

- Select a test from the Test History Report.
- Use More Search Options to set criteria to find a specific group of students to pull into the report results.
- Select the Most Recent Administration of the assessment.
- Choose the score types to display in the report
- Filter the report on one of the column headers.

Letter Queue

Attendance letters are generated at the school level. The following triggers have been put into place to generate letters: 10 Days Excused and 5 Days Unexcused in a 30-day rolling calendar.

1. Go to the **Students** menu and select **Letter Queue**.

2. Modify the **Report Timeframe** as applicable.

3. Select the applicable student(s) and one of the following options:







Report Timeframe: March 1 2022 - August 12 2022
☒ Include Printed/Emailed Letters [Update](#)

Method: ☒ Print Letters ☐ Send Emails

[Delete](#) [Preview](#) [Print Without Adding Log Entries](#) [Print Letters & Add Log Entries](#)

Search Screen Simple List Customized List

42 letters [Filter](#) [Filters: OFF](#) [Search](#) [Help](#)

<input type="checkbox"/>	Recipient	Letter Template	Added	Added By	Photo	Student ID	Grade
<input type="checkbox"/>	Adams, _____	Attendance Letter 10 in 90	Apr 7, 2022			2062282	10
<input type="checkbox"/>	Baggish, _____	Attendance Letter 10 in 90	May 31, 2022			9050139	12
<input type="checkbox"/>	Baggish, _____	Attendance Letter 10 in 90	May 11, 2022			9050139	12
<input type="checkbox"/>	Burkett, _____	Attendance Letter 10 in 90	Mar 2, 2022			0055033	11
<input type="checkbox"/>	Cooley, _____	Attendance Letter 10 in 90	Apr 7, 2022			3069826	09
<input type="checkbox"/>	Deese, _____	Attendance Letter 10 in 90	May 11, 2022			3070052	09

- Click **Delete** to remove the letter.
- Click **Preview** to view the letter in a new window.
- Click **Print Without Adding Log Entries** to generate a PDF to print or save.
- Click **Print Letters & Add Log Entries** to generate a PDF to print or save and add a record of the sent letter to the Letter Logging category in Student Info (Recommended).

Perfect/Excessive Attendance Reports

Perfect Attendance

The Perfect Attendance report generates a list of students who have perfect attendance within a selected Threshold (number of absences) and Timeframe.

- Go to the **Attendance** menu and click on **Perfect/Excessive Attendance**.

The report defaults to the **Perfect Attendance** tab.

Select Student/Staff

Perfect/Excessive Attendance

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SIS

Admin

2022-2023

4th 9 Weeks

ERP

Perfect Attendance

Excessive Absences

Skip Report

Threshold: 0 Daily Absences

Timeframe: School Year

Show Teacher:

☐ Ignore Excused Absences

Go

Search Screen

Simple List

Customized List

738 Students

Filters: OFF

Search

3:52 PM

Photo	Student	Grade	Days Absent	Periods Absent	Periods Tardy
	Acevedo, Diem Donna	09	0	0	7
	Acosta, Harry P.	10	0	2	1
	Agregor, Abe Sebastian	12	0	0	1
	Ahrens, Edgar Allan	12	0	0	1
	Alec, Colleen Joan	10	0	1	0
	Ali-Hazelwood, Joseph Quinn	12	0	0	0
	Alonso, Isabella Belly	09	0	0	0
	Alonso, Mary Shelley	09	0	0	0

2. Select a **Threshold** from the provided pull-down. To display students that have 0 daily absences, leave the defaulted selection. To change the data and display students that have a different number of daily absences, select the corresponding number of absences.
3. The Perfect Attendance report includes a **Timeframe** pull-down at the top of the report. Only Attendance data within this Timeframe will populate the report. You can select the entire School Year, the 2nd 9 Weeks, Month to date, Last 30-90 days, or create a Custom Timeframe.
4. To display a teacher for a specific period on the report, select the appropriate period from the **Show Teacher** pull-down.
5. You also have the option to **Ignore Excused Absences** by selecting the corresponding check box.
6. Click **Go** to generate the report.

Excessive Attendance

The Excessive Attendance report generates a list of students who have excessive attendance within a selected Threshold (number of absences) and Timeframe.

1. Click the **Excessive Absences** tab and use the pull-downs to set criteria.
2. Click **Go**.



FOCUS Perfect/Excessive Attendance Writers02 Lizette Garcia Focus High School - 0041 SIS 2022-2023 3rd 9 Weeks ERP

Perfect Attendance **Excessive Absences** **Skip Report**

Threshold: 5 Daily Absences Timeframe: School Year Show Teacher: Period 1 ☒ Ignore Excused Absences **Go**

Search Screen **Simple List** Customized List

2 Students Filters: OFF 12/15/22

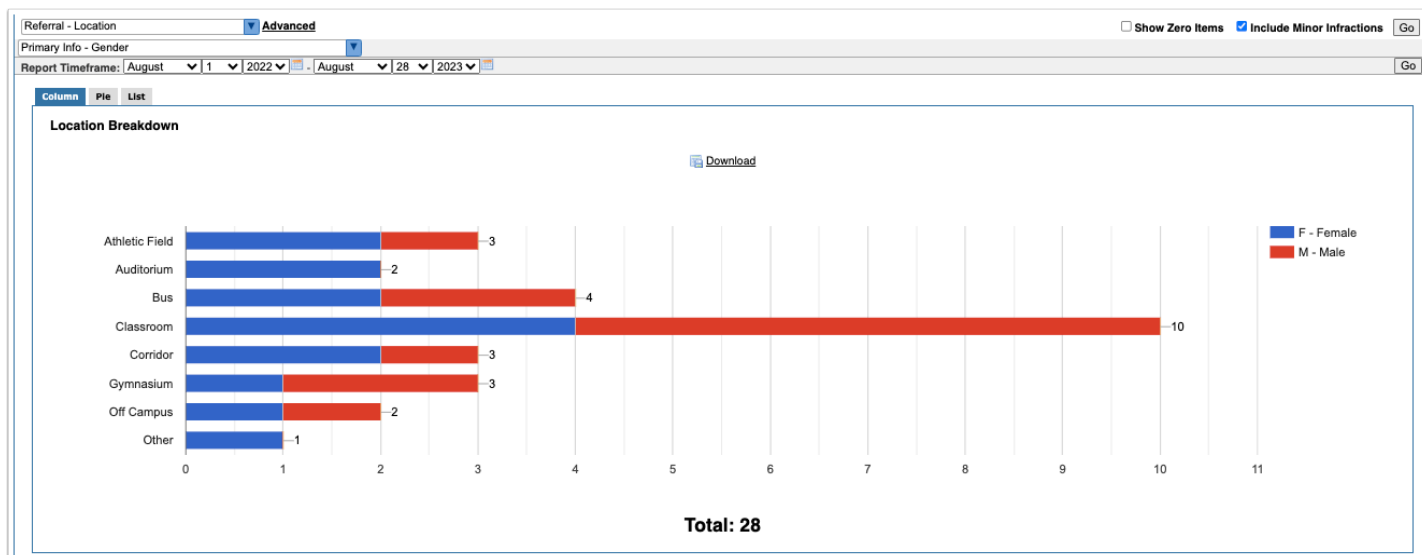
Photo	Student	Student ID	Grade	Days Absent	Periods Tardy
	Aguilar, Emily Dickinson	022481	12	5	1
	Alegory, Potter Ron	059241	11	14	0

Discipline Reports

Students with Referrals

This report identifies students by the number of referrals they have accrued. The School Counselor can select a timeframe over which to view the data as well as the minimum number of referrals. In addition, More Search Options can be used to view data for a specific group of students.

1. Go to the **Discipline** menu and select **Students with Referrals**.
2. On the search screen, enter a student name or ID, click **More Search Options** to select criteria for a group of students or select a **Student Group** if enabled.
3. Click **Search**.
4. Use the **Display Students with at least** pull-down to change the number of referrals. The page automatically updates to display the changes.
5. Use the **Report Timeframe** calendar fields to adjust the date range viewed.
6. Click **Go** to update the page.
7. Click on a student name to view that student's discipline history.



6. Click **Download** to save/print the report as a PDF document (Column and Pie Chart view) or as an Excel spreadsheet (List view only).

Advanced Reports

Advanced Reports are typically created with a specific subgroup of students in mind who meet a specific set of criteria. The user selects specific fields of data that may change over time to include as columns in the report. The report updates with the most current data if there were changes since the last time it was run. Advanced Reports roll from school year to school year until the user deletes them.

1. Go to the **Students** menu and select **Advanced Reports**.

Modify Report

Schedule Effective Date: April 13 2022 ☐ Include Inactive Schedule Records **Go**

4032 Schedule Records
Go to Page 1, 2, 3, 4, 5 [Show All](#)

Displaying 1 through 1000

Filters: OFF

Last, First M	Grade	School	Course Title	Course Num	Section Num	Teacher / Period	FEFP Number
Abrego	10	Focus High School - 0041	ENG 2	1001340	006	Period 1 - 006 - Dominguez	N/A
Abrego	10	Focus High School - 0041	ENG 1	1001310	008	Period 2 - 008 - Velasco	N/A
Abrego	10	Focus High School - 0041	ENG 4	1001400	003	Period 4 - 003 - mero	N/A
Abrego	10	Focus High School - 0041	ALG 2	1200330	005	Period 5 - 005 - ers Doss	N/A
Abrego	10	Focus High School - 0041	ANTHROP	2101300	007	Period 6 - 007 - des Staab	N/A
Abrego	10	Focus High School - 0041	AP PSYCH	2107350	005	Period 7 - 005 - MISS OWL	N/A
Acosta	10	Focus High School - 0041	ENG HON 2	1001350	008	Period 1 - 008 - Williamson	N/A
Acosta	10	Focus High School - 0041	AUTO MAINT/LT RPR 1	9504110	006	Period 2 - 006 - Valencia	N/A

2. Define the subgroup of students by clicking **More Search Options** and making selections.

3. Define the data that will populate the columns in the report from **Available Fields**.
4. Click **General** to expand the tab to select demographic fields such as student name, ID, grade level, etc.

Continue to click on the tab names to find and select the data fields that are to be included in the report. Optionally, use the Filter box to enter text for quick searching.
5. Select the **Fields to Include in Report** to display the order of the columns in the report.
6. Rearrange the fields to include in the report by clicking and dragging the blue field boxes in the order the columns should appear in the report.
7. The field boxes can be deleted by clicking the red **X** or by dragging them back to the left.
8. Click the **Run Report** button. Like other reports in Focus, the heading in each column can be clicked to re-sort the data.
9. To save the report, click **Create Report** at the bottom of the screen next to Print.
10. Once the report has been run, click **Modify Report** at the top left of the screen to return to the previous screen and modify the parameters of the Advanced Report.



When modifying the report, all criteria set through the **More Search Options** feature will need to be reentered/reselected.



The results of an Advanced Report can also be downloaded and saved as a static report prior to clicking "Create Report." To download, simply click on the Excel icon that displays in the header next to the total number of students.