

# Survey 2

## Student Demographic

Focus will report each student receiving instruction/service during that reporting period plus any student with a Discipline or Fed State record. Focus will send Homeschool students if they are concurrently enrolled at a district school receiving instruction. Focus will send records for Migrant students in school 9997 ages 0-21.

Home school students attending class in a public school need to be concurrently enrolled in the public school and scheduled into the appropriate course. The second school flag on the enrollment record should contain a green check for the public school enrollment records indicating an enrollment record. (Students > Student Info > Enrollment tab).

Abel, 4400038610 - Grade 12

Enrollment Schedule Requests Grades Gradebook Absen

Test History Audit Trail

### Enrollment

Export: Filters: OFF Toggle Columns

	Year	School	Grade Level	Enrollment Date	Enrollment Code	Second School
	2017-2018	es High Scho...		07/09/2018		<input type="checkbox"/>
	2017-2018	High School - ...	12	04/18/2018	(E04) From ...	<input checked="" type="checkbox"/>
	2017-2018	es High Scho...	12	08/16/2017	(E01) In Dist...	<input type="checkbox"/>
	2016-2017	es High Scho...	11	08/17/2016	(E01) In Dist...	<input type="checkbox"/>

The enrolled school should be set as 9998 while the school of instruction is the school where the student is taking courses.

Migrant students should have an active year enrollment record in the Migrant 9997 school.

Z Home Educ Program Students

Z Mckay Scholarship/school Of En

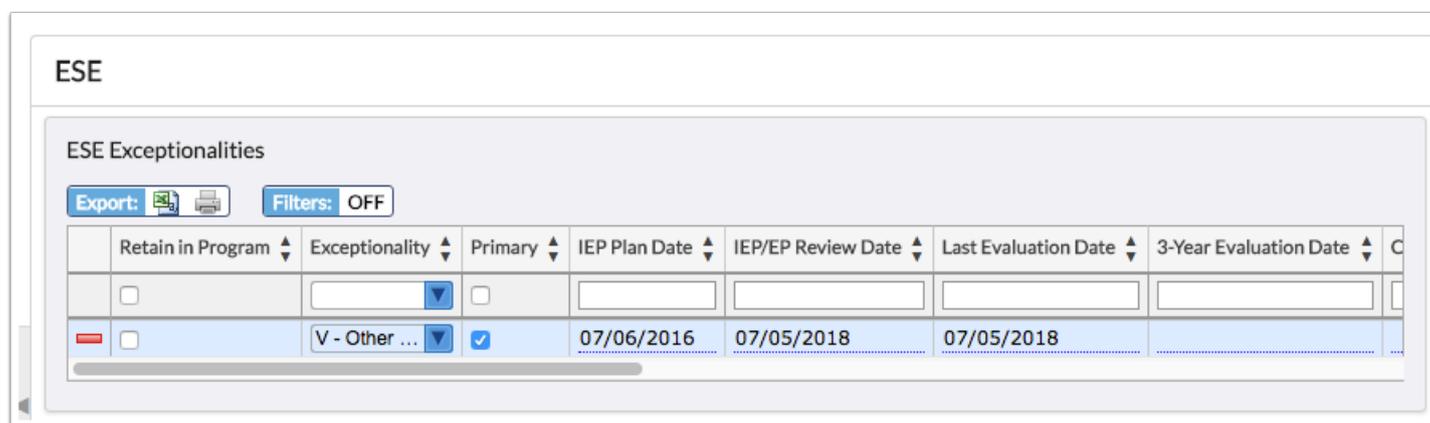
Z Migrant Non-Enrolled Students

## Federal State Indicator

Focus will report each PK-12th grade student in membership (with an active schedule during FTE week) in the school district at any time during the school year. DNE's will not be sent. Focus will only send McKay students taking a course in the school district or students who receives services through a services plan.

 The enrolled school should be set as 3518 with the course 2222222.

McKay students receiving services through the public school system should have an active special education record on the ESE tab (Students > Student Info > ESE tab).



The screenshot shows a software interface for 'ESE Exceptionalities'. At the top, there are 'Export' and 'Filters: OFF' buttons. Below is a table with the following columns: Retain in Program, Exceptionality, Primary, IEP Plan Date, IEP/EP Review Date, Last Evaluation Date, and 3-Year Evaluation Date. The table contains one row with the following data: Retain in Program (checkbox), Exceptionality (V - Other ...), Primary (checkbox), IEP Plan Date (07/06/2016), IEP/EP Review Date (07/05/2018), Last Evaluation Date (07/05/2018), and 3-Year Evaluation Date (empty).

Retain in Program	Exceptionality	Primary	IEP Plan Date	IEP/EP Review Date	Last Evaluation Date	3-Year Evaluation Date
<input type="checkbox"/>	V - Other ...	<input checked="" type="checkbox"/>	07/06/2016	07/05/2018	07/05/2018	

## Prior School

Focus will report each PK-12 student who was in membership in any school or enrolled in any course in the district from the first day of the school year to the last day of the survey period, as well as any student who withdrew between school years; this includes N998 and N999 students.

Focus will report ZZZ if no withdrawal code is applicable. DNE students will be reported.

Focus will determine the term according to the following DOE guidelines: "To indicate the student entered/reentered during the regular school year, use code 3 (annual). To indicate summer school or intersession (for year round school) use code S (combined summer schedule). Use code Y to indicate a record being submitted with a withdrawal code for a student who was not enrolled this year. For Survey 2, Term should equal Z and Days Absent, Annual Unexcused Not Related to Discipline should be 0-filled."

 For more information and direct guidelines from DOE, click [here](#).

# Student Course

Focus will report a separate record for each course for which the student in grades PK-12 is in membership (on schedule during FTE week) whether the student is FTE eligible or not.

## Focus Process for Assigning FEFP Codes

1. At the section level a FEFP code can be set if all students in the sections should receive the funding code. This is found on the Florida tab of the section (Scheduling > Courses & Sections > Section > Florida tab > FEFP Number field). For Example, a vocational class should be coded with FEFP 300, while a functional unit would be coded with 111/112/113, and an ELL reading class would be coded 130. Likewise, hospital homebound sections would be coded 255. Non-funded sections should be coded with 999. Otherwise, leave FEFP blank. Focus looks at gradelevel to determine 101, 102, or 103 or looks at ESE FEFP, which filters down to the students' schedules.

The screenshot displays the Focus interface for section **ENG 1 1001310: Period 1 - 004 - Lizette Garcia**. The **Florida** tab is active, showing the **FEFP Number** field with a dropdown menu open, displaying the selected option **113 - 9-12 Basic, with E**. Other fields include **Room** (5 109), **Period** (1), **Meeting Days** (MTWHF), **Marking Period** (Full Year), and **Seats** (25). The **Vocational/WDIS** and **Inclusion** tabs are also visible, with the **Vocational/WDIS** tab showing **Exclude from FTE** (Z - Not Applicable) and **Exclude from FASTER** (Z - Not Applicable). The **Inclusion** tab shows **Primary Instructor** (I - Certified/Licensed in field being taught).

2. If a student should receive a non-basic FEFP funding code that was not set at the section level, the FEFP number can be overridden via the student's schedule. Additionally, if the FEFP code is 130, the appropriate ELL Instructional Model should be selected. (Scheduling > Student Schedule > select Show Florida Fields check box).

Grades Gradebook Absences Activities Referrals Fees & Payments Test History							
Inactive Courses							
Course List Weekly Planner							
<input checked="" type="checkbox"/> Show Florida Fields <input type="checkbox"/> Show Vocational/WDIS Fields <input type="button" value="Save"/>							
<input type="button" value="Customize Columns"/> <input type="button" value="Mass Update"/> <input type="button" value="Print"/>							
Full Year		Semester 1	Semester 2	Summer School			
Enrolled	Course Number	Section	Dropped	Exclude from FTE	FEFP Number	ELL Instructional Model	
Aug 16, 2017	2200300S	001	-	✓	999 - Nonfunded	N/A	
Aug 17, 2017	2106420	002	-	✗	130 - English for Speakers of Other Languages	<input checked="" type="checkbox"/> N/A <input type="checkbox"/> Z - Not Applicable <input type="checkbox"/> E - Sheltered - English <input checked="" type="checkbox"/> S - Sheltered - Core/Basic Subject Areas <input type="checkbox"/> I - Mainstream/Incl - English <input type="checkbox"/> C - Mainstream/Incl - Core/Basic Subj Areas <input type="checkbox"/> O - 1-Way Developmental Bilingual Education <input type="checkbox"/> T - Dual Language	
Jan 16, 2018	0500300	002	-	✗	103 - 9-12 Basic		
LEY Aug 16, 2017	1001430	001	-	✗	103 - 9-12 Basic		
Aug 16, 2017	1201315	001	-	✗	103 - 9-12 Basic		
Jan 16, 2018	1211300	001	-	✗	103 - 9-12 Basic		

3. At the section level, the School of Instruction is required only if the instructional school is not the school where the schedule was created (Scheduling > Courses & Sections > Section > Florida tab > District of Instruction field). For example, for a college or university class taught on a high school campuses, the instruction institution is the college even though the course is taught at the high school. If it is a dual enrollment course, the dual enrollment indicator, institution type, and field should be set. These fields are found on the Florida tab at the section level. If the student remained in the district but had a school change, only the new school in place on date certain is sent. If the student withdrew from the district during FTE week, partial FTE is sent for.

<b>FOCUS</b> Courses & Sections <input type="button" value="Student Information"/> <input type="button" value="Lizette Garcia"/> <input type="button" value="Admin"/> <input type="button" value="High School - 0041"/>														
<b>ENG 1 1001310: Period 1 - 004 - Lizette Garcia</b> <input type="button" value="List Students in this Section"/> <input type="button" value="List Un"/>														
Garcia, Lizette (75) Teacher		5 109 Room	<input type="checkbox"/> Display Room Optional	Period 1 Period	MTWHF Meeting Days	Full Year Marking Period	25 Seats	<input checked="" type="checkbox"/> Takes Attendance	<input checked="" type="checkbox"/> Graded	<input checked="" type="checkbox"/> Affects GPA	None Gender Restriction	- Grade Level(s) blank for all gradelevels	Unweighted Grading Scale	Unweigt Standards
<input type="button" value="Co-Teachers"/>		<input type="button" value="History"/>		<input checked="" type="button" value="Florida"/>		<input type="button" value="Vocational/WDIS"/>		<input type="button" value="Inclusion"/>						
103 - 9-12 Basic FEFP Number				00 District of Instruction		0021 School of Instruction		09 - Other Facility operated by other agency Facility Type		<input checked="" type="checkbox"/> Primary Instructor		<input checked="" type="checkbox"/> I - Certified/Licensed in field being taught Cert/Licensure/Qual Status		
✗ Exclude from FTE				✗ Exclude from FASTER		<input checked="" type="checkbox"/> Z - Not Applicable Dual Enrollment Institution Type		<input checked="" type="checkbox"/> Z - Not Applicable Dual Enrollment Indicator		<input checked="" type="checkbox"/> N/A Course Flag 3		<input checked="" type="checkbox"/> N/A Course Flag 4		

4. The **Dual Enrollment Indicator** can be overridden via the student's schedule; however, the indicator must be set if the school is C, P, or U.

Full Year	Semester 1	Semester 2	Summer School
Online Course	Dual Enrollment Indicator	Dual Enrollment Institution Type	
-	✓ Z - Not Applicable	Z - Not Applicable	
-	A - Academic dual enrollment	Z - Not Applicable	
-	B - Vocational college credit dual enrollment	Z - Not Applicable	
-	C - Vocational certificate dual enrollment	Z - Not Applicable	
-	E - Early admission student	Z - Not Applicable	
-	Z - Not Applicable	Z - Not Applicable	
-	Z - Not Applicable	Z - Not Applicable	

5. The following logic used pertains to hospital homebound sections and students in non-attendance.

- a. Focus will pull 255 as the FEFP by default for student schedule records that contain hospital homebound course numbers: 7855020, 7900030, 7755020.
- b. Focus will assign FEFP codes of 999 for any student not in attendance at least one day in the 11-day window (set when running the extract).

 Do not set ESE FEFP to 255 if the student is intermittent.

## Teacher Course

Focus will report a separate record for each combination of Course Number, Section Number, Period Number, Term, and teacher Social Security Number.

Focus will not report sections containing no (0) students.

## Focus Process

1. It is important, at the school level, if there is more than one section of the same course during the same period of the day, that the section number (short name) is unique for each section. This will not cause an error or validation with DOE, but it will impact class size. Please review the teacher course validation that help identify these issues.
2. The room number assigned at the section level drives the FISH number pulled. If the room does not match a room in the Resource Scheduler/Rooms (Setup > Resource Scheduler/Rooms), then the FISH number will pull as 00000000000000000000. Please review the teacher course validation that identifies these issues.

**ENG 1 1001310: Period 1 - 004 - Lizette Garcia**

Garcia, Lizette (75)  
Teacher

5 109  
Room

-  
Display Room  
Optional

Takes Attendance

Graded

3. If the **Resource is a Room** check box is not selected on the Resource Scheduler/Rooms screen, then Focus will not recognize the FISH as a valid classroom.

**FOCUS Resource Scheduler/Rooms** Student Information Lizette Garcia

Schedule Resources Setup the Resources Save

Rooms +

	Title	Short Name	Resource is a Room	Max Seats in the Room
-	00011001	1 001	<input checked="" type="checkbox"/>	0
-	00011002	1 002	<input checked="" type="checkbox"/>	0
-	00011003	1 003	<input checked="" type="checkbox"/>	0
-	00011004	1 004	<input checked="" type="checkbox"/>	0

4. Users must be designated as teachers to pull correctly for teacher course. Review the Master Schedule Report for verification of data (Scheduling > Master Schedule Report). If any red numbers appear in the teacher column in place of the teacher name, review these sections and correctly assign a teacher to the sections. Contact district staff if the teacher does not display in the pull-down.

Course	Course Number	Period	Teacher
CULINARY ARTS 1	8800510	01 01	10227
		02 02	10227
		03 03	10227
		04 04	10227
		06 06	10227
		07 07	10227

5. Teacher certification numbers and IDs are pulled from the User fields (Users > User Info).

**Garcia, Lizette**    Audit Trail  
75 (Local ID: 75)

Filter fields... ▾

- Charter/Contracted Emp...
- Communications Log
- Demographic
- ELL
- General** ●
- Permissions ●
- State Reporting
- Teachers

**General**

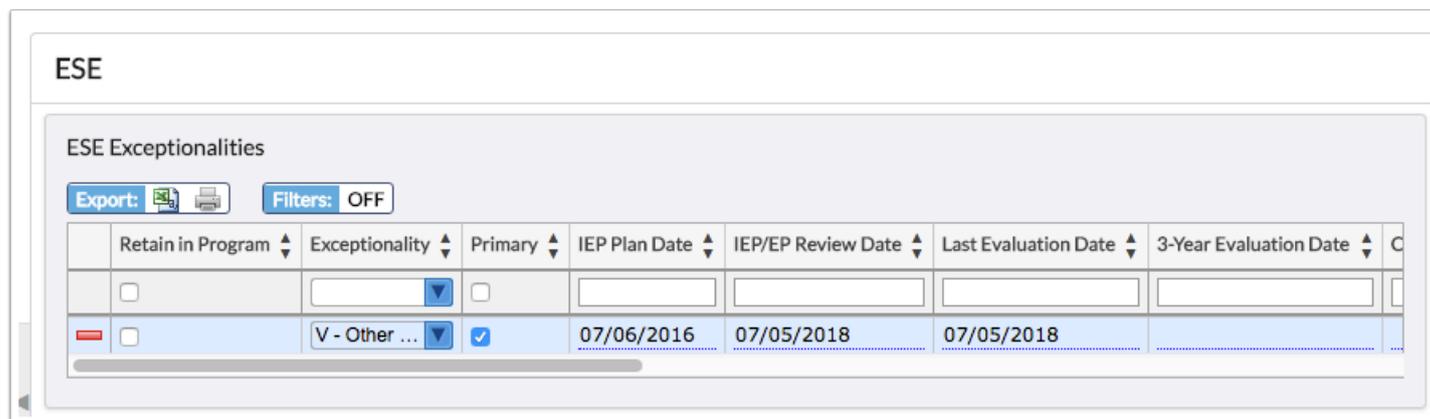
Job Classification Code	
Previous Legal Name	
Gender	Female
E-mail Address	lizetteg@focusschoolsoftware.com
Experience Length (Years)	3
Florida Education Identifier	9999999999x
<b>Florida Educators Certificate Number</b>	<b>637638</b>
Phone Number	999-999-9999

## Exceptional Student

Focus will report any PK-12 student who has an Exceptionality, and/or a Primary code other than Z, who also maintains a placement status of P or T.

## Focus Process

1. Focus stores Exceptionality information in a logging field. This allows a student to have more than one active exceptionality. Only one exceptionality should be marked as the primary exceptionality. For any active ESE student, a FEFP code should be entered on the ESE tab. Once a student is dismissed from all exceptionalities, the FEFP code should be removed. The FEFP is used when extracting student course, so it is important to remove when the student is dismissed from all exceptionalities.



The screenshot shows a software interface titled "ESE" with a sub-section "ESE Exceptionalities". It includes an "Export" button with icons for CSV and PDF, and a "Filters: OFF" button. Below is a table with the following columns: Retain in Program, Exceptionality, Primary, IEP Plan Date, IEP/EP Review Date, Last Evaluation Date, and 3-Year Evaluation Date. The table contains two rows. The first row has empty fields for all columns. The second row has a checked checkbox for "Retain in Program", a dropdown menu for "Exceptionality" showing "V - Other ...", a checked checkbox for "Primary", and date fields for "IEP Plan Date" (07/06/2016), "IEP/EP Review Date" (07/05/2018), and "Last Evaluation Date" (07/05/2018). The "3-Year Evaluation Date" field is empty.

Retain in Program	Exceptionality	Primary	IEP Plan Date	IEP/EP Review Date	Last Evaluation Date	3-Year Evaluation Date
<input type="checkbox"/>		<input type="checkbox"/>				
<input checked="" type="checkbox"/>	V - Other ...	<input checked="" type="checkbox"/>	07/06/2016	07/05/2018	07/05/2018	

2. For a student that is intermittent Hospital Homebound, assign the FEFP code according to what the student is considered when the student is not out on homebound. Focus will then pull this code for the non-homebound courses numbers; however, other courses that are specific to Hospital Homebound will pull the 255 code.

## Student Referral

Focus will report a separate record for each occurrence of the discipline/resultant action for each student receiving a discipline/resultant action from the first day of the school year to the last day of the survey period.

Action Record(s)	Logging Fields
Field Name	Data Type
Setup the Logging Fields:	
No	
Show inputs at top?	
<b>Add a field</b>	
+	
Field #1	
Pull-Down	
Field Type	
Action	
Field Title	
Pull-Down Choices:	
Detention [D]	
Disciplinary	
Placement [P]	
* one per line	
Pull-Down Codes:	
C	
D	
P	
* one per line	

Focus Process: In the referral setup, the school or district will define actions taken and the associated DOE code for that action. Actions coded with a D are not extracted and sent to DOE. Do not add a SESIR for an action associated with "D" as the referral will not pull, causing a validation error.

## SESIR

Focus will report each SESIR incident and for each incident of Unsubstantiated Bullying (UBL) and Unsubstantiated Harassment (UHR) occurring on school campus, at school-sponsored events occurring off campus, on school-sponsored transportation or at bus stops at any time of the year and twenty-four hours a day as recorded in Focus from the first day of school through the last day of the survey period.

## Focus Process

1. A SESIR incident is added by selecting **Add a Discipline Incident** from the **Discipline** menu.

**Add an Incident**

Incident Date \* N/A N/A N/A

Location \* School Grounds/On Campus

Incident Type N/A

Involvement Type \* Student

Incident Context \* N/A

Drug Related No [N]

Drug Description \* Not Applicable. No drugs were involved in this

Alcohol Related No [N]

Gang Related No [N]

2. At the bottom of the incident is a list of current referrals. Click on the names of the students with a referral associated with the SESIR. To filter the referral list, enter a information into the **Search** text box and press **Enter**. Only referrals matching the criteria will appear.

3 Referrals Filter alcohol

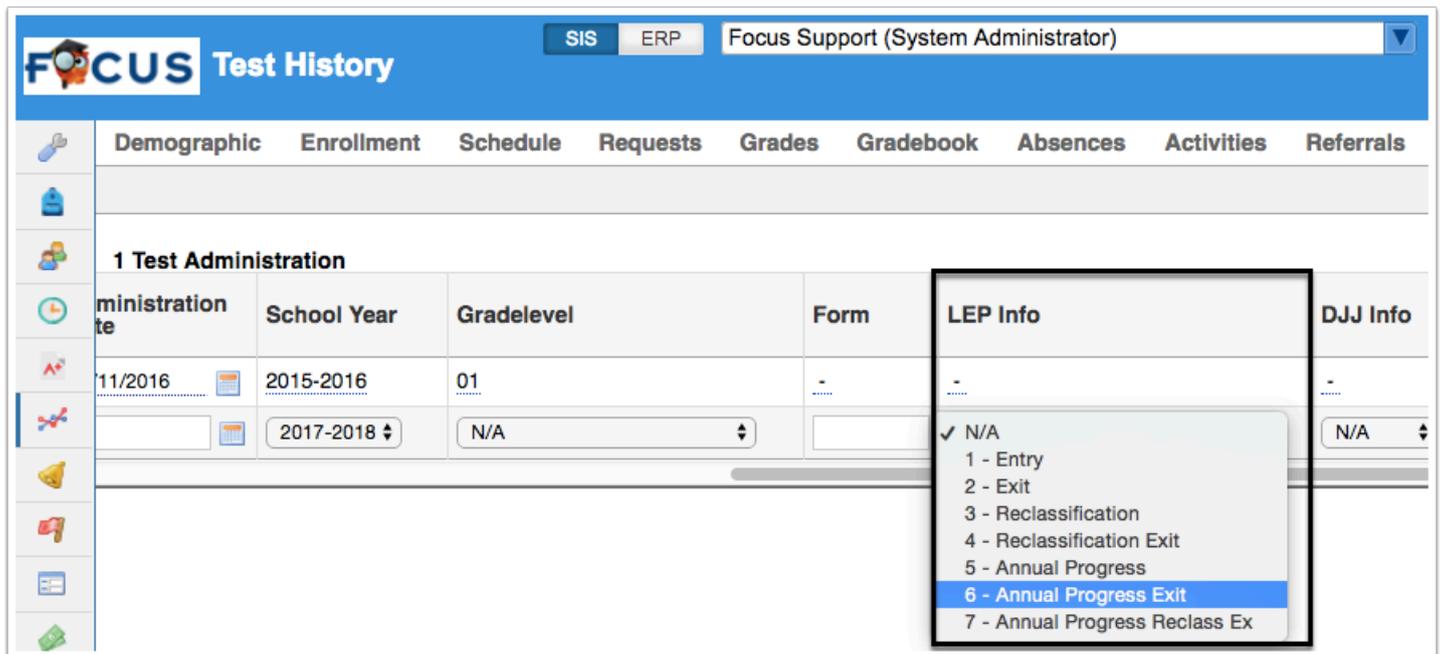
Expulsion	School-Related Arrests	Discipline Code	Involved in Bullying	Use of Alcohol	Use of Drugs	Weapon Use	Status	Relevance
not expelled.[Z]	No, the student was not arrested [N]	02 Alcohol, under influence	No	No	No	No	Inactive	
not expelled.[Z]	No, the student was not arrested [N]	01 Alcohol, Possession, 70 TOBACCO POSSESSION/SALE	No	No	No	No	Active	
....	....	01 Alcohol, Possession,	....	....	....	....	....	

3. In the Focus extract process for referrals, each referral is checked for a link to a SESIR incident. If an incident match is found, all associated referral incident numbers are extracted to match the SESIR incident ID.

## ELL

Focus will report each student in KG-12 membership identified as LY, LF, or LP pending assessment.

For LY students, grades KG-02 report the aural/oral test scores (Listening and Speaking, not Reading and Writing) that determined the student eligible and in need of services as recorded in [Test History](#) via **LEP Info**.

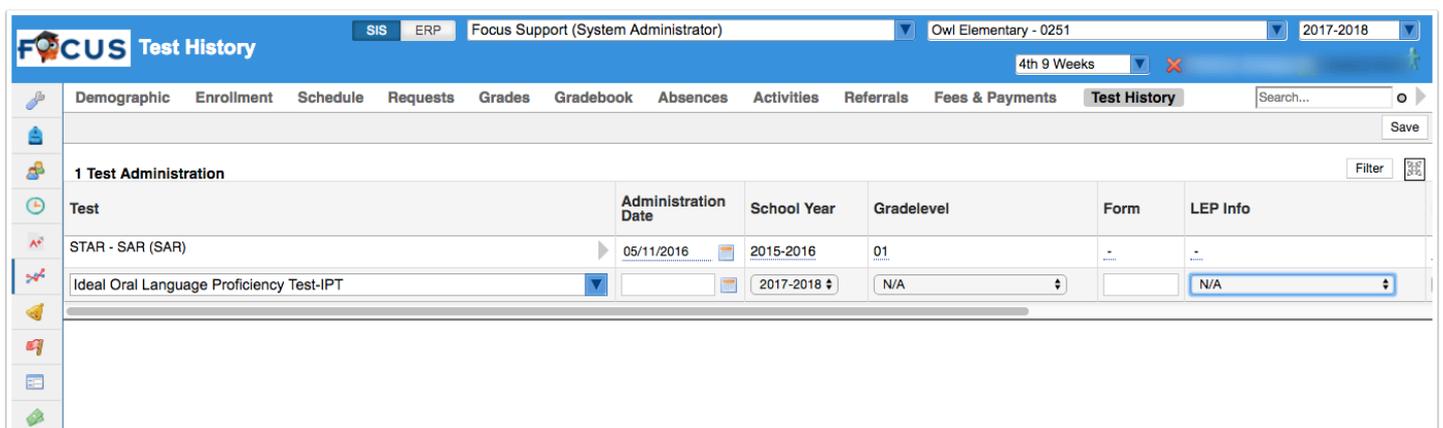


For LY students, grades 03-12 report aural/oral test scores in the test fields for Listening and Speaking and also report Reading and Writing test scores for students who tested proficient in aural/oral skills based on assessment as recorded in [Test History](#) via **LEP Info**.

For LF students, report exit test information as appropriate for the students English Language Learners--not including CELLA, Test Forms 1 and 2, and FCAT scores as these are already available to DOE.

## Focus Process

1. Enter test history for each ELL student. From the **Assessment** menu, select **Test History**. Search for the appropriate student, and then select the appropriate test to add for the student. Enter the Administration Date, School Year, Gradelevel, etc.



2. Next, enter the ELL **Form**, **LEP Info**, **DJJ Info** (if applicable), **Test Level**, etc.. This data will be pulled for the ELL format fields test form and test level for each test part with a score. Select the

LEP Info Code from the pull-down to flag which test is to be pulled as the entry or exit test. The entry test is pulled for LY. The exit test is pulled for LF.

Form	LEP Info	DJJ Info	Test Level
-	-	-	-
A	-	-	05
-	-	-	-
-	-	-	-
A	-	-	06
A	-	-	06
C	-	-	07

✓ N/A

- 1 - Entry
- 2 - Exit
- 3 - Reclassification
- 4 - Reclassification Exit
- 5 - Annual Progress
- 6 - Annual Progress Exit
- 7 - Annual Progress Reclass Ex

3. When complete, **Save** the test record. For more information on entering tests, see the [Test History](#) article.

4. Test parts will appear according to testing history setup. Enter data for all applicable score types.

IRW - IDEA: Reading and Writing (IRW)		Jul 2, 2012	2012-2013
2 Test Parts			
	Title	Raw Score (RS)	National Percentile (NP)
-	Reading	3	-
-	Writing	3	-

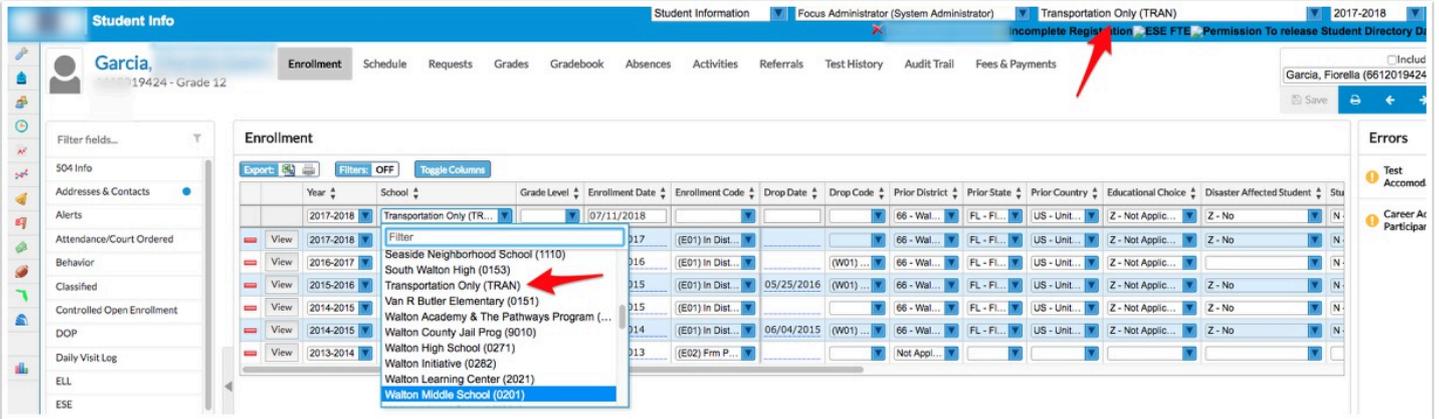
## Transportation

Focus will report any PK-12 student in membership during survey week who is assigned to a school bus, passenger car, or other vehicle and was transported at least once during the five-day survey period or the preceding six scheduled days.

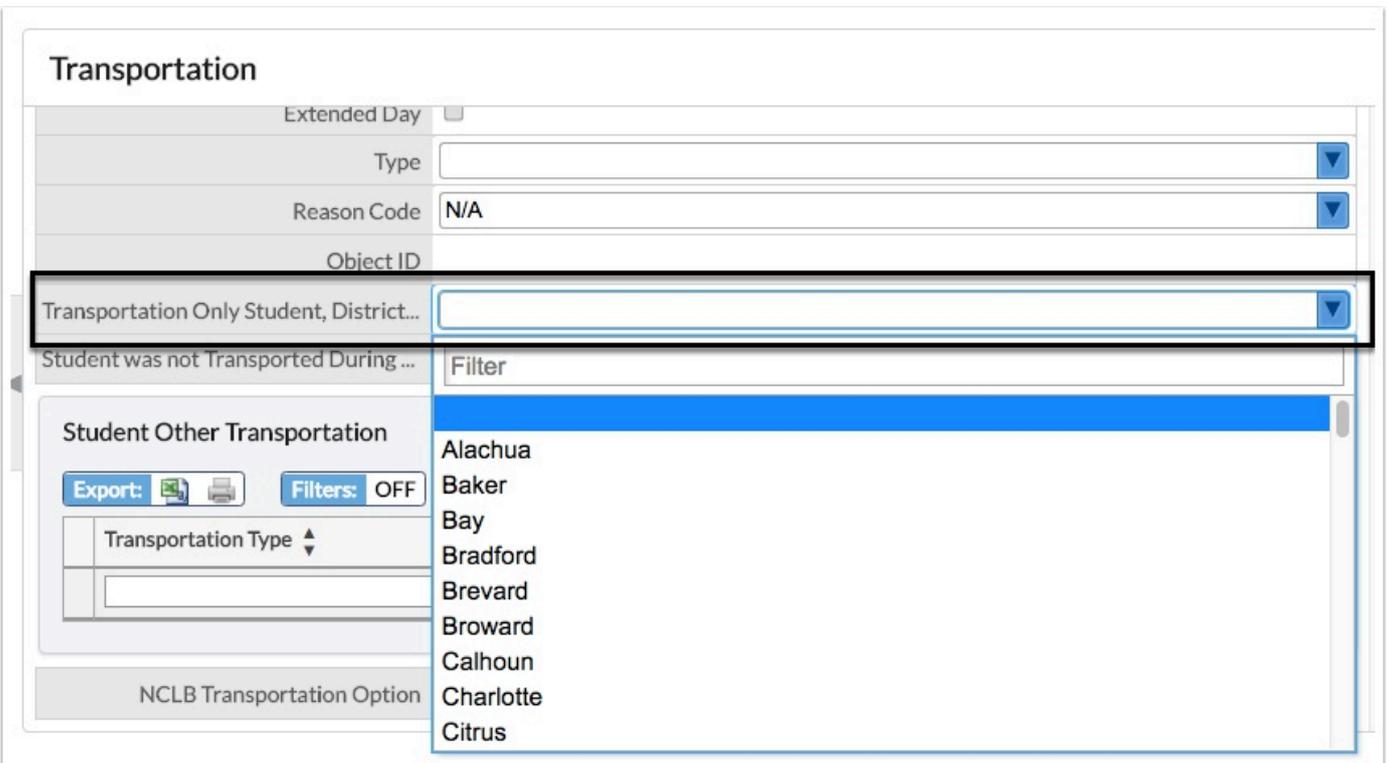
In addition, Focus will report a Student Transportation format: students only transported to another district to receive instruction.

# Focus Process

1. Transportation only students are enrolled in their own school. This is set up via the **School** pull-down on the student's Enrollment record. There is a special school (TRAN) that is set up to enroll students who are only being transported to another district and not actually taking any courses within the current district.



2. Focus will extract the hosting/transporting district number for the element District Number, Current Instruction/Service, and the number of the district supplying the instruction in District Number, Current Enrollment. (Students > Student Info > Demographic > Transportation tab > Transportation Only Student, District of Instruction field).



3. If a student was not transported during the FTE window transportation, information does not have to be removed. You can select the check box to exclude them from the transportation extract via the Transportation tab (Students > Student Info > Demographic tab > Transportation tab > Student was not Transported During FTE Window field).

Transportation	
Bus Driver Name PM	
Bus Number Special 1	
Bus Number Special 2	
Extended Day	<input type="checkbox"/>
Type	<input type="text"/>
Reason Code	N/A
Object ID	
Transportation Only Student, District of Instructi...	<input type="text"/>
Student was not Transported During FTE Window	<input checked="" type="checkbox"/>

 If the checkbox is selected, the student will not be pulled into the Survey; however, if it is left cleared, the student will be pulled into the Survey.