

Survey 3

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.

Focus Process

1. 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"/> |
| | View | 2017-2018 | High School - ... | 12 | 04/18/2018 | (E04) From ... | <input checked="" type="checkbox"/> |
| | View | 2017-2018 | es High Scho... | 12 | 08/16/2017 | (E01) In Dist... | <input type="checkbox"/> |
| | View | 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.

2. 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 in the school district at any time during the school year. Focus will only send McKay students taking a course in the school district or who receives services through a services plan. DNE's will not be sent.

 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.

ESE

ESE Exceptionalities

Export:   Filters: OFF

| | Retain in Program | Exceptionality | Primary | IEP Plan Date | IEP/EP Review Date | Last Evaluation Date | 3-Year Evaluation Date | C |
|--|--------------------------|----------------------|-------------------------------------|----------------------|----------------------|----------------------|------------------------|--------------------------|
| | <input type="checkbox"/> | <input type="text"/> | <input type="checkbox"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="checkbox"/> |
| | <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. Days Present, Annual must be zero-filled in Survey 2 and must be numeric for Surveys 3 and 5 unless Term is Y in which case it must be zero-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 (has an active 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 an ESE section may 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.



Courses & Sections

Student Information

Lizette Garcia

Admin

High School - 0041

ENG 1 1001310: Period 1 - 004 - Lizette Garcia

List Students in this Section

List Unf

Garcia, Lizette (75)
Teacher

5 109
Room

-
Display Room
Optional

Period 1
Period

MTWHF
Meeting Days

Full Year
Marking Period

25
Seats

Takes Attendance

Graded

Affects GPA

None
Gender Restriction

-
Grade Level(s)
blank for all gradelevels

Unweighted
Grading Scale

Unweigh
Standards i

Co-Teachers

History

Florida

Vocational/WDIS

Inclusion

113 - 9-12 Basic, with E

FEFP Number

0021

School of Instruction

09 - Other Facility operated by other agency

Facility Type

Exclude from FTE

Z - Not Applicable

Dual Enrollment Indicator

N/A

Course Flag 3

Exclude from FASTER

Z - Not Applicable

Dual Enrollment Institution Type

N/A

Course Flag 4

Primary Instructor

I - Certified/Licensed in field being taught

Cert/Licensure/Qual Status

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).

Survey 3

Page 3

Grades Gradebook Absences Activities Referrals Fees & Payments Test History Search...

Inactive Courses Course List Weekly Planner ☒ Show Florida Fields ☐ Show Vocational/WDIS Fields Save

Full Year Semester 1 Semester 2 Summer School Customize Columns Mass Update

| | 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 |
| LEY | Jan 16, 2018 | 0500300 | 002 | - | ✗ | 103 - 9-12 Basic | |
| | 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.

FOCUS Courses & Sections Student Information Lizette Garcia Admin High School - 0041

ENG 1 1001310: Period 1 - 004 - Lizette Garcia List Students in this Section List Unl

Garcia, Lizette (75) Teacher 5 109 Room - Display Room Optional Period 1 Period MTWHF Meeting Days Full Year Marking Period 25 Seats

☒ Takes Attendance
 ☒ Graded
 ☒ Affects GPA
 None Gender Restriction
 - Grade Level(s) blank for all gradelevels
 Unweighted Grading Scale
 Unweight Standards

Co-Teachers History **Florida** Vocational/WDIS Inclusion

| | | |
|---|--|--|
| 103 - 9-12 Basic FEFP Number | 00 District of Instruction | 0021 School of Instruction |
| ✗ Exclude from FTE | ✗ Exclude from FASTER | 09 - Other Facility operated by other agency Facility Type |
| Z - Not Applicable Dual Enrollment Indicator | Z - Not Applicable Dual Enrollment Institution Type | <input checked="" type="checkbox"/> Primary Instructor |
| N/A Course Flag 3 | N/A Course Flag 4 | I - Certified/Licensed in field being taught Cert/Licensure/Qual Status |

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.

| <div>  Resource Scheduler/Rooms <div>Student Information ▾ Lizette Garcia</div> </div> | | | | | |
|---|----------|------------|-------------------------------------|-----------------------|--|
| <div> <div>Schedule Resources</div> <div>Setup the Resources</div> <div>Save</div> </div> | | | | | |
| <div> <div>Rooms</div> <div>+</div> </div> | | | | | |
| | 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
75 (Local ID: 75)

Audit Trail

Filter fields...

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

General

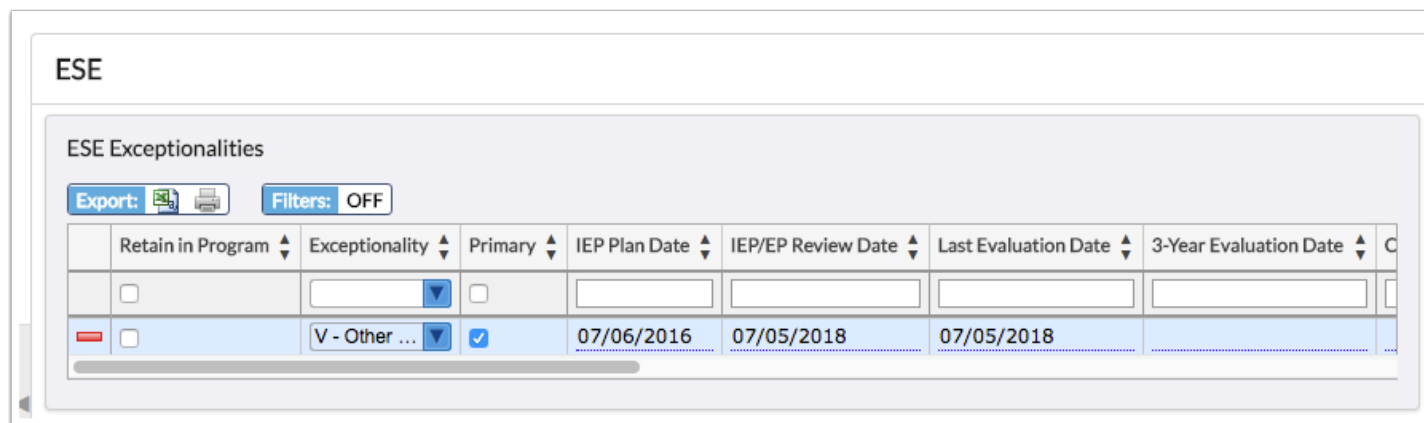
| | |
|--------------------------------------|----------------------------------|
| Job Classification Code | |
| Previous Legal Name | |
| Gender | Female |
| E-mail Address | lizetteg@focusschoolsoftware.com |
| Experience Length (Years) | 3 |
| Florida Education Identifier | 9999999999x |
| Florida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



ESE

ESE Exceptionalities

Export:   Filters: OFF

| Retain in Program | Exceptionality | Primary | IEP Plan Date | IEP/EP Review Date | Last Evaluation Date | 3-Year Evaluation Date | C |
|-------------------------------------|----------------|-------------------------------------|---------------|--------------------|----------------------|------------------------|---|
| <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.

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.

| Action Record(s) | Logging Fields |
|---------------------------|----------------|
| Field Name | Data Type |
| Setup the Logging Fields: | |
| No | |
| Show inputs at top? | |
| Add a field | |
| + | |
| 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 | |

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 start of the next school year.

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**.

The screenshot shows the FOCUS Test History interface. At the top, there's a blue header with the FOCUS logo and 'Test History' text. Below the header, there's a navigation bar with tabs: Demographic, Enrollment, Schedule, Requests, Grades, Gradebook, Absences, Activities, and Referrals. The main content area is titled '1 Test Administration'. It contains a table with columns: Administration Date, School Year, Gradelevel, Form, LEP Info, and DJJ Info. The first row shows '11/2016', '2015-2016', '01', and '-'. A dropdown menu is open for the 'LEP Info' column, showing options: N/A, 1 - Entry, 2 - Exit, 3 - Reclassification, 4 - Reclassification Exit, 5 - Annual Progress, 6 - Annual Progress Exit (highlighted), and 7 - Annual Progress Reclass Ex.

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.

The screenshot shows the FOCUS Test History interface with the 'Test History' tab selected. The table has columns: Test, Administration Date, School Year, Gradelevel, Form, and LEP Info. The first row shows 'STAR - SAR (SAR)', '05/11/2016', '2015-2016', '01', and '-'. The second row shows 'Ideal Oral Language Proficiency Test-IPT', '2017-2018', 'N/A', and 'N/A'. There's a search bar at the top right and a 'Save' button at the bottom right.

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.

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.

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.

Student Info

Student Information Focus Administrator (System Administrator) Transportation Only (TRAN) 2017-2018

Enrollment Schedule Requests Grades Gradebook Absences Activities Referrals Test History Audit Trail Fees & Payments

Garcia, 19424 - Grade 12

Filter fields...

504 Info

Addresses & Contacts

Alerts

Attendance/Court Ordered

Behavior

Classified

Controlled Open Enrollment

DOP

Daily Visit Log

ELL

ESE

Enrollment

Export: Filters: OFF Toggle Columns

Year School Grade Level Enrollment Date Enrollment Code Drop Date Drop Code Prior District Prior State Prior Country Educational Choice Disaster Affected Student

2017-2018 Transportation Only (TRAN) 07/11/2018

2017-2018 Seaside Neighborhood School (1110)

2016-2017 South Walton High (0153)

2015-2016 Transportation Only (TRAN)

2014-2015 Van R Butler Elementary (0151)

2014-2015 Walton Academy & The Pathways Program (...)

2014-2015 Walton County Jail Prog (8010)

2013-2014 Walton High School (0271)

Walton Initiative (0282)

Walton Learning Center (2021)

Walton Middle School (0201)

Errors

Test Accomod

Career Ac Participar

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).

Transportation

Extended Day

Type

Reason Code N/A

Object ID

Transportation Only Student, District...

Student was not Transported During ... Filter

Student Other Transportation

Export: Filters: OFF

Transportation Type

NCLB Transportation Option

Alachua

Baker

Bay

Bradford

Brevard

Broward

Calhoun

Charlotte

Citrus

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 | <div></div> |
| Reason Code | N/A |
| Object ID | |
| Transportation Only Student, District of Instructi... | <div></div> |
| 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.