

# Survey 8

## Student Demographic

Focus will report grade levels 01-12, students who will participate in the Progress Monitoring and Reporting Network (PMRN) this school year, and all kindergarten students enrolled in the district in reporting period 8.

The process has three parts:

- 1. Identify the student
- 2. Set the section flag
- 3. Confirm student schedules

1. Identify the Student

a. At the student schedule level, select the **PMRN** check box for all students who should be sent in survey 8. This field can be mass assigned. Students > Student Info > Demographic > General Demographics tab > PMRN check box.

General Demographics

Counselor	
Date Grade Level was Changed	
Reader1	<input type="checkbox"/>
Reader2	<input type="checkbox"/>
Extra Curricular Eligibility	<input type="checkbox"/>
PMRN	<input checked="" type="checkbox"/>

- b. To mass assign this field, complete the following steps:
- i. From the **Students** menu, select **Mass Assign Student Info**.

Setup
 **Students**
 Users
 Scheduling
 Grades

Student Info
 

Add a Student
 Mass Assign Student Info
 Mass Add Log Records
 Change Requests

- ii. Click the **More Search Options** link to select the subset of students, then click **Search**.
- iii. Near the bottom of the General Demographics tab fields, locate the **PMRN** radio button and select Yes.

Student Info to Change En Masse

	No Change	Yes	No		No Change	Yes	No
Missing Child	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Original	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Visual Race Determination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Acceptable Use Policy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permission to Photo/video	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Permission for Directory Information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permission for Activity	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Permission to Survey	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Permission for Internet	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Permission for Screening	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Reader1	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Reader2	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Extra Curricular Eligibility	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<b>PMRN</b>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Outstanding Invoices	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Participates in AVID	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Honor Integrity Signed	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Habitual Truant	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
MTS Bypass Medicaid	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Homeschool Virtual	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

- iv. Select the check box next to the correct student names, then click **Save** to update the student records. This sets which students should be pulled in survey 8.

Search Screen
 Simple List
 **Customized List**
 Customize Student List

Grade: 09




174 Students 2 Selected

Search

	Photo	Student	Student ID	Grade	English Language Learner	Immunization Status	Pre-K	Pri
<input checked="" type="checkbox"/>		Abel, [REDACTED]	[REDACTED] 0059	09	Not applicable [ZZ]	DH or HRS 680 A or A-2 [8]		
<input type="checkbox"/>		Acosta-Piazza, [REDACTED]	[REDACTED] 74989	09	Not applicable [ZZ]	Permanent religious exemption [4]		
<input checked="" type="checkbox"/>		Adams, [REDACTED]	[REDACTED] 74680	09	Not applicable [ZZ]	DH or HRS 680 A or A-2 [8]		




## 2. Set the Section Flag

a. At the section level, Focus provides a flag to designate that the section contains the teacher responsible for reading. Flag all appropriate sections (Scheduling > Courses & Sections > Florida tab > PMRN check box).



Co-Teachers	History	Florida	Vocational/WDIS	Inclusion
103 - 9-12 Basic	44			
FEFP Number	District of Instruction			
				
Exclude from FTE	Exclude from FASTER			
Z - Not Applicable	Z - Not Applicable			
Dual Enrollment Indicator	Dual Enrollment Institution Type			
N/A	N/A			
Course Flag 3	Course Flag 4			
-	<input checked="" type="checkbox"/>			
Reading Intervention Component	PMRN			
ZZZ - Not Applicable				
Online Course Provider	Blended Learning Course			
	Course Term			
Gifted	Semester Content			

b. To verify the correct sections are flagged, complete the following steps:

i. From the **Scheduling** menu, select **Master Schedule Report**.

 <b>Scheduling</b>	Reauthorization Completion
 Grades	<b>Current Schedule Reports</b>
 Assessment	<b>Master Schedule Report</b>
 Attendance	Teacher Schedules Report
 Discipline	Room Schedules Report
	Schedule Report






























ii. Click the **PMRN** header to sort the data.

Export:  

Filters: OFF

Toggle Columns

Page Size: 20






	Course # 	Period 	Teacher 	PMRN 	Pull-out 
	1001370 	Period 4 	Susa, Re...  	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1001320 	Period 4 	KIRKLEY,...  	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1001350 	Period 7 	O Connor...  	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1000410 	Period 3 	Joy, Patricia  	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1001420 	Period 4 	Fry, Robin  	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	1000410 	Period 4 	Hane, Mi...  	<input checked="" type="checkbox"/>	<input type="checkbox"/>

iii. Verify the appropriate reading and English sections have been selected.

iv. Update the necessary records. Changes are automatically saved and applied.

### 3. Confirm Student Schedules

- a. At the student schedule level, a student class can be flagged as the responsible reading class. This can be used for students receiving CAR-PD or for overriding what was assigned at the section level. If a student has reading and English, one of the flags can be removed. (Scheduling > Student Schedule > select the Show Florida Fields check box > PMRN column).

Full Year		Semester 1	Semester 2	Summer School	Customize Columns				
se		Dual Enrollment Indicator	Dual Enrollment Institution Type	Reading Intervention Component	PMRN	Course Flag 1	Course Flag 2	Course Flag 3	Course Flag 4
		Z - Not Applicable	Z - Not Applicable	-		N/A	N/A	N/A	N/A
		Z - Not Applicable	Z - Not Applicable	-		N/A	N/A	N/A	N/A
		Z - Not Applicable	Z - Not Applicable	N - No		N/A	N/A	N/A	N/A
Y		Z - Not Applicable	Z - Not Applicable	-		N/A	N/A	N/A	N/A
		Z - Not Applicable	Z - Not Applicable	-		N/A	N/A	N/A	N/A

b. To override a PMRN section for a specific student, complete the following steps:

- i. From the **Scheduling** menu, select **Student Schedule**.

Setup
 Students
 Users
 **Scheduling**
 Grades

**Student Schedule**
Student Requests
 Mass Add Course
 Mass Drop Course
 Mass Requests

ii. Conduct a search for the student.

iii. Select the **Show Florida Fields** check box on the student's schedule.

Absences
Activities
Referrals
Fees & Payments
Test History

☒ **Show Florida Fields**
☐ Show Vocational/WDIS Fields

iv. Locate the section for which the teacher is responsible; to submit to PMRN, select the check box for **PMRN**. If another section is selected, clear the selection. If two sections for a student are flagged, Focus will select the first section.

9 Classes		Full Year	Semester 1	Semester 2
Course	Period - Teacher	PMRN	Course Flag 1	Course Flag 2
<u>NC STUDY HALL 1</u>	Period 1 - 001		N/A	N/A
<u>AP US GOVT/POL</u>	Period 2 - S1		N/A	N/A
<u>EXEC INTERN 1</u>	Period 2 - 002		N/A	N/A
<u>AP ENG LIT COMPO</u>	Period 3 - 001		N/A	N/A
<u>ANALYSIS OF FUNC HON</u>	Period 4 - S1		N/A	N/A

v. Save the changes to the schedule record.

c. Student PMRN information can be pulled into an Advanced Report for review. To create an Advanced Report, complete the following steps:

i. From the **Students** menu, select **Advanced Report**.



The screenshot shows a sidebar menu with the following items: Setup, Students, Users, Scheduling, Grades, Assessment, Attendance, Discipline, and Forms. The 'Reports' section is highlighted in blue, and its sub-menu is open, displaying the following options: Student Info, Add a Student, Mass Assign Student Info, Mass Add Log Records, Change Requests, Magnet / Special Assignment, Advanced Report, Add / Drop Report, and Student Form Records.

ii. Use the **Student** text box or the **More Search Options** link to select the students to include in the report.

The 'Student Search' form contains a 'Student' text box and a 'More Search Options' link. The 'Available Fields' list includes: Search Fields, General Demographics, Address, Primary Contact, Secondary Contact, Third Contact, Fourth Contact, and WDIS. The 'Fields to include in Report' section is currently empty. The 'Student Group' dropdown is set to 'N/A'. There are four checkboxes: 'Search All Schools' (unchecked), 'Include Inactive Students' (checked), 'Include Previous Years Inactive Students' (unchecked), and 'Use Most Recent Enrollment' (unchecked). 'Run Report' and 'Reset' buttons are at the bottom right.

iii. Select the fields to include on the report. Be sure to include the **PMRN** field from the Schedule section of Available Fields. When all selections have been made, click **Run Report**.

In this screenshot, the 'Available Fields' list is expanded to show 'Course State Fields' and 'Course Period State Fields'. The 'Fields to include in Report' section now contains the 'PMRN' field. The 'Student Group' dropdown remains 'N/A'. The checkboxes are the same as in the previous screenshot. The 'Run Report' and 'Reset' buttons are still present.

iv. Edit the PMRN field as needed for individual students directly on the report. Click **Save** to apply the changes made. Notice that you also have the option to **Filter** and **Mass Update** data.

**Modify Report**

**795 Students**

Last, First M	PMRN
Abel, _____	Yes
Abel, _____	Yes
Aborrezco, _____	Yes
Absten, _____	Yes
Acosta-Piazza, _____	<input checked="" type="checkbox"/>
Adams, _____	No

**i** Minimum DOE requirements: For Grades KG-05, students report the teacher who provides the ninety minutes of initial (core) reading instruction. For Grades 6-12, students and FCAT Level 1 and 2 students enrolled in a reading intervention class report the teacher of the reading intervention class. Students not enrolled in a reading intervention class (for example, an FCAT Level 3 student being progress monitored) report the teacher of language arts.