

All data specific to ELL program eligibility is housed on the ELL tab on the student's Demographic record.

1. Use the **Find A Student** search box on the portal screen to locate a student or use **More Search Options** > ELL tab > to find LY/LF students.
2. Click the **Schedule** tab to display the student's current schedule.

ELL Page 1

3. Select the check box to **Show Florida Fields** to view the **ELL** state reporting fields on the schedule. This will require scrolling to the right to locate the appropriate fields.

FEFP pulls from the section information but may also be updated on the schedule.

ELL Instructional Model can be manually adjusted from the schedule.

For **LY** students that have been **LY for less than 12 survey periods**, every section in the student's schedule that earns the **130 FTE weight** must indicate which **ELL Instructional Model** is being used to provide the **ELL** instruction. This does not apply to **LF** students.

Entering and Updating ELL Data

Most data is entered via pull-down selections, calendar, or text entries. Required fields are indicated by a red asterisk. Entered data will not save until all required fields have been completed.

1. Locate an ELL student's **General Demographics** screen.

2. Click the **ELL** tab.

The screenshot shows the 'Student Info' page for 'Abe, Charlie Noel' in the 'ELL' tab. The left sidebar contains a list of tabs, with 'ELL' highlighted. The main content area is titled 'Language Info' and contains the following fields:

Field	Value
ELL Plan Sheet	No Files
Has ELL Plan Sheet	<input checked="" type="checkbox"/>
* English Language Learner	LEP in LEP classes [LY]
ELL Program Participant	Not Applicable [Z]
ELL Accomodations and Supports	No Files
Immigrant Student	No, this student is not an immigrant [N]
? Date Entered United States School	08/18/2008
* Primary Student Language	Spanish [SP]
Secondary Lang Used	English [EN]
* Primary Lang Spoken in the Home	Spanish [SP]
* Home Language Survey Date	08/15/2018
ELL Entry Date	04/26/2018

3. Use the pull-downs, date-pickers, and text boxes to enter or update the student's information.

4. Click **Save**.

Entering ELL Test History

District assessment results such as for the WIDA test, can be manually entered on the student's Test History tab by anyone with the profile permission.

1. Locate an ELL student.
2. Click on the student's **Test History** tab to enter information for the new test.

Abe, Charlie Noel

879 - 10

Test History

Lizette Garcia

Focus High School - 0041

SIS

Admin

2022-2023

4th 9 Weeks

ERP

Demographic

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

SSS

Choice

Billing

Filter by Test Type:

State Assessments

Apply

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		

10 Test Administrations

Filter

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP Info
FSA ALG 1 - FSA A1 (FSA)	State Assessments	09/09/2019	2019-2020	10	1	-
FSA ALG 1 - FSA A1 (FSA)	State Assessments	01/05/2019	2018-2019	09	1	-
Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 (FC2)	State Assessments	14/05/2018	2017-2018	08	04	-

5 Test Parts

Title	Raw Score (RS)	Scale Score (Expanded Standard Score) (SS)	Achievement Level (AL)	Pass/Fail (PF)	Developmental Score (DS)	Points Possible
Life Science	11					15
Physical Science	10					15

- 3. Select the **Test Name** from the pull-down.**

FOCUS Writers02 Abe, Charlie Noel Test History Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

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

Filter by Test Type: State Assessments Apply

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		

Save

10 Test Administrations Filter 20

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ
Florida End-of-Course Assessment - Civics - ECS (ECS)	State Assessments	17/04/2017	2016-2017	07	320	-	-
Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 (FC2)	State Assessments	15/05/2014	2013-2014	04	-	1 - Entry	-
Florida Assessments for Instruction in Reading (FAIR) Grades 3-12 - FAR (FAR)	State Assessments	02/10/2013	2013-2014	03	-	-	-
Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 (FC2)	State Assessments	15/05/2013	2012-2013	03	-	1 - Entry	-
Florida Assessments for Instruction in Reading (FAIR) Grades 3-12 - FAR (FAR)	State Assessments	15/02/2013	2012-2013	03	-	-	-
Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 (FC2)	State Assessments	09/05/2012	2011-2012	03	-	1 - Entry	-
Florida Assessments for Instruction in Reading (FAIR) Grades 3-12 - FAR (FAR)	State Assessments	04/04/2012	2011-2012	03	-	-	-
N/A			2022-2023	N/A		N/A	N/A

- The **Administration Date** defaults to current date; change the date the student took the test, if needed.
- The **School Year** defaults to current school year; change if applicable.
- Select the applicable **Gradelevel** that applies to the student.
- Enter a **Form** number for the selected test, if applicable.
- Select the purpose for administering the selected test from the **LEP Info** pull-down.
- Include in Transcript** defaults to Yes. Clear the check box, if applicable.
- Enter the two digit District identifier in the **District Administered** field.
- Enter the four digit School identifier in the **School Administered** field.
- Enter the **Test Publication Year** for the selected test.
- Click **Save**.
- Click the gray arrow to enter the **Test Part** information (titles, score types, scores, etc.).

10 Test Administrations Filter

Test	Test Type	Administration Date	School Year	Gradelevel	Form	LEP Info	DJJ Info	Test Level	In Tr
Florida Assessments for Instruction in Reading (FAIR) Grades 3-12 - FAR (FAR)	State Assessments	02/10/2013	2013-2014	03	-	-	-	-	Ye

3 Test Parts

Title	Lexile Score (LX)	Normal Curve Equivalent (NC)	Pass/Fail (PF)	Raw Score (RS)	National Percentile (NP)	Scale Score (Expanded Standard Score) (SS)	Not Applicable (ZZ)	Points Possible (PP)
Reading Comprehension	-	-	-	38	332	-	-	-
Reference and Research (valid for 2009-10 only)	-	-	-	-	23	-	-	-
Reading Application (valid beginning 2010-11)	-	-	-	-	530	-	-	-
N/A			N/A					

Florida Comprehensive Assessment Test (FCAT) 2.0 - FC2 (FC2) State Assessments 15/05/2013 2012-2013 03 1 - Entry

15. Use the pull-downs to manually enter the applicable information.

16. Press the **Enter/Return** key to create a new row.

17. Click **Save**.

Activity

- Choose a student and enter all the district-defined required ELL fields such as English Language Learner, Primary Student Language, Primary Language Spoken in the Home, Home Language Survey date, Classification date, ELL Entry Date, Basis of Entry, and Student Plan Date. Be sure to click Save after entering data.
- Locate another current ELL Student. What, if any, LEP courses do they have?
- What is the ELL Instructional Model, if applicable.
- What is the student's most recent WIDA score?

Built-in Reports and Advanced Reports

Focus provides a variety of reports for tracking and monitoring critical student information such as assessments, attendance, and discipline. The reports can be viewed for an individual student or for a group of students for comparative purposes.

Test History Report

This report tracks the name, date of administration, school year, grade level and scores earned for every test logged in Focus. The Test History Report is best used to compare groups of students based on test performance data.

1. Go to the **Assessments** menu and select **Test History Report**.
2. On the **Test History Report** search screen, select a specific assessment from the pull-down.
3. Conduct a student search. Click **More Search Options** to locate all active LY students.


Once the search is complete, a list of students and their scores on the selected test is displayed.

Photo	Student	Grade	Admin Date	School Year	Admin Gradelevel	School Administered	Test Type	Algebra/Coordinate Geometry Scale Score (Expanded Standard Score)	Arts/Literature Scale Score (Expanded Standard Score)	Composite Scale Score (Expanded Standard Score)	Elementary Algebra Scale Score (Expanded Standard Score)	English (ACT, P- ACT + for Writing Skills) Scale Score (Expanded Standard Score)	English Language Arts Scale Score (Expanded Standard Score)	English/Writing Scale Score (Expanded Standard Score)
	Austen, Olive Jennifer	10	Mon, 1 Apr 2019	2018-2019	11	1188	College Readiness							
	Zepeda, Suzanne Cressy	12	Mon, 1 Feb 2016	2015-2016	07		College Readiness	12	14				26	

4. Select a different **Test**, if applicable.
5. Select **Test Not Taken** to find all the students that have yet to take the selected test.

6. Use the **Options** pull-down to display results by Show all Administrations, Show Most Recent Administrations, or a highest scale score.

7. Use the **Display Score Types** check boxes to select the score types to be displayed.

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

View student's test information based on the set criteria.

Use the **Filter** button to filter the results by any column header.

Absence Summary Report

This report displays student attendance by all Attendance codes in use at a school.

1. Go to the **Attendance** menu and select **Absence Summary**.

2. Use **More Search Options** to locate the applicable ELL/ESOL students.

By default, the report displays Daily attendance data from the first day of school up to the current date.

3. Set the **Report Timeframe** and which attendance codes to display: **Daily** or **Period**.

4. Click **Go** to refresh the screen and display the requested data.

The Search Criteria selected from More Search Options from the search screen appears here.

The report results can be downloaded to Excel to save or print.

5. Click on a **Student** name to view the individual student's Absence Summary.

Students with Referrals Report

This report displays students who have referrals and can be filtered to display students with a specific number of referrals within a selected timeframe.

1. Go to the **Discipline** menu and select **Students with Referrals**.

2. Use **More Search Options** to locate the applicable ELL/ESOL students.

By default, the report will display students with at least 1 referral from the first day of school through the current date.

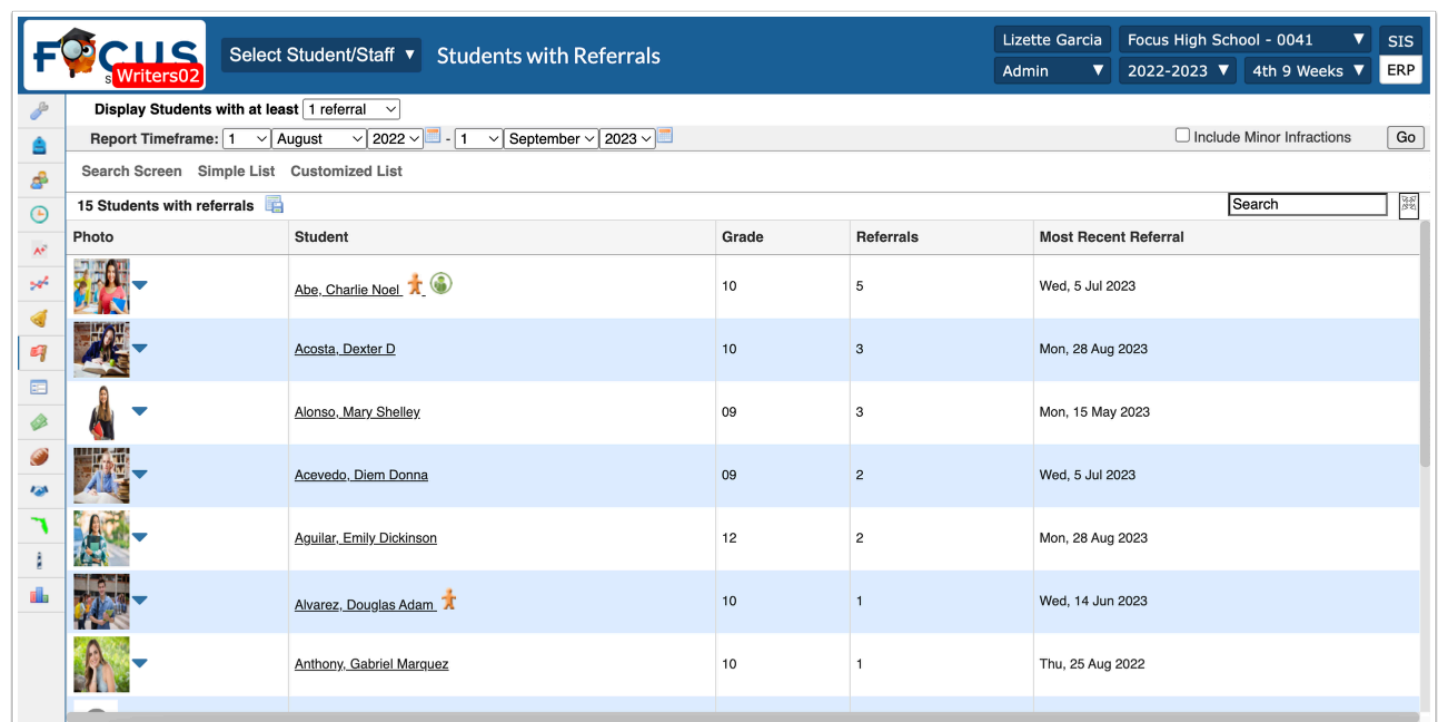











Photo	Student	Grade	Referrals	Most Recent Referral
	Abe, Charlie Noel 	10	5	Wed, 5 Jul 2023
	Acosta, Dexter D	10	3	Mon, 28 Aug 2023
	Alonso, Mary Shelley	09	3	Mon, 15 May 2023
	Acevedo, Diem Donna	09	2	Wed, 5 Jul 2023
	Aguilar, Emily Dickinson	12	2	Mon, 28 Aug 2023
	Alvarez, Douglas Adam 	10	1	Wed, 14 Jun 2023
	Anthony, Gabriel Marquez	10	1	Thu, 25 Aug 2022

3. The minimum number of referrals may be modified here from the **Display Students with at least** pull-down.

4. Set the **Report Timeframe** for students receiving the selected number of referrals within the selected timeframe.

5. Select the check box to **Include Minor Infractions** in the number of referrals.

6. Click **Go** to refresh the screen and display the requested data.

The criteria selected from More Search Options appears here.

The report results can be downloaded to Excel to save or print.

7. Click on a **Student** name to view the individual student's Referrals.

DOE Data Verification Reports: Data Quality

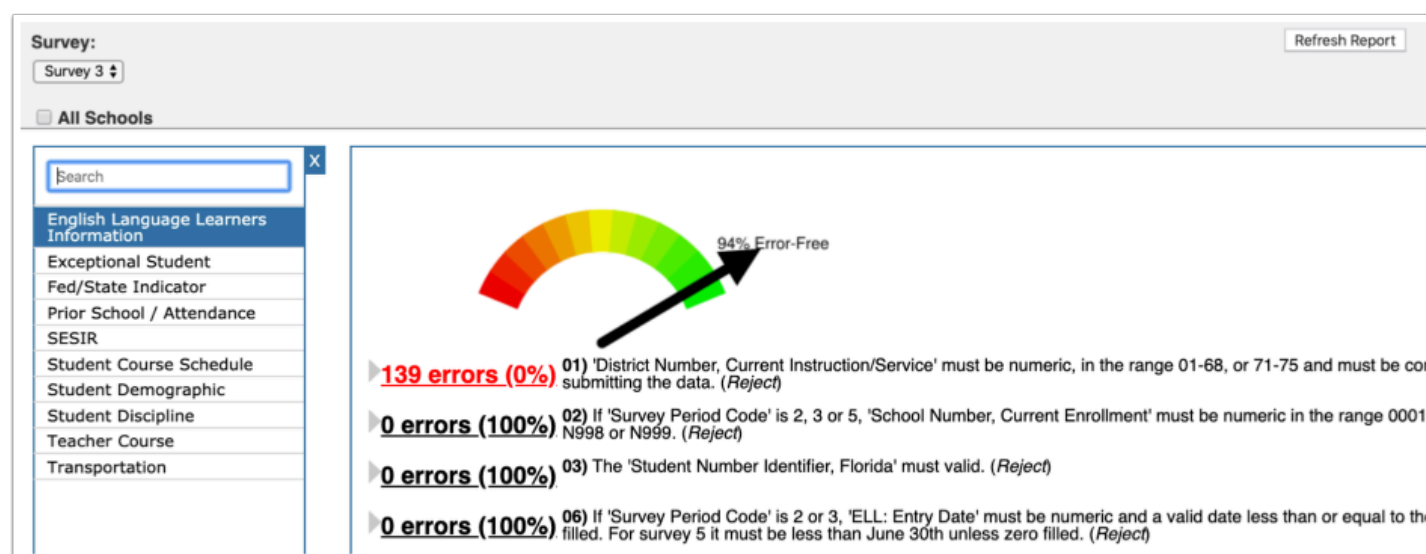
Focus provides powerful tools that allow users to view and correct issues related to State Reporting ahead of date certain. The system will run validations on any data applicable to the survey specified. These reports are dynamic and update as the user makes changes to the data.

1. Go to the **Florida Reports** menu and select **DOE Data Verification Reports**.

2. Select a **Survey** from the pull-down.

3. Select the **English Language Learners Information** extract on the left. A colorful gauge denotes the percentage of error-free data for that reporting element.

Any errors on student ELL data fields will display in red, yellow or blue. The rule that is violated displays next to the error total.



Red indicates the data for that rule is less than 80% valid.

Yellow indicates the data is at least 80% but less than 90% valid.

Blue indicates the data is at least 90% but less than 100% valid.

Black indicates the data for that rule is 100% valid and will show as 0 errors.

- Click on the number of errors link to display a list of students with invalid data. The details of the error will display above the list of students.

Go Back to Summary			
Error: 01) 'District Number, Current Instruction/Service' must be numeric, in the range 01-68, or 71-75 and must be correct for the district submitting the data. (<i>Reject</i>)			
139 Records Export Filter: OFF			
Student Full Name ↕	Student Number Identifier, Local ↕	Student Number Identifier, Florida ↕	Florida Education Identifier (FLEID) ↕
Zarate, Anat	00002517	00002517	
Urbina, Walberto Adela	00003151	00003151	
Acosta, Ammiel Ivan	00004116	00004116	
Norman, Norman	00017790	00017790	
Maravilla, Esopo	00017793	00017793	
Mojica, Edit Jordan	00017804	00017804	
Navarro, Deborah Yasmely	00017819	00017819	
Galvez, Kamil	00017855	00017855	

- Click on the **Student Full Name** to open the student record in order to correct the data.

- After returning to the report, click **Refresh Report** to update the list.

Survey Accuracy Report: Data Accuracy

Clean data is not necessarily accurate data. The school-based Survey Accuracy Reports displays two state reporting elements for ELL: Students being reported as ELL and ELL students missing the 130 FEFP on their schedule.

- Go to the **Florida Reports** menu and select **Survey Accuracy Report**.
- Select a **Survey**. If applicable, select the check boxes to include **All Schools**, **Include Inactive** students and/or students **Include Second School**.

Select Student/Staff
Survey Accuracy Reports

Lizette Garcia
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SIS

Admin
2022-2023
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☐ All Schools
☐ Include Inactive
☐ Include Second School

255 254 FTE
504
Active DOP Records
CTE Schedules With Invalid CTE Courses
ELL Students
ELL Students Missing 130 FEFP (Schedule)
ESE Exceptionalities With Missing Placement Dates
ESE Students - Basic
Elem students with less than 150 mins PE
Elem students with less than 450 mins ELA
Florida Alternate Assessment
Full Time Hospital Homebound
Homeless
Immigrant Students

53 Records
Export
Filter: OFF

Student	Student ID	FLEID	School	Grade Level	ELL	Plan Date	Re-evaluation Date
Abe, Charlie Noel	5879	FL000000000001	Focus High School - 0041	10	LEP in LEP classes [LY]	2019-08-13	2019-04-21
Acevedo, Diem Donna	3057		Focus High School - 0041	09	Two year followup [LF]	2019-05-09	
Acosta, Harry P	8780		Focus High School - 0041	10	Two year followup [LF]	2019-08-07	
Alvarez, Douglas Adam	5191		Focus High School - 0041	10	LEP in LEP classes [LY]	2019-08-22	
Atencio, Nancy	0190		Focus High School - 0041	09	LEP in LEP classes [LY]		
Atencio, Thomas	2979		Focus High School - 0041	10	LEP in LEP classes [LY]	2018-09-06	2019-08-16
Bass, Ignacio	17235		Focus High School - 0041	12	Two year followup [LF]	2011-08-22	
Belcher, John Fernando	5133		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-12-20	
Beltran, John Francelly	6736		Focus High School - 0041	10	LEP in LEP classes [LY]	2019-08-13	
Benitez, Judy	37427		Focus High School - 0041	12	LEP in LEP classes [LY]	2020-01-14	
Broyles, Julie	7369		Focus High School - 0041	12	LEP in LEP classes [LY]	2020-01-09	
Chacon, Mendel Nicolle	5288		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	
Colon, Austin Garcia	7686		Focus High School - 0041	10	Two year followup [LF]	2016-09-07	2015-08-27
Elam, Angie	2720		Focus High School - 0041	11	LEP in LEP classes [LY]	2019-08-13	2019-08-13
Elizondo, Omero Jahaira	3151		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	2019-04-13
Fenaway, Iris Sandrine	3208		Focus High School - 0041	11	LEP in LEP classes [LY]	2019-08-13	
Figueroa, Adam	36189		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	2017-09-26
Foster, Terence Elian	6330		Focus High School - 0041	12	Two year followup [LF]	2013-02-04	
Fuller, Oda Eduardo	5132		Focus High School - 0041	10	LEP in LEP classes [LY]	2019-12-20	
Giron, Brian Leduar	2761		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	
Griffie, Tais	5390		Focus High School - 0041	12	LEP in LEP classes [LY]	2019-08-13	
Hastings, Barbara Abigail	12683		Focus High School - 0041	09	LEP in LEP classes [LY]	2019-09-09	

3. Select **ELL Students** from the extract menu. The report updates to show the students being reported as LY or LF.

4. Click on a **Student** name to correct the ELL status if incorrect.

All the data verification reports can be downloaded to Excel or saved/printed as a PDF.

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 Report**.
2. Define the subgroup of students by clicking on **More Search Options** and making selections.
3. Define the data that will populate the columns in the report from **Available Fields**.
4. Click on **Student Demo** to expand the tab to select demographic fields such as student name, ID, grade level, etc.
5. To add **Fields to include in Report**, click on the green plus sign or click and drag the blue field over.

6. 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.
7. 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.
8. Remove a selected field by clicking on the red X.
9. Decide whether to **Search All Schools** and/or to **Include Inactive Students**.
10. Click **Run Report** after all report criteria have been selected.
11. Save the report by clicking **Create Report**.
 - a. Enter a **Report Title** for the report and click **OK**.
12. If the report does not display students, does not pull in the selected data or more/less data is necessary, click **Modify Report**. This will cause the original More Search Options criteria to be lost but will retain the Fields to Include in Report.

Modify Report Only Display Records with Errors Save

English Language Learner: Years 3 & 4 follow-up [LA], Exited from ESOL for more than 4 years [LZ], K-12 tested or pending [LP], LEP in LEP classes [LY], Tested - not eligible [TZ], or Two year followup [LF]

102 Students Mass Update Filter Filters: OFF Search

Birthdate	Last, First M	First	First Initial	Student ID	ELL Program Participant	ELL Accomodations and Supports
08/19/2004	Abbott, Colin	Colin	C	06685	-	
	Abrego, Bee Joy	Bee	B	01843	Not Applicable [Z]	
	Acevedo, Dianne	Dianne	D	03057	Eng Speakers of Other Languages [E]	
06/30/2006	Acosta, Marcus	Marcus	M	06780	Eng Speakers of Other Languages [E]	
	Alejandro, Giselle Jennifer	Giselle	G	06709	Eng Speakers of Other Languages [E]	
	Allison, Jennifer	Jennifer	J	07370	Eng Speakers of Other Languages [E]	
	Alvarez, Erik	Erik	E	05191	Eng Speakers of Other Languages [E]	
	Arellano, John Saelitel	John	J	06748	Eng Speakers of Other Languages [E]	
	Armas, Alejandrino	Alejandrino	A	02128	Not Applicable [Z]	
	Atencio, Nancy	Nancy	N	00190	Not Applicable [Z]	
	Atencio, Thomas	Thomas	T	02979	Eng Speakers of Other Languages [E]	
	Balderas, Lorujama	Lorujama	L	00591	Eng Speakers of Other Languages [E]	
11/03/2005	Banuelos, Dale Sebastian	Dale	D	00272	Not Applicable [Z]	
	Baltes, John Francisco	John	J	07996	Eng Speakers of Other Languages [E]	

- a. Reset the More Search Options criteria (or change if no students were pulled into the report).
13. Add, delete or rearrange the data fields depending on the results that are displayed in the report (if applicable to achieve necessary report results).
14. Click **Run Report** and view the results.

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

Activity

- Create an Advanced Report to include the following fields in the exact order listed below. Use More Search Options to define the group of students.
- Last, First Name
- Grade Level
- English Language Learner
- ELL Entry Day
- Primary Student Language
- Save and name the report.
- Go back to the main Portal page and locate the saved report.
- Add a filter to the report; include only the highest-grade level of students at the school.
- Export the report to Excel.
- Resave and name the report (do not select Overwrite Report).
- Reminder: This is a training environment; reports will not be available on the production site.