


Student Fields

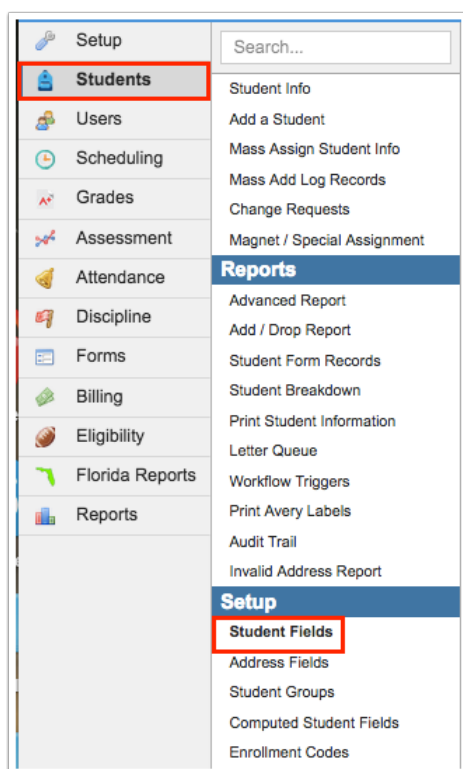
The Student Fields screen is used to set up the categories and student fields that display in the student's record in [Student Info](#). Each of the categories set up in the Student Fields screen display as a separate tab in the student's record. In addition to displaying in the student's record, the student fields are available to create reports or search for students throughout Focus.

 For information about the FLDOE Family Portal Link Student Field, see [FLDOE Family Portal](#).

Adding a Category

Each of the categories set up in the Student Fields screen display as a separate tab in the student's record.

1. In the **Students** menu, click **Student Fields**.





The Categories tab is displayed by default.

i The Legacy ID column may be populated with a value if the category existed prior to version 8.

2. In the blank row at the top of the screen, enter a **Title** for the category.



Categories									
Fields									
<div> <div>Prev</div> <div>Page: 2 / 3</div> <div>Next</div> <div>Export: </div> <div>Filters: OFF</div> </div>									
Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields	
	Lunch				<input type="checkbox"/>	- 0 +	Add Icon		
1036	Student Docur				<input type="checkbox"/>	- 5 +	Add Icon	Edit Fields	
1035	Counselor Note				<input type="checkbox"/>	- 19 +	Add Icon	Edit Fields	
1023	Daily Visit Log				<input type="checkbox"/>	- 27 +	Add Icon	Edit Fields	
1021	Transportation				<input type="checkbox"/>	- 34 +	Add Icon	Edit Fields	
1020	Technical Educ				<input type="checkbox"/>	- 32 +	Add Icon	Edit Fields	
1018	Fed State				<input type="checkbox"/>	- 23 +	Add Icon	Edit Fields	
1039	Social Workers				<input type="checkbox"/>	- 4 +	Add Icon	Edit Fields	
1016	Misc				<input type="checkbox"/>	- 29 +	Add Icon	Edit Fields	
1015	Immunizations				<input type="checkbox"/>	- 28 +	Add Icon	Edit Fields	

3. Select the **Schools** that will have access to the category. One or multiple can be selected.

Categories		Fields							
		<div> <div> <div>Prev</div> <div>Page: 2 / 3</div> <div>Next</div> </div> <div> <div>Export:  </div> <div>Filters: OFF</div> </div> </div>							
Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields	
	Lunch	Focus Elem...			<input type="checkbox"/>	- 0 +	Add Icon		
1036	Student Docur				<input type="checkbox"/>	- 5 +	Add Icon	Edit Fields	
1035	Counselor Note				<input type="checkbox"/>	- 19+	Add Icon	Edit Fields	
1023	Daily Visit Log				<input type="checkbox"/>	- 27+	Add Icon	Edit Fields	
1021	Transportation				<input type="checkbox"/>	- 34+	Add Icon	Edit Fields	
1020	Technical Educ				<input type="checkbox"/>	- 32+	Add Icon	Edit Fields	
1018	Fed State				<input type="checkbox"/>	- 23+	Add Icon	Edit Fields	
1039	Social Workers				<input type="checkbox"/>	- 4 +	Add Icon	Edit Fields	
1016	Misc				<input type="checkbox"/>	- 29+	Add Icon	Edit Fields	
1015	Immunizations				<input type="checkbox"/>	- 28+	Add Icon	Edit Fields	

 To assign the category to all schools, leave the Schools field blank.

4. Select the **Default View Profiles** and the **Default Edit Profiles**.

Categories		Fields							
		<div> <div> <div>Prev</div> <div>Page: 2 / 3</div> <div>Next</div> </div> <div> <div>Export:  </div> <div>Filters: OFF</div> </div> </div>							
Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields	
	Lunch	Focus Elem...	Food Service, Parents, School Admin, Sc...	Food Service, Parents, School Admin	<input type="checkbox"/>	- 0 +	Add Icon		
1036	Student Docur				<input type="checkbox"/>	- 5 +	Add Icon	Edit Fields	
1035	Counselor Note				<input type="checkbox"/>	- 19+	Add Icon	Edit Fields	
1023	Daily Visit Log				<input type="checkbox"/>	- 27+	Add Icon	Edit Fields	
1021	Transportation				<input type="checkbox"/>	- 34+	Add Icon	Edit Fields	
1020	Technical Educ				<input type="checkbox"/>	- 32+	Add Icon	Edit Fields	
1018	Fed State				<input type="checkbox"/>	- 23+	Add Icon	Edit Fields	
1039	Social Workers				<input type="checkbox"/>	- 4 +	Add Icon	Edit Fields	

When new fields are assigned to the category, the profiles selected in Default View Profiles will have view permissions for those fields by default. The profiles selected in Default Edit Profiles will have edit permissions for those fields by default. You can leave these fields blank, if desired. Profiles who can view or edit fields can be added or changed on a specific field when editing the field in the Fields tab. Please see [Adding a Field](#) for more information.

If an existing field is moved to a category with the Default View Profiles and Default Edit Profiles set, the view and edit permissions for the field will not be automatically updated.



If the category already has fields assigned, selecting Default View Profiles and Default Edit Profiles on the category will only affect new fields assigned to the category after the profiles are set, not fields that have previously been assigned to the category.

5. If the category will be used as a form in Focus, select the **Form** check box.

When a category is designated as a form, this allows users to store multiple, unique instances of information in that tab of the student's record. For example, you may have an IHP (Individualized Health Plans) tab. Within this tab, users can create and store multiple IHP records for the student.



Once a category is designated as a form, it should not be deselected. Data entered in a form record is stored in the student form records table, not students.

Categories		Fields							
<div> <div>Prev</div> <div>Page: 2 / 3</div> <div>Next</div> </div> <div> <div>Export: </div> <div>Filters: OFF</div> </div>									
Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields	
	Lunch	Focus Elem...	Food Service, Parents, School Admin, Sc...	Food Service, Parents, School Admin, ...	<input type="checkbox"/>	- 0 +	Add Icon		
1036	Student Docur				<input type="checkbox"/>	- 5 +	Add Icon	Edit Fields	
1035	Counselor Note				<input type="checkbox"/>	- 19 +	Add Icon	Edit Fields	
1023	Daily Visit Log				<input type="checkbox"/>	- 27 +	Add Icon	Edit Fields	
1021	Transportation				<input type="checkbox"/>	- 34 +	Add Icon	Edit Fields	
1020	Technical Educ				<input type="checkbox"/>	- 32 +	Add Icon	Edit Fields	
1018	Fed State				<input type="checkbox"/>	- 23 +	Add Icon	Edit Fields	

6. In the **Sort Order** field, use the minus and plus icons to select the sort order. This determines the order the categories will appear in More Search Options when searching for a student.



The list of categories always displays in alphabetical order when viewing a student's record in Student Info.

Categories

Fields

Prev

Page: 2 / 3

Next

Export

Filters: OFF

	Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields
		Lunch	Focus Elem...	Food Service, Parents, School Admin, Sc...	Food Service, Parents, School Admin, ...	<input type="checkbox"/>	- 6 +	Add Icon	
	1036	Student Docur				<input type="checkbox"/>	- 5 +	Add Icon	Edit Fields
	1035	Counselor Note				<input type="checkbox"/>	- 19+	Add Icon	Edit Fields
	1023	Daily Visit Log				<input type="checkbox"/>	- 27+	Add Icon	Edit Fields
	1021	Transportation				<input type="checkbox"/>	- 34+	Add Icon	Edit Fields
	1020	Technical Educ				<input type="checkbox"/>	- 32+	Add Icon	Edit Fields
	1018	Fed State				<input type="checkbox"/>	- 23+	Add Icon	Edit Fields

7. Press **Enter** to add the new category.

The category is added to the list and is auto-saved.

8. To add an icon or a custom short name that will display in the category list in Student Info, click **Add Icon** next to the category.

i If you do not select an icon or enter a custom short name, Focus will by default use the first character of each word in the category title as a short name.

Categories

Fields

Prev

Page: 1 / 4

Next

Export

Filters: OFF

	Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	- 0 +	Add Icon	
		Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	- 6 +	Add Icon	Edit Fields
	1085	Student Surve	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	- 47+	Add Icon	Edit Fields
	1083	Student Surve	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	- 46+	Add Icon	Edit Fields

9. In the Change Icon for (category) pop-up window, select the color to use.

Change Icon for Lunch

Colors

violet
purple
teal
olive
green
pink
red
orange
yellow
brown
grey
black

☐ Short Name

☒ Icons

Clear
Cancel
Save

10. To display a custom short name instead of an icon, select the **Short Name** radio button. Enter the short name.

Change Icon for Lunch

Colors

violet
purple
teal
olive
green
pink
red
orange
yellow
brown
grey
black

☒ Short Name

☐ Icons

Clear
Cancel
Save

Example of short name in Student Info:

FOCUS Writers02 Abbott, Charlie Christopher **Student Info** Ashley Weiss Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

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

Filter fields...

- PI Primary Info
- 5 504
- A Address
- Addresses & Contacts
- AN Admin Notes**
- AC Application Courses
- A Athletics
- BS Behavior Screening
- C Classified

Admin Notes

Homeroom Teacher

Administrator Name

Counselor Name

Notes

Export **Filter:** OFF

	Date	Topic	Notes/Outcome	Time	Contact Code	Service(s) Provided	Administrator
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Free/Reduced Meals Program

11. To display an icon, select the **Icons** radio button, and click the icon to use.

Change Icon for Lunch

Colors

violet purple teal olive green pink

red orange yellow brown grey black

☐ Short Name

☒ **Icons**

Clear **Cancel** **Save**

Example of icon in Student Info:

Focus Writers02 | **Abott, Charlie Christopher** | **Student Info** | **Ashley Weiss** | **Focus High School - 0041** | **SIS** | **2022-2023** | **4th 9 Weeks** | **ERP**

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

Filter fields... | **Controlled School Choice** | **Free/Reduced Meals Program**

Export | Filter: OFF | Page Size: 20

Title	Date	Copy From
	06/01/2023	

PI Primary Info
5 504
A Address
Addresses & Contacts
AN Admin Notes
AC Application Courses
A Athletics
BS Behavior Screening
C Classified
Controlled School Choice
CN Counselor Notes
CI Crisis Intervention
D DOP
Document Management
E ELL
F FFF

12. Click **Save**.

Change Icon for Lunch

Colors


violet purple teal olive green pink
red orange yellow brown grey black

☐ Short Name

☒ Icons

Clear Cancel Save

The selected icon or short name will display in the Icon column next to the category.

Categories		Fields							
<div> <div>Prev</div> <div>Page: 1 / 4</div> <div>Next</div> </div> <div> <div>Export</div> <div>Filters: OFF</div> </div>									
Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields	
					<input type="checkbox"/>	- 0 +	Add Icon		
	Lunch				<input type="checkbox"/>	- 0 +	 food	Edit Fields	
	Medical (System)				<input type="checkbox"/>	-999+	Add Icon	Edit Fields	

Editing a Category

1. In the **Students** menu, click **Student Fields**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Florida Reports

Reports

Search...

Student Info

Add a Student

Mass Assign Student Info

Mass Add Log Records

Change Requests

Magnet / Special Assignment

Reports

Advanced Report

Add / Drop Report

Student Form Records

Student Breakdown

Print Student Information

Letter Queue

Workflow Triggers

Print Avery Labels

Audit Trail

Invalid Address Report

Setup

Student Fields

Address Fields

Student Groups

Computed Student Fields

Enrollment Codes

2. In the Categories tab, locate the category in the list and make the desired changes. The Title, Schools, Default View Profiles, Default Edit Profiles, Sort Order, and Icon can be edited.



Once a category is designated as a form, it should not be deselected. Data entered in a form record is stored in the student form records table, not students.

Categories



Fields

« Prev


Page: 1 / 4

Next »

Export:



Filters: OFF

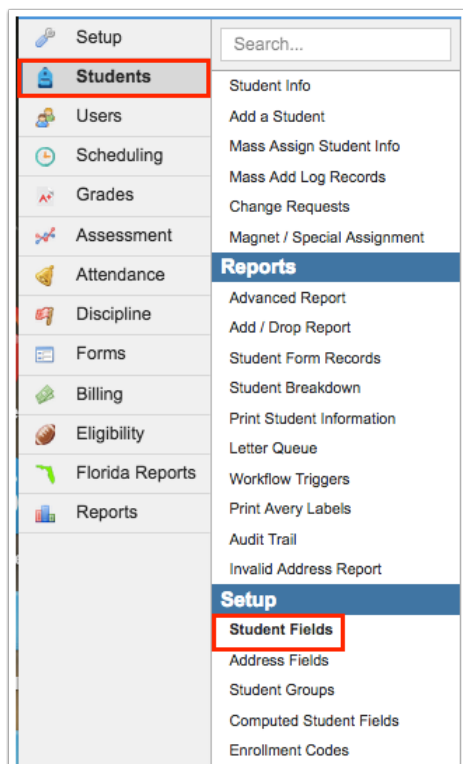
	Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	- 0 +	<div>Add Icon</div>	
		Lunch	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	- 6 +	<div> food</div>	<div>Edit Fields</div>
	1085	Student Surve	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	- 47 +	<div>Add Icon</div>	<div>Edit Fields</div>

The changes will auto-save.

Deleting a Category

i The fields in a category should be moved to another category or deleted before the category is deleted. A warning message will display if you attempt to delete a category that has fields assigned.

1. In the **Students** menu, click **Student Fields**.



2. In the Categories tab, locate the category in the list and click the red minus sign to the left of the Title.

Categories



Fields

« Prev


Page: 1 / 4

Next »

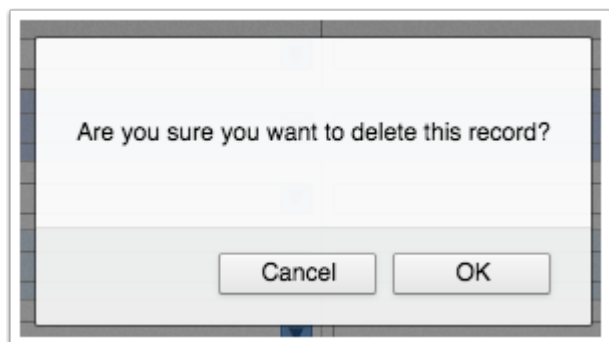
Export:



Filters: OFF

	Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields
		<input type="text"/>	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<input type="checkbox"/>	- 0 +	<div>Add Icon</div>	
<div><div></div></div>		Lunch	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<input type="checkbox"/>	- 6 +	<div><div> food</div></div>	<div>Edit Fields</div>
<div><div></div></div>	1085	Student Surve	<div><div></div></div>	<div><div></div></div>	<div><div></div></div>	<input checked="" type="checkbox"/>	- 47 +	<div>Add Icon</div>	<div>Edit Fields</div>

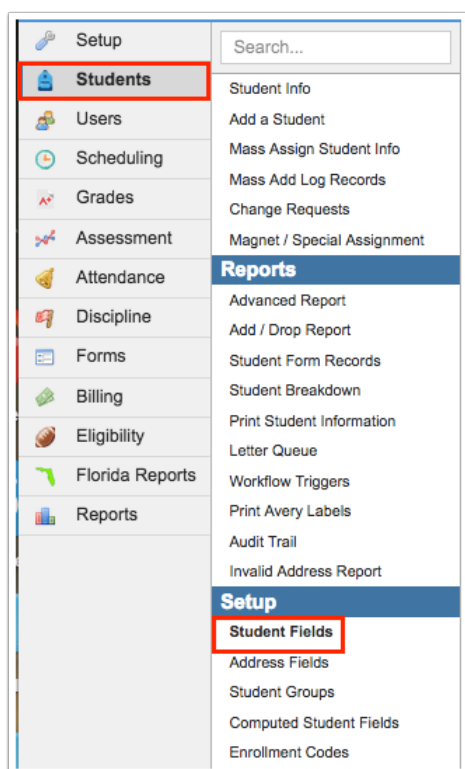
3. In the confirmation message, click **OK**.



The category is deleted.

Viewing the Fields Within a Category

1. In the **Students** menu, click **Student Fields**.



2. In the Categories tab, locate the category in the list and click **Edit Fields** at the right side of the screen.

Categories		Fields							
<div> <div>Prev</div> <div>Page: 3 / 3</div> <div>Next</div> </div> <div> <div>Export</div> <div>Filters: OFF</div> </div>									
Legacy ID	Title	Schools	Default View Profiles	Default Edit Profiles	Form	Sort Order	Icon	Fields	
						- 0 +	Add Icon		
10	ESE					- 22 +	Add Icon	Edit Fields	
23	Special Ed					- 31 +	Add Icon	Edit Fields	
1031	Medication A					- 2 +	Add Icon	Edit Fields	
1067	Federal/State					- 35 +	Add Icon	Edit Fields	

The Fields tab opens, displaying the fields that are assigned to the category. The Legacy ID column may display a value if the field existed prior to version 8. The Alias is grayed out and uneditable for System fields (fields provided by Focus). The Alias can be edited for Local fields (fields created by the district).

Categories

Fields

You are currently viewing fields for ESE. [View all fields.](#)

◀ Prev

Page: 1 / 4

Next ▶

Export

Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
999	Gifted Eligibility	custom_999	Select One	ESE	System	<input type="checkbox"/>	Edit Field
829	Test Accommodations	custom_829	Select One	ESE	System	<input type="checkbox"/>	Edit Field
93	Special Diploma Plan	custom_93	Select One	ESE	Local	<input type="checkbox"/>	Edit Field
2012000003	FCAT Science,Test Accommodations	custom_2012000003	Select Multiple	ESE	System	<input type="checkbox"/>	Edit Field
256	Extended School Year Services	custom_256	Select One	ESE	System	<input type="checkbox"/>	Edit Field
1700	IEP Transportation Indicated	custom_1700	Checkbox	ESE	Local	<input type="checkbox"/>	Edit Field
2012000007	EOC US History,Test Accommodations	custom_2012000007	Select Multiple	504 , ESE	System	<input type="checkbox"/>	Edit Field
863	IDEA Educational Environment	custom_863	Select One	ESE	System	<input type="checkbox"/>	Edit Field
200000206	ESE Test Waivers	custom_200000206	Select Multiple	ESE	System	<input type="checkbox"/>	Edit Field
791	Alternative Assessment Administered	custom_791	Select One	ESE	System	<input type="checkbox"/>	Edit Field

3. To view the full list of fields, click the **View all fields** link at the top of the screen.

Categories

Fields

You are currently viewing fields for ESE [View all fields.](#)

Prev

Page: 1 / 4

Next

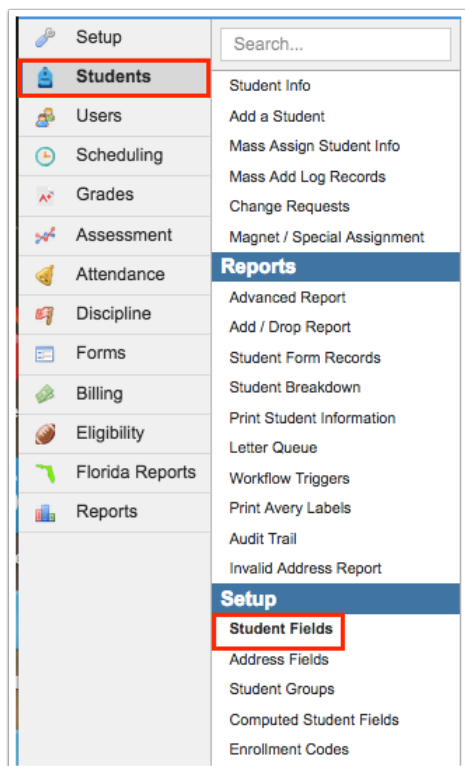
Export

Filter: OFF

	Legacy ID ▴ ▾	Title ▴ ▾	Alias ▴ ▾	Type ▴ ▾	Category ▴ ▾	System ▴ ▾	JSON ▴ ▾	
		<input type="text"/>	<input type="text"/>	<div>Text ▾</div>			<input type="checkbox"/>	
	999	Gifted Eligibility	custom_999	Select One	ESE	System	<input type="checkbox"/>	Edit Field
	829	Test Accommodations	custom_829	Select One	ESE	System	<input type="checkbox"/>	Edit Field
	93	Special Diploma Plan	custom_93	Select One	ESE	Local	<input type="checkbox"/>	Edit Field

Adding a Field

1. In the **Students** menu, click **Student Fields**.



2. Click the **Fields** tab.

Categories **Fields**

Prev Page: 1 / 63 Next Export Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field
39	Unnamed Field	custom_39	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
40	Unnamed Field	custom_40	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
2012000004	EOC Algebra, Test Accommodations	custom_2012000004	Select Multiple	N/A	System	<input type="checkbox"/>	Edit Field

3. In the blank row at the top of the screen, enter a **Title** for the field.

4. Select the field **Type**.

Categories **Fields**

Prev Page: 1 / 63 Next Export Filter: OFF

	Lunch Ticket Number		Number			<input type="checkbox"/>	
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field
39	Unnamed Field	custom_39	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field

Field Type	Description
Text	Text fields work best for capturing information that has an unlimited number of potential answers. Text fields accommodate short answers, usually less than 50 characters in length, and can include numeric data, like email address, street addresses and zip codes.
Long Text	While text fields work well for short entries, long text is best suited to note-like entries, such as discipline notes, teacher comments, and nurses' remarks on student visits.
Checkbox	Use check boxes to record information where a single option is going to be selected, as in identifying a student's home state, the reasons for a visit to the school nurse, or whether a student has a doctor's note. This data type stores a "Y" or null and cannot be changed to a different data type once created.
Number	Number fields include information like student ID numbers, Social Security numbers, and other purely numeric data. This data type works best when the combination of numbers is virtually unlimited, rather than strictly limited, like a range of zip codes in a school district. If a number field type is selected, the user will not be able to enter non-numeric characters into the field.
Date	Date fields might be used for enrollment dates, dates of birth, and home language survey dates. Users can type in the date or select the date from the calendar. The date format stored is yyyy-mm-dd.
Time	Time fields allow users to enter a time, such as the time the student enters and leaves the health clinic. Users can only enter time in the hh:mm format.
Select One	This field type allows the user to select only one option from the pre-defined list. The list of options can be manually entered when

Field Type	Description
	setting up the field or defined with a query.
Select Multiple	This field type allows the user to select one or multiple options from the pre-defined list. The list of options can be manually entered when setting up the field or defined with a query.
Logging Field	<p>Logging fields are used when several pieces of data make up a single record of information. An example is the student's special education exceptionality, the date it was determined, and when the student was placed. These three data points are part of a single record, and the student could have multiple records. Logging fields work best for providing comprehensive records of activity, like visits to a guidance counselor, qualifying for sports or academic probation, logs for vaccinations or physicals, or performance on standardized tests.</p> <p>Unlike the other field types, logging fields can be more extensive, involving a set of fields for entering data. View and edit permissions are set for the logging field and for each individual column.</p>
Computed	This field type allows users to define a query that will be executed and the results displayed to the user when viewing the field.
Computed Table	This field type allows users to define a query that will be executed and the results displayed in a table. The table can have multiple columns of data.
File Upload	The File field type allows users to upload a file into Focus, such as an immunization record or 504 referral form. Focus integrates with most commonly used formats, including Word, Excel, and PDF documents, as well as .rtf and .csv file formats. Once uploaded into Focus, users can click the file to download and view it.
Signature	The signature field allows users to digitally

Field Type	Description
	sign their acknowledgement or consent in Focus. Users can use their mouse to sign. When using a tablet, users can use their finger or stylus to sign. This field can be set up to require the user to enter their username and password to authenticate the signature.
Placeholder	Placeholder fields are used to separate sections on a page. A placeholder can function as a heading, or can include a URL.

5. Press **Enter** to add the new field.

The field is added to the list and is auto-saved.



On Local fields, the Alias can be changed for ease of identification and use when querying the field.

Categories



Fields

◀ Prev

Page: 1 / 63

Next ▶

Export



Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
	<input type="text"/>	<input type="text"/>	<div>Text</div>			<input type="checkbox"/>	
	Lunch Ticket Number	custom_11578	Number		Local	<input type="checkbox"/>	Edit Field
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field

6. Click **Edit Field** next to the new field.

Categories

Fields

◀ Prev

Page: 1 / 63

Next ▶

Export

Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
	Lunch Ticket Number	custom_11578	Number		Local	<input type="checkbox"/>	Edit Field
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field

The Edit Field pop-up window is displayed. The setup for the field depends on the field type.

Edit Field: Lunch Ticket Number

Category

Select Categories

Form Categories

Defaults

Value for New Students

Value for New Students

State Reporting Fallback Value

State Reporting Fallback Value

Options

☐

New Student

☐

Required

☐

Visible on Add a Student Search

☐

Visible on Discipline Referral

☐

Visible on Student Grades

☐

Restricted

Help URL

Enter URL

Description

Description


Profiles (View Access)

Profiles (Edit Access)

Cancel

or

Save

 If you already know the category a field will be assigned to, you can click **Edit Fields** next to the appropriate category in the **Categories** tab, and then add the new field in the blank row at the top of the screen. This will automatically select the category when setting up the field.

All Field Types

1. If this field will be included in a category that has been designated as a form, select **Form Categories.**

Edit Field: Lunch Ticket Number

Category ☒ Form Categories

Select Categories ▼

Defaults

Value for New Students State Reporting Fallback Value

Value for New Students State Reporting Fallback Value

Options

☐ New Student

☐ Required

☐ Visible on Add a Student Search

☐ Visible on Discipline Referral

☐ Visible on Student Grades

☐ Restricted

Help URL

Enter URL

The form categories are now available for selection in the Select Categories pull-down.

2. Use the **Select Categories** pull-down to select the categories this field will appear on. One or multiple categories can be selected.

Edit Field: Lunch Ticket Number

Category ☐ Form Categories

Select Categories ▼

Food Service

Food Service Sort Order ▼

Defaults

Value for New Students State Reporting Fallback Value

Value for New Students State Reporting Fallback Value

Options

☐ New Student

☐ Required

☐ Visible on Add a Student Search

☐ Visible on Discipline Referral

☐ Visible on Student Grades

☐ Restricted

Help URL

Enter URL

i When Form Categories is selected, you will only be able to select one form category.

3. In the **(Category) Sort Order** pull-down, select where the new field should appear within the category. You can select to place it before an existing field, at the end of the category, or unsorted. If multiple categories were selected in the Select Categories field, a Sort Order pull-down will display for each category.

Edit Field: Lunch Ticket Number

Category ☐ Form Categories

Select Categories

Food Service ▼

Food Service Sort Order

End of Category ▼

Defaults

Value for New Students

State Reporting Fallback Value

Value for New Students

State Reporting Fallback Value

Options

☐ New Student

☐ Required

☐ Visible on Add a Student Search

☐ Visible on Discipline Referral

☐ Visible on Student Grades

☐ Restricted

Help URL

Enter URL

4. In the Options section on the right side of the screen, select **New Student** to include this field on the [Add a Student](#) screen.

- i** When New Student is selected, the New Student Sort Order pull-down is displayed. Select where to place the field in the list of existing fields on the Add a Student screen. To reference which fields are included on the Add a Student screen and to check their sort order, enter the following query in runquery:

```
select * from custom_fields where new_record is not null and source_class = 'SISStudent'
```

The number in the New_Record column indicates the field sort order. Click on the column header to sort the fields by sort order.

- i** If the system preference "Hide fields from Add a Student from users that don't have edit permission" is enabled in Setup > System Preferences > [Enrollment](#) tab, then any fields the user does not have permission to edit will be hidden on the Add a Student screen.


- i** For more information about how sort order works for custom fields, see [Sort Order for Fields](#).

5. Select **Required** to make the field required.

If the field is required, it must have either a default value, display when adding a new student, or both. The field will only be required for profiles with edit permissions to the field.

 This option is not available for computed fields, computed tables, and file upload fields.

6. Select **Visible on Add a Student Search** to have this field display in the search results when searching for a student on the [Add a Student](#) screen. Custom fields with "Visible on Add a Student Search" selected display after system fields.

 The "Visible on Add a Student Search" option is not available for logging fields, computed fields, computed tables, file upload fields, and placeholder fields.

When this option is enabled for text fields, the field will be included at the top of the Add a Student screen in the entry section, as well as at the bottom in the exact and partial match search results. When this option is enabled for other field types, the field will only display in the exact and partial match search results at the bottom of the Add a Student screen.

The "New Student" option does not need to be selected in order to enable "Visible on Add a Student Search."

7. Select **Visible on Discipline Referral** to have this field be visible through the student documentation link on student discipline referrals.

 This option is not available for file upload fields.

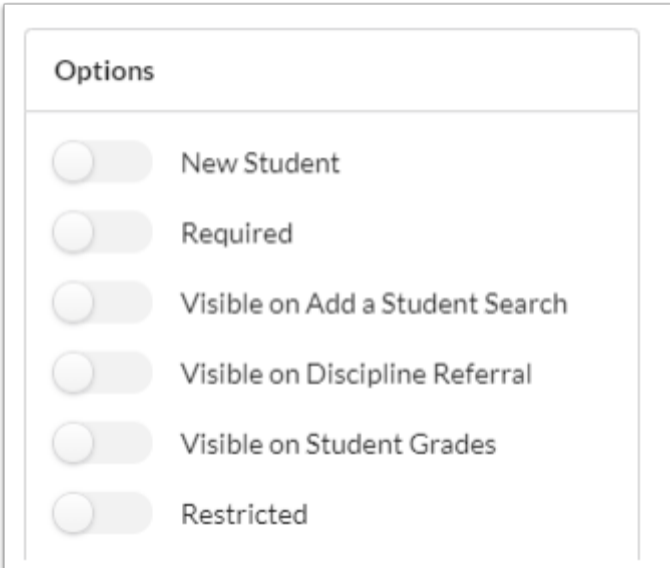
8. Select **Visible on Student Grades** to have this field be visible on the [Detailed Report in Grades > Final Grades, GPA, & Class Rank](#), and on the [Graduation Requirements Report](#) in the header of the individual student view.

 This option is not available for logging fields.

9. Select **Restricted** to hide this field in inactive student records.

Only users who have the profile permission "View Inactive Student Restricted Information" enabled in Users > [Profiles](#) can view this field in an inactive student's record.

 Restricted fields will still display if the student has a future enrollment date.

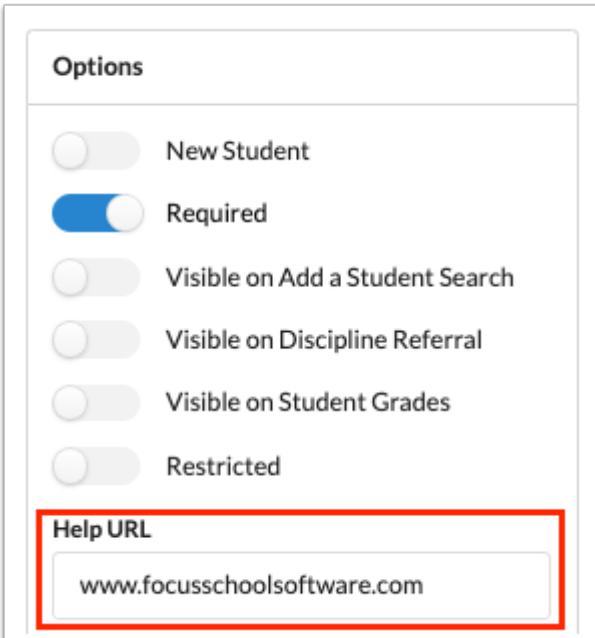


Options

- ☐ New Student
- ☐ Required
- ☐ Visible on Add a Student Search
- ☐ Visible on Discipline Referral
- ☐ Visible on Student Grades
- ☐ Restricted

10. Enter a **Help URL** if desired.

This will display a link icon next to the field title in the student's record. Clicking the link icon will open the URL in a new tab.



Options

- ☐ New Student
- ☒ Required
- ☐ Visible on Add a Student Search
- ☐ Visible on Discipline Referral
- ☐ Visible on Student Grades
- ☐ Restricted

Help URL

www.focusschoolsoftware.com

11. Enter a **Description** if desired.

When the user hovers the mouse over the question mark icon on the field in the student's record, the description will display.

Options

☐ New Student

☒ Required

☐ Visible on Add a Student Search

☐ Visible on Discipline Referral

☐ Visible on Student Grades

☐ Restricted

Help URL

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Description

Enter the student's lunch ticket number.

12. Select the profiles that will be able to view the field in the **Profiles (View Access)** pull-down. One or multiple profiles can be selected.

13. Select the profiles that will be able to edit the field in the **Profiles (Edit Access)** pull-down. One or multiple profiles can be selected.

Profiles (View Access)

[02] Counselor, [07] Scho... ▼

Profiles (Edit Access)

[02] Counselor, [07] Scho... ▼

i For logging fields, select the profiles that will have the ability to delete records (rows) from the logging field in the **Profiles (Delete Record)** pull-down. Select the profiles that will by default have the ability to create new records in the logging field in the **Profiles (Default Create Column)**. Select the profiles that will by default have the ability to view columns in the logging field in the **Profiles (Default View Column)** pull-down. Select the profiles that will by default have the ability to edit columns in the logging field in the **Profiles (Default Edit Column)** pull-down. Permissions for student fields can also be customized in Users > Profiles.

Profiles (Delete Record)
 AE Teacher, Dual Enrollment Teacher... ▼

Profiles (Default Create Column)
 AE Teacher, Dual Enrollment Teacher... ▼

Profiles (Default View Column)
 504 Coordinators, AE Admin, AE Teac... ▼

Profiles (Default Edit Column)
 AE Teacher, Dual Enrollment Teacher... ▼

Profiles (Restricted View) ⓘ
 ▼

i The **Profiles (Restricted View)** pull-down displays for the Letter Log field and for other logging fields in the Edit Field pop-up window, which allows you to restrict record access by profile. For example, if the Teacher profile is selected from the Profiles Restricted View pull-down, teachers will only have access to Letter Logs created by themselves. Teachers will not be able to view Letter Logs of record by any other profiles/users.

Profiles (Delete Record)
 AE Teacher, Dual Enrollment Teacher... ▼

Profiles (Default Create Column)
 AE Teacher, Dual Enrollment Teacher... ▼

Profiles (Default View Column)
 504 Coordinators, AE Admin, AE Teac... ▼

Profiles (Default Edit Column)
 AE Teacher, Dual Enrollment Teacher... ▼

Profiles (Restricted View) ⓘ
 Teacher ▼

14. When finished setting up the field, click **Save** at the bottom of the window.

The screenshot shows a software window with a light blue header bar. On the right side, there are two dropdown menus. The first is labeled "Profiles (View Access)" and the second is labeled "Profiles (Edit Access)". Both dropdowns show the text "[02] Counselor, [07] Scho..." and a blue downward arrow. At the bottom right of the window, there are two buttons: a red "Cancel" button and a green "Save" button. The "Save" button is highlighted with a red rectangular border.

Number, Checkbox, Date, Time

1. In the Defaults section of the window, select or enter a default **Value for New Students**, if applicable. When defined, the selected value will default into the field when adding a new student.
2. Select or enter a **State Reporting Fallback Value**, if applicable. When defined, the selected value will be included in extracts for state reporting unless the student has a value already selected in their record.

The screenshot shows a "Defaults" section in a software window. It contains two input fields. The first field is labeled "Value for New Students" and the second field is labeled "State Reporting Fallback Value". Both fields have a light gray border and contain the same text as their respective labels: "Value for New Students" and "State Reporting Fallback Value".

Select One and Select Multiple

1. (Select One fields only) In the Options, select **Display as Radio Buttons** to display the select one field as a set of radio buttons rather than as a select box.

i This preference is stored in the column "display_as_radio." If a field is not marked as Required, an N/A option will be included in the set of radio buttons.

Options

☐ New Student

☐ Required

☐ Visible on Add a Student Search

☐ Visible on Discipline Referral

☐ Visible on Student Grades

☐ Restricted

☒ Display as Radio Buttons

2. In the Select Options section of the window, either define the Select Options manually or enter a Select Options Query.

Select Options:

a. In the blank row, enter a **Code** and **Label** (what will display for the user) for the option.

Select Options

Export

Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
Both Parents	Both Parents				<input type="checkbox"/> Inactive
Mother	Mother	1			<input type="checkbox"/> Inactive
Father	Father	2			<input type="checkbox"/> Inactive
Guardian	Guardian	3			<input type="checkbox"/> Inactive

b. Enter a **Sort Order** for the option. This will display the options in the defined order.

Select Options

Export



Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
Both Parents	Both Parents	4			<input type="checkbox"/> Inactive
Mother	Mother	1			<input type="checkbox"/> Inactive
Father	Father	2			<input type="checkbox"/> Inactive
Guardian	Guardian	3			<input type="checkbox"/> Inactive




c. If desired, enter the **Min School Year** and **Max School Year**, which are used to make these options only available for selection within the range of school years. Existing data will be maintained.

Select Options

Export



Filter: OFF



Code	Label	Sort Order	Min School Year	Max School Year	
Both Parents	Both Parents	4			<input type="checkbox"/> Inactive
 Mother	Mother	1			<input type="checkbox"/> Inactive
 Father	Father	2			<input type="checkbox"/> Inactive
 Guardian	Guardian	3			<input type="checkbox"/> Inactive

d. Press **Enter** to add the option.





The added row turns yellow. A new, blank row will display where you can add the next option.

Select Options

Export





Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
					<input type="checkbox"/> Inactive
 Both Parents	Both Parents	4			<input type="checkbox"/> Inactive
 Mother	Mother	1			<input type="checkbox"/> Inactive
 Father	Father	2			<input type="checkbox"/> Inactive
 Guardian	Guardian	3			<input type="checkbox"/> Inactive





e. Select the **Inactive** check box next to an option to inactivate it. Inactive options will not display for selection when the user opens the pull-down.

Select Options

Export



Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
					<input type="checkbox"/> Inactive
 Mother	Mother	1			<input type="checkbox"/> Inactive
 Father	Father	2			<input type="checkbox"/> Inactive
 Guardian	Guardian	3			<input type="checkbox"/> Inactive
 Both Parents	Both Parents	4			<input type="checkbox"/> Inactive

f. To delete an option, click the red minus sign to the left of the option and in the confirmation message, click **OK**.

Export

Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
					<input type="checkbox"/> Inactive
Mother	Mother	1			<input type="checkbox"/> Inactive
Father	Father	2			<input type="checkbox"/> Inactive
Guardian	Guardian	3			<input type="checkbox"/> Inactive
Both Parents	Both Parents	4			<input type="checkbox"/> Inactive

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Are you sure you want to delete this record?

Cancel

OK

Select Options Query:

Enter a query that defines the options in the pull-down.

The highlighted area provides instructions and an example query.

Select Options Query

A query that defines the options in the pull-down. The query must select columns aliased as `id` and `label`. You may select columns aliased as `sort_order` and/or `inactive`. Any value other than null or 0 for the inactive column will make that option inactive. You may also use `{syear}`, `{school_id}`, `{staff_id}`, `{student_id}`, `{marking_period_id}`, and `{date}` as substitutions in your query. If an option query is defined, options defined in the table above will be ignored.

Example:

SELECT staff_id AS id, CONCAT(last_name, ', ', first_name) AS label FROM users u WHERE EXISTS(SELECT '' FROM user_enrollment ue WHERE ue.staff_id = u.staff_id AND ue.schools LIKE '%{school_id},%' AND ('{date}' BETWEEN start_date AND end_date OR end_date IS NULL) AND CONCAT(';', profiles, ';') LIKE '%,1,%')

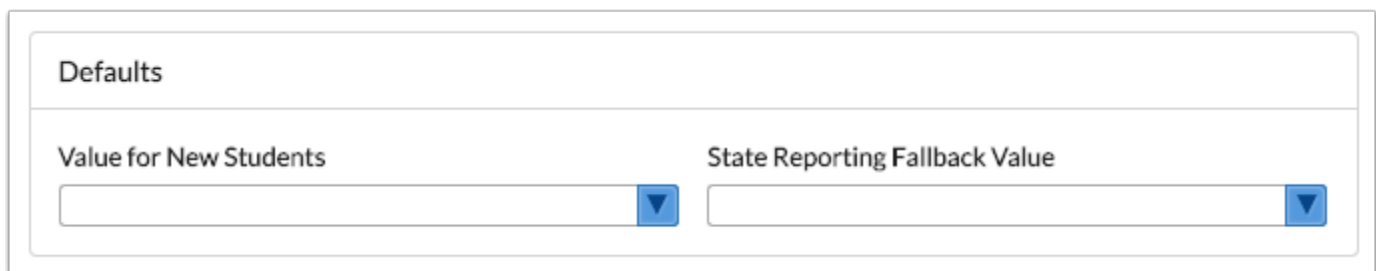
SELECT
o.id,
code,
o.title AS label,
(
CASE WHEN
COALESCE({syear}, 0) BETWEEN COALESCE(min_syear, -1) AND COALESCE(max_syear, 9999)
THEN 0

! In order to search on the select options defined by the query, they must also be added in the Select Options section of the screen.

3. In the Defaults section of the window, select a default **Value for New Students**, if applicable. When defined, the selected value will default into the field when adding a new student.

4. Select a **State Reporting Fallback Value**, if applicable. When defined, the selected value will be included in extracts for state reporting unless the student has a value already selected in their record.

i The Value for New Students and State Reporting Fallback Value pull-downs will be empty until select options are defined.



The screenshot shows a 'Defaults' section with two pull-down menus. The first is labeled 'Value for New Students' and the second is labeled 'State Reporting Fallback Value'. Both menus are currently empty, showing only a downward arrow icon.


File Upload

For file upload fields, you can optionally provide the URL to a blank form for users to access. When the user completes the form, they can upload the form into the file upload field.



The screenshot shows a 'Blank Form URL' section with a text input field. The input field has a placeholder text 'Enter a URL'.

For districts using the Document Management add-on module, select the **Academic Record Category** to include these files in the [Uploaded Files](#) screen for students.

-  The Academic Record Category options (Category A and Category B) are defined by the [Florida Department of Education ruling 1b-24.003 Ref-10357 GS7](#) on records retention.


Academic Record Category

Category B

When Category B is selected for the Academic Record Category, the **Retention Years** field becomes available on the Edit Field screen. Enter the number of years the files should be retained. The [scheduled job](#) "Purge Old Files" will delete files after the number of retention years have passed.

Retention Years

Enter the # of years to be retained here

-  To prevent a student's files from being purged by the "Purge Old Files" scheduled job, the system field "Document Hold" can be used. The "Document Hold" field can be added to a student category, and given the appropriate view and edit profile permissions. When the "Document Hold" check box is selected for a student, the student's files will not be purged when the job runs.

Signature

For signature fields, select **Requires Authentication** to require the user to enter a username and password in order to save the signature. When this option is turned off, the user can save the signature without entering a username and password.

Edit Field: Signature

Category

Form Categories

Select Categories

N/A

N/A Sort Order

Before Signature

Defaults

Value for New Students

Value for New Students

State Reporting Fallback Value

State Reporting Fallback Value

Options

New Student

Requires Authentication

Required

Visible on Add a Student Search

Visible on Discipline Referral

Visible on Student Grades

Restricted

Help URL

Enter URL

Placeholder

For placeholder fields, you may include a URL if desired. When the user clicks the placeholder title in the student's record, the URL will open.

Link

Note: You may use `{student_id}` to insert the selected student's ID.

Enter a URL

- Districts that want to download and view student documents from IEP Writer in Focus, and have entered the IEP Security Token and IEP SMS Token in Setup > System Preferences > [District Preferences](#), will set up placeholder fields in order to view the student documents in Student Info. For the URL, the district will enter:

BASE URL/utilities/download_iep.php?document={document code}&student_id={student_id}

Replace {document code} with the appropriate document code:

IEP - Individualized Education Plan

ER - Evaluation Report

RR - Reevaluation Report

GIEP - Gifted Individualized Education Plan

GWRI - Gifted Written Report (Initial)

GWRR - Gifted Written Report (Reevaluation)

IEP504 - 504 Service Plan

S504ER - 504 Evaluation Report

PBSP - Positive Behavior Support Plan

Text

1. In the Options section of the window, enter the **Maximum Length** of the field. The default maximum length is 255 characters. The length cannot be set to 0 or users will not be able to enter any text into the field.

Edit Field: Adult Witness by

Category ☐ Form Categories

Select Categories
SAR ▼

SAR Sort Order
Before Student Witness by ▼

Defaults

Value for New Students
Value for New Students

State Reporting Fallback Value
State Reporting Fallback Value

Options

☐ New Student

☐ Required

☐ Visible on Add a Student Search

☐ Visible on Discipline Referral

☐ Visible on Student Grades

☐ Restricted

Maximum Length
Maximum Length

Help URL
Enter URL

2. To display suggestions when a user enters text into the field, enter a query in the Suggestions Query section of the screen.

Suggestions Query

A query that returns suggestions for a text field. Only one column should be selected. Any results returned from this query will be used as suggestions in the text field. You may use `{year}`, `{school_id}`, `{staff_id}`, `{student_id}`, `{course_period_id}`, `{marking_period_id}`, and `{date}` as substitutions in your query.

Example: `SELECT title FROM schools`

```
SELECT title FROM schools
```



The highlighted area provides instructions and an example query.

Long Text

1. In the Options section of the window, select **Rich Text** to provide a rich text editor for the field.
2. Enter the **Maximum Length** of the field. The length cannot be set to 0 or users will not be able to enter any text into the field.

Category

Form Categories

Select Categories

SAR

SAR Sort Order

Before Notification

Defaults

Value for New Students

Value for New Students

State Reporting Fallback Value

State Reporting Fallback Value

Options

New Student

Rich Text

Required

Visible on Add a Student Search

Visible on Discipline Referral

Visible on Student Grades

Restricted

Maximum Length

Maximum Length

Help URL

Enter URL

Logging Fields

1. In the Options section of the window, select **Show school year** to add a School Year column to the logging field.

i The "Show school year" option is automatically enabled on the Industry Certifications logging field.

Options

New Student

Required

Visible on Discipline Referral

Restricted

Show school year

i When entering a new logging field record, the default year selected will be based on the year selected in the header. This pertains to the built-in system year option available to end-users during the logging field configuration.

2. In the Columns section of the window, replace the New Column text with the column name.

3. In the column that will be the primary sort, select **Ascending** or **Descending** in the **Primary Sort** pull-down.


4. In the column that will be the secondary sort, select **Ascending** or **Descending** in the **Secondary Sort** pull-down.

i Log entries can be sorted in ascending or descending order using one column as the primary sort (entries will be sorted by this column first) and one column as the secondary sort (entries will be sorted by this column second). Only one column can be set as the Primary Sort and only one column can be set as the Secondary Sort.

5. Select the **Fixed Left** check box to freeze the field in place when the user scrolls over to the right.

6. Select the field **Type**: checkbox, computed, date, file upload, long text, number, select multiple, select one, text, or time.

7. Click the **Edit Field** icon to set up or edit the field options, including profiles who can create, view, and edit the specific column.

 The "Profiles (Default Create Column)," "Profiles (Default View Column)," and "Profiles (Default Edit Column)" permissions set on the Edit Field screen for the logging field flow down to the "Profiles (Create Access)," "Profiles (View Access)," and "Profiles (Edit Access)" fields for each individual column of the logging field. The settings can be updated as needed for each column.

8. To delete a column, click the red **X**.
9. To add a column, click the green **+**.
10. To rearrange the order of the columns, click the left and right arrows.

Columns **+** ← Add column ↻ Edit field ✖ Delete field ↔ Move column left or right

School Year	Entry Date	Documentation	Exit Date	Upload Documentatio
Primary Sort N/A	Primary Sort N/A	Primary Sort N/A	Primary Sort N/A	Primary Sort N/A
Secondary Sort N/A	Secondary Sort N/A	Secondary Sort N/A	Secondary Sort N/A	Secondary Sort N/A
<input type="checkbox"/> Fixed Left Type: Select One	<input type="checkbox"/> Fixed Left Type: Date	<input type="checkbox"/> Fixed Left Type: Checkbox	<input type="checkbox"/> Fixed Left Type: Date	<input type="checkbox"/> Fixed Left Type: File Upload

💡 Hover the mouse over the column name to view the log_field ID.

LOG_FIELD1

School Year

Primary Sort

N/A

Secondary Sort

N/A

☐ Fixed Left

Type: Select One

Computed

1. Enter the query for the computed field in the provided area.

Computed Query


A query that returns a computed value for a student. The query must select columns aliased as **student_id** and **value**. You may use **{syear}**, **{school_id}**, **{staff_id}**, **{student_id}**, **{marking_period_id}**, and **{date}** as substitutions in your query.

Example: `SELECT student_id, COUNT(*) AS value FROM student_report_card_grades GROUP BY student_id`

```

SELECT      s.student_id
            ,
            case when exists
            (
              SELECT      "
              FROM        custom_field_log_entries sle
                          inner join custom_field_select_options so4
                          on cast(sle.log_field4 as numeric) = so4.id
              WHERE       s.student_id = sle.source_id
              AND         sle.field_id = 5
              AND         coalesce(cast(sle.log_field2 as date), current_date) >=

```



The highlighted area provides instructions and an example query. In addition to the listed substitutions that can be used in the query (highlighted in blue), {referral_id} can


also be used in the query. When printing a letter from the Referrals screen, the current referral ID is referenced.

2. Either define the Search Options or enter a Filtering Options Query.



By supplying the select options or defining a filtering options query, users will be able to search on the computed field the same way other fields are searched on. If these options are not set up, then users will not be able to use More Search Options on the computed field as they can with other select field types.

Search Options:



a. In the blank row, enter a **Code** and **Label** (what will display for the user) for the first option.

Search Options						
<div>Export   Filter: OFF</div>						
	Code ▾	Label ▾	Sort Order ▾	Min School Year ▾	Max School Year ▾	
	N	No				<input type="checkbox"/> Inactive
	Y	Yes	1			<input type="checkbox"/> Inactive

b. Enter a **Sort Order** for the option. This will display the options in the defined order.

Search Options						
<div>Export   Filter: OFF</div>						
	Code ▾	Label ▾	Sort Order ▾	Min School Year ▾	Max School Year ▾	
	N	No	2			<input type="checkbox"/> Inactive
	Y	Yes	1			<input type="checkbox"/> Inactive



c. If desired, enter the **Min School Year** and **Max School Year**, which are used to make these options only active within the range of school years.

Search Options						
<div>Export   Filter: OFF</div>						
	Code ▾	Label ▾	Sort Order ▾	Min School Year ▾	Max School Year ▾	
	N	No	2			<input type="checkbox"/> Inactive
	Y	Yes	1			<input type="checkbox"/> Inactive

d. Press **Enter** to add the option.

The added row turns yellow. A new, blank row will display where you can add the next option.



Search Options

Export   Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
					<input type="checkbox"/> Inactive
N	No	2			<input type="checkbox"/> Inactive
Y	Yes	1			<input type="checkbox"/> Inactive

e. Select the **Inactive** check box next to an option to inactivate it. Inactive options will not display for selection when the user opens the pull-down.


Search Options

Export   Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
					<input type="checkbox"/> Inactive
Y	Yes	1			<input type="checkbox"/> Inactive
N	No	2			<input type="checkbox"/> Inactive

f. To delete an option, click the red minus sign to the left of the option and in the confirmation message, click **OK**.

Search Options

Export   Filter: OFF

Code	Label	Sort Order	Min School Year	Max School Year	
					<input type="checkbox"/> Inactive
Y	Yes	1			<input type="checkbox"/> Inactive
N	No	2			<input type="checkbox"/> Inactive

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Are you sure you want to delete this record?

Cancel OK

Filtering Options Query:

Enter a query that defines the options in the pull-down.

Filtering Options Query

A query that defines the options in the pull-down. The query must select columns aliased as `id` and `label`. You may select columns aliased as `sort_order` and/or `inactive`. Any value other than null or 0 for the inactive column will make that option inactive. You may also use `{year}`, `{school_id}`, `{staff_id}`, `{student_id}`, `{marking_period_id}`, and `{date}` as substitutions in your query. If an option query is defined, options defined in the table above will be ignored.

Example: `SELECT staff_id AS id, CONCAT(last_name, ', ', first_name) AS label FROM users u WHERE EXISTS(SELECT " FROM user_enrollment ue WHERE ue.staff_id = u.staff_id AND ue.schools LIKE '%,{school_id},%' AND ('{date}' BETWEEN start_date AND end_date OR end_date IS NULL) AND CONCAT(", profiles, ") LIKE '%,1,%')`

```
SELECT id as id, code as label FROM custom_field_select_options where source_class = 'CustomFieldLogColumn' and source_id = 109
```



The highlighted area provides instructions and an example query.

Computed Table


Enter a query for the computed table.

Computed Query

A query that returns a computed table for a student. The query must select a column aliased as `student_id` and any other aliases will be column headers. You may use `{year}`, `{school_id}`, `{staff_id}`, `{student_id}`, `{marking_period_id}`, and `{date}` as substitutions in your query.

Example: `SELECT se.student_id, se.start_date AS "Start Date", se.end_date AS "End Date" FROM students s JOIN student_enrollment se ON se.student_id = s.student_id`

```
SELECT DISTINCT schd.student_id, schl.custom_327 AS "Schl", c.short_name AS "Course", c.title AS "Title",  
u.last_name || ' ' || SUBSTRING(u.first_name,1,1) AS "Teacher", cp.room AS "Room", prd.short_name as "Prd",  
  
COALESCE(
```

 The highlighted area provides instructions and an example query. In addition to the listed substitutions that can be used in the query (highlighted in blue), `{referral_id}` can also be used in the query. When printing a letter from the Referrals screen, the current referral ID is referenced.

Editing a Field

1. In the **Students** menu, click **Student Fields**.

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Florida Reports

Reports

Search...

Student Info

Add a Student

Mass Assign Student Info

Mass Add Log Records

Change Requests

Magnet / Special Assignment

Reports

Advanced Report

Add / Drop Report

Student Form Records

Student Breakdown

Print Student Information

Letter Queue

Workflow Triggers

Print Avery Labels

Audit Trail

Invalid Address Report

Setup

Student Fields

Address Fields

Student Groups

Computed Student Fields

Enrollment Codes

2. Click the **Fields** tab.

Categories

Fields

Prev

Page: 1 / 63

Next

Export

Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field
39	Unnamed Field	custom_39	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
40	Unnamed Field	custom_40	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
2012000004	EOC Algebra, Test Accommodations	custom_2012000004	Select Multiple	N/A	System	<input type="checkbox"/>	Edit Field

3. Locate the field in the list and click **Edit Field**.

Categories

Fields

Prev

Page: 1 / 63

Next

Export

Filter: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
	Lunch Ticket Number	custom_11578	Number		Local	<input type="checkbox"/>	Edit Field
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field

4. Make the desired changes and click **Save**.

Edit Field: Lunch Ticket Number

Category

Form Categories

Select Categories

Food Service

Food Service Sort Order

End of Category

Defaults

Value for New Students

State Reporting Fallback Value

Options

New Student

Required

Visible on Add a Student Search

Visible on Discipline Referral

Visible on Student Grades

Restricted

Help URL

https://www.focusschoolsoftware.com

Description

Description

Profiles (View Access)

System Administrator

Profiles (Edit Access)

System Administrator

Cancel

or

Save

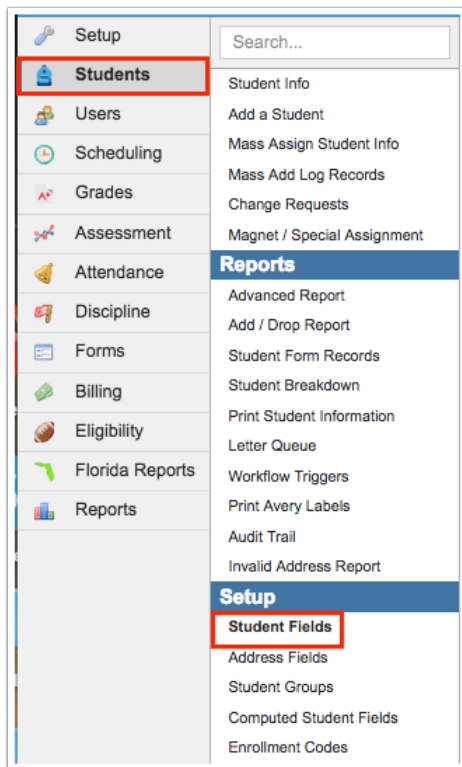
Deleting a Field

i

Only Local fields (fields created by the district) can be deleted. System fields cannot be deleted.

If you attempt to delete a field that is referenced in the options query for another field, a message will display indicating the field cannot be deleted.

1. In the **Students** menu, click **Student Fields**.



2. Click the **Fields** tab.

Categories **Fields**

Page: / 63

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field
39	Unnamed Field	custom_39	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
40	Unnamed Field	custom_40	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
2012000004	EOC Algebra, Test Accommodations	custom_2012000004	Select Multiple	N/A	System	<input type="checkbox"/>	Edit Field

3. Locate the field in the list and click the red minus sign to the left of the field.

Categories

Fields

◀ Prev

Page: 1 / 63

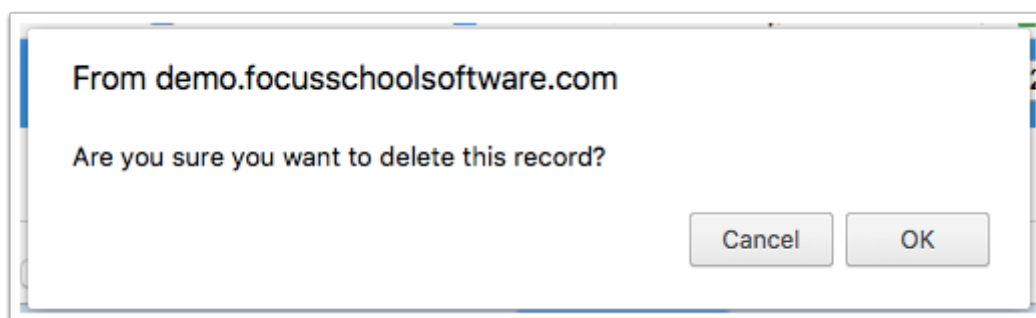
Next ▶

Export

Filter: OFF

	Legacy ID ▴ ▾	Title ▴ ▾	Alias ▴ ▾	Type ▴ ▾	Category ▴ ▾	System ▴ ▾	JSON ▴ ▾	
		<input type="text"/>	<input type="text"/>	<div>Text ▾</div>			<input type="checkbox"/>	
<div>⊞</div>	820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
<div>⊞</div>	1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
<div>⊞</div>	300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field
<div>⊞</div>	39	Unnamed Field	custom_39	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
<div>⊞</div>	40	Unnamed Field	custom_40	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field

4. In the confirmation message, click **OK**.



The field is deleted.

Technical Info

- Pull-down and Select Multiple fields store the ID for the description in the Students table.
- Descriptions and codes are stored in custom_field_select_options.
- Changes to the descriptions will not change the ID, so red data will no longer happen.
- User and Student log entries are migrated to one table when moving from version 7 to version 8:
 - Custom_field_log_entries
 - Records will be tied to a source class to distinguish the type of log entry SISStudent SISUser. Therefore, the link will not be student_id but rather source_id.
 - Log entries will also link to custom_fields and custom_field_select_options.
- Fields are created independent of the tab where they will reside.
- Existing fields will display the legacy ID (custom_XXXX)
- Existing and future system fields defined by Focus and State Reporting will remain with standard custom_XXXX ID and alias. System will display in the System column, while fields districts can delete will be Local.
- New local fields will be assigned a system ID (custom_IXXXX) but the district can also assign an alias for querying the field.
 - Example: A new field for LEP Indicator is added. The system assigns custom_I1234567. The district can assign the alias LEP_Ind.

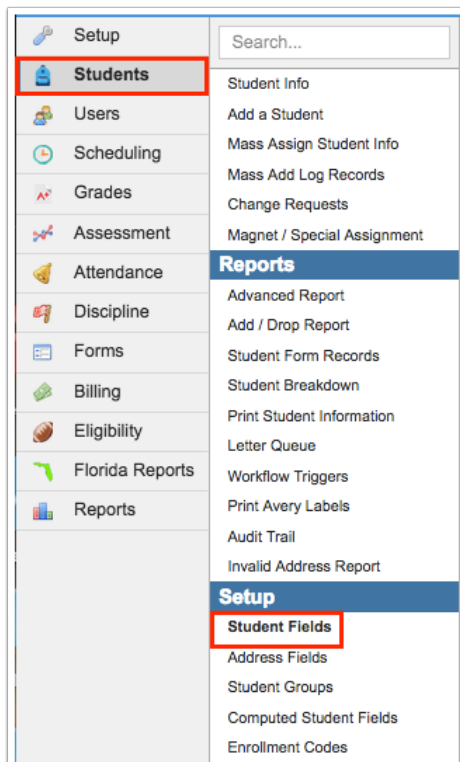
- The alias is created within the view Students_View.
- Users can query the Students_View rather than the Students table. Querying the students_view view has a slight overhead compared to directly querying the students table.
- For local fields, users can edit the alias.
- For system fields, users cannot edit the alias.
- For Select One and Select Multiple fields, each option is saved as an ID in the custom_fields_select_options table where the ID, label, and code are stored.

Protected and Hidden Student Fields

Protected Student

The Protected Student feature restricts access of the protected student's school of enrollment, address and contact information.

1. In the **Students** menu, click **Student Fields**.



2. Click the **Fields** tab.

Categories		Fields					
Prev		Page: 1 / 63	Next		Export	Filter: OFF	
Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field
39	Unnamed Field	custom_39	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
40	Unnamed Field	custom_40	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
2012000004	EOC Algebra, Test Accommodations	custom_2012000004	Select Multiple	N/A	System	<input type="checkbox"/>	Edit Field

3. Locate the Protected Student field and click the **Edit Field** button.

Categories

Fields

Export

Filter: ON

			protected																																																																																																																																																																																																																																																																																																																																																																	
--	--	--	-----------	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

4. From this screen, you can determine where the check box is placed via a Category, which Profiles have View and Edit Access to the field, and more. For detailed information regarding each field option, see the section on [Adding a Field](#).

Edit Field: Protected Student

Category

Form Categories

Select Categories

General Demographics

General Demographics Sort Order

Before TIDE Access Code

Defaults

Value for New Students

State Reporting Fallback Value

Options

New Student

Required

Visible on Add a Student Search

Visible on Discipline Referral

Visible on Student Grades

Restricted

Help URL

Enter URL

Description

Description

Profiles (View Access)

System Administrator

Profiles (Edit Access)

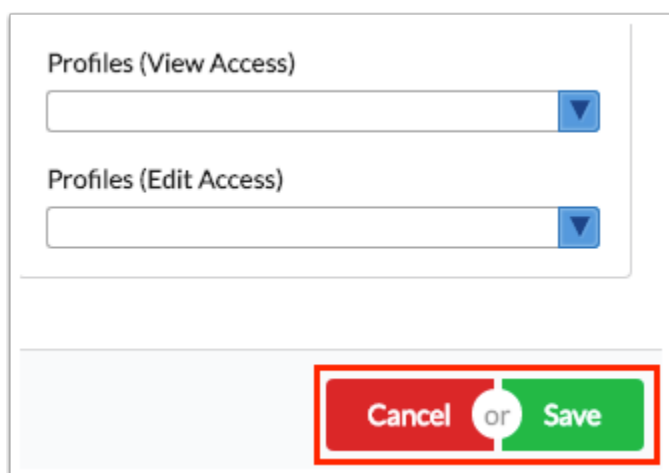
System Administrator

Cancel

Save

- i** The Profiles selected from the View Access and Edit Access pull-downs determine who can view the field and who can view and edit the field; i.e. who can mark a student as protected and who can only view that is a student has been marked as protected. Having these profile permissions doesn't automatically grant you permission to view select protected students' data. See step 6 for information on profile permissions.

5. When all selections have been made and set up is complete, click the **Save** button. You can also click **Cancel** to return to the main Student Fields screen with no changes made.



The screenshot shows a configuration window with two dropdown menus labeled 'Profiles (View Access)' and 'Profiles (Edit Access)'. Below these menus, there are two buttons: a red 'Cancel' button and a green 'Save' button, separated by the word 'or'. The 'Cancel' and 'Save' buttons are highlighted with a red rectangular border.

6. Once the field is added to [Student Info](#), complete the set up by identifying the Profiles that should have access to **View Protected Students** via **Users** > [Profiles](#) > Students tab.

Writers02 Profiles ☆ Lizette Garcia Focus High Sch 2022-2023 ▼

Permission Type: Menu Role: Admin Profiles: System Administrator Submit Edit Profiles

Find

Setup

Students

Users

Scheduling

Grades

Assessment

Attendance

Discipline

Forms

Billing

Eligibility

Employee Self Service

Florida Reports

Students	View	Edit	Require Approval
Student Info	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Login As Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unlock Student	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Enrollment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Previous Year Enrollment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Addresses & Contacts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Edit Addresses	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Primary Residence	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Contacts	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Inactive Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Student Photo	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Previous Years Inactive Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Linked Users	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Edit Linked Students	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
View Previous Year Inactive Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Second School Enrolled Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Protected Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Hidden Students	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

⚠ There is also a profile permission for Parent profiles, called **View Protected Students**. When this permission is selected on a parent profile, the parent will have the ability to view their student's demographic information in their portal, even if the student is flagged as protected. Conversely, if the permission is not selected, the parent will not be able to view any demographic information for students marked as protected. This new feature provides more flexibility and control for parents while ensuring the privacy and protection of sensitive student information in the Parent Portal.

⚠ When the permission is enabled, selected Profiles will be able to view detailed student information of the protected students just as they always have. Profiles who do not have this permission will not be able to view select student data.

7. To flag a student as protected, from the **Students** menu, click [Student Info](#). Select the student. Click the applicable tab, such as General Demographics, then select the **Protected Student** check box.

Ace 081927 - Grade 09

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

DO NOT RELEASE STUDENT INFO

Fees & Payments

Filter fields... 504 Address Addresses & Contacts Athletics Classified Controlled School Choice Counselor Notes DOP

General Demographics

Home School Annual Evaluation
Homeschool Virtual
Zoned District Number
Zoned School Number
McKay Attending School
Student Characteristic, Agency ...
Promoted Pending Summer Sch... No [N]
Protected Student ☒

Include Inactive Ace 081927) Save

Errors

Parent Portal Pin
Free/Reduced Meals Program

Hidden Student

The Hidden Student feature allows you to completely hide a withdrawn student making the student inaccessible to users.

1. In the **Students** menu, click **Student Fields**.

Setup Search...

Students

Users
Scheduling
Grades
Assessment
Attendance
Discipline
Forms
Billing
Eligibility
Florida Reports
Reports

Student Info
Add a Student
Mass Assign Student Info
Mass Add Log Records
Change Requests
Magnet / Special Assignment

Reports

Advanced Report
Add / Drop Report
Student Form Records
Student Breakdown
Print Student Information
Letter Queue
Workflow Triggers
Print Avery Labels
Audit Trail
Invalid Address Report

Setup

Student Fields
Address Fields
Student Groups
Computed Student Fields
Enrollment Codes

2. Click the **Fields** tab.

Categories **Fields**

Prev Page: 1 / 63 Next Export Filters: OFF

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
820	Homeless Student PK-12	custom_820	Select One	Homeless	System	<input type="checkbox"/>	Edit Field
1308	504 Entry	custom_1308	Logging Field	504	System	<input type="checkbox"/>	Edit Field
300000060	QUALIFYING ARRIVAL INFORMATION	custom_300000060	Logging Field	Migrant	System	<input type="checkbox"/>	Edit Field
39	Unnamed Field	custom_39	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
40	Unnamed Field	custom_40	Placeholder	Health Medical	Local	<input type="checkbox"/>	Edit Field
2012000004	EOC Algebra, Test Accommodations	custom_2012000004	Select Multiple	N/A	System	<input type="checkbox"/>	Edit Field

3. Locate the Hidden Student field and click the **Edit Field** button.

Categories **Fields**

Export Filter: ON

hidden

Legacy ID	Title	Alias	Type	Category	System	JSON	
			Text			<input type="checkbox"/>	
	Hidden Student	hidden_student	Checkbox		System	<input type="checkbox"/>	Edit Field

4. From this screen, you can determine where the check box is placed via a Category, which Profiles have View and Edit Access to the field, and more. For detailed information regarding each field option, see the section on [Adding a Field](#).

Edit Field: Hidden Student

Category

☐ Form Categories

Select Categories

Defaults

☐ Value for New Students

☐ State Reporting Fallback Value

Options

☐ New Student

☐ Required

☐ Visible on Add a Student Search

☐ Visible on Discipline Referral

☐ Visible on Student Grades

☐ Restricted

Help URL

Enter URL

Description

Enabling this option will hide this student from all users (including teachers) who do not have the permission to view Hidden Students

Profiles (View Access)

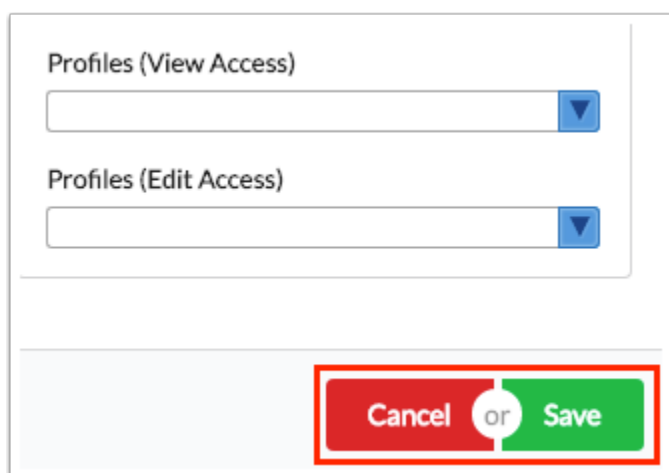
Profiles (Edit Access)

Cancel

Save

i The Profiles selected from the View Access and Edit Access pull-downs determine who can view the field and who can view and edit the field; i.e. who can mark a student as hidden and who can only view that is a student has been marked as hidden. Having these profile permissions doesn't automatically grant you permission to view select hidden students' data. See step 6 for information on profile permissions.

5. When all selections have been made and set up is complete, click the **Save** button. You can also click **Cancel** to return to the main Student Fields screen with no changes made.



The screenshot shows a configuration window with two dropdown menus. The first is labeled 'Profiles (View Access)' and the second is labeled 'Profiles (Edit Access)'. Both dropdowns are currently empty. At the bottom of the window, there is a button labeled 'Cancel or Save'. The 'Cancel' part of the button is red, and the 'Save' part is green, with the word 'or' in a white circle between them. The entire button is highlighted with a red rectangular border.

6. Once the field is added to [Student Info](#), complete the set up by identifying the Profiles that should have access to **View Hidden Students** via **Users** > [Profiles](#) > Students tab. When the permission is enabled, selected Profiles will be able to view the student and detailed student information of the hidden students just as they always have. Profiles who do not have this permission will not be able to view select students or student data.



Alv[redacted]

074264 - Grade 11

Enrollment

Schedule

Requests

Grades

Gradebook

Absences

Activities

Referrals

Test History

Audit Trail

Save

Fees & Payments

Filter fields...

ELL

ESE

Enrollment

FASTER

Fed State

Federal/State Compensat...

General Demographics

General Demographics

Zoned District Number none [00]

Zoned School Number none [0000]

McKay Attending School

GED Records Release

Student Characteristic, Agenc... None of the Above Categories Applies to the Student [Z]

Promoted Pending Summer S... No [N]

? Hidden Student ☒